

BBBAA – Afterschool Program Terms and Conditions (please read carefully)

Agreement: By submitting a Registration Form, attending programs or paying registration fees, the client and/or parent/guardian is implicitly agreeing to the following Program Terms and Conditions:

Registration and Payment:

- Registration envelopes will be distributed by email, website, at the program and through the school at the beginning of the year.
- Registration for BBBAA Afterschool programs will be taken on a monthly basis
- Registration will be due on the 20th of each month except for September. Deadlines are:
 - September: Sept. 4 All other months due on the 20th.
- Returning participants may be given priority for registration, followed by a “first-come, first served” basis for all other registrants.
- To register for programs, a Registration Form must be submitted either in-person or by mail, email or fax to BBBAA, together with payment at time of registration.
- BBBAA is authorized to process payment by credit card or post-dated cheques, as selected on the Registration Form. Credit Card payments are generally processed on the 1st of each month and post-dated checks/cash on the 1st and 15th of each month and are non-refundable when processed.
- Please inform us if your credit card expiration date or number changes. Monthly statements and invoices are not provided. Receipts will be emailed within one week of processing. A \$35 administration fee will be charged for NSF cheques. Late payment may result in termination of enrollment.
- A new calendar must be submitted for each month, unless you have selected permanent full-time on the first monthly calendar.

Programming cancellations and Make-ups:

- For BBBAA-related cancellations, the client will be notified by email.
- If the school closes early, had a PD day or cancelled for any reason, the Afterschool Program will not go ahead.
- If payments have been made for the closed day they will be credited to your account.
- For Weather-related cancellations; notifications will be made via email, www.bbbaa.net and/or local radio station and 334-2300 line.

School Bussing Policy:

- The BBAA and program participants must follow the guidelines set-out by the school bussing policy which states:
 - Student can avail of one bus stop on assigned route. (this is the regular bus)
 - Children can avail of one stop on a different bus if space allows and if it is on a continuous/regular basis (Courtesy Bussing) (This would be the afterschool bus).
- Daily and Weekly changes will not be permitted to the calendar once it is submitted.
- If a participant needs to be picked up on a scheduled day, the afterschool program must be notified, and if at the end of the day, will have to be picked up at the lifestyle center.

Care and Conduct:

- BBAA promotes an atmosphere of safety and mutual respect and will not tolerate inappropriate conduct or behavior. Violation of these principles will result in termination of enrollment and refund.
- BBAA is not responsible for providing before or after program care for participants.
- If an injury or loss of personal property occurs while on BBAA programs, it is understood and agreed that BBAA is released from all legal and financial responsibilities resulting from any injury, illness or loss of property.
- All relevant illnesses, medical conditions, disabilities or behavioral concerns have been disclosed to BBAA on the Registration Form.
- No student is permitted to participate in a program should they have an injury, but are encouraged to observe.
- Participants, parents and guardians agree that BBAA may act reasonably and with care on their behalf in an emergency medical situation where first aid and medical attention is required.

Confidentiality:

- BBAA regards all participant information as confidential and will not disclose the information to outside parties unless authorized in writing by the participant or parent/guardian.
- In the normal course of business and for the purpose of advertising, BBAA may photograph or video participants as they participate in programs.
- Such photographs or video may be used by BBAA for publicity purposes without the participants name attached, unless otherwise notified in writing by the participant or; parent/guardian.