

POLICIES: EXTRACURRICULAR ACTIVITIES (Fall 2017)

REGISTRATION POLICY

- First come, first served
- Registration online **ONLY**
- Online registrations will be processed in real time and in priority

REGISTRATION CONFIRMATION

The online system will send an automatic registration confirmation by email for any registration completed online at the email address provided by the parent. No confirmation will be sent for a registration without a valid email address. The after school activities coordinator will contact you only if there is any change in the registration (lack or surplus of registrations, change of schedule, etc.) either by phone or email.

INCOMPLETE OR INCORRECT REGISTRATION

HAHSA will not be held responsible for mistakes linked to incomplete information (invalid phone number or email address, missing child grade or homeroom or parent name, missing allergy or medical information).

REFUND AND CANCELLATION POLICY

In the event of an activity cancellation due to lack of registrations the after school activity coordinator will contact the parent either by phone or email to offer one of the following two options:

1. Suggest an alternative activity
2. Issue a full refund

Registration cancellation by the parent:

- No refund will be made in this case

In case of absence of the child:

- No refund or credit will be given to the parent whose child is absent

EXPULSION OF THE ACTIVITY

The school's code of conduct must be respected at all times by all the participants registered in an after school activity.

The expulsion for one or more classes is an extraordinary measure and it is only used as a last resort after several unsuccessful attempts (verbal warnings, call to parents, intervention of a member of the school staff, etc.) to resolve issues.

No refund will be given if a child is removed from an activity because he or she did not respect the school's code of conduct.

PAYMENT METHODS

You can pay the total amount in one transaction when you register on-line by credit card (Visa, Master Card or Amex) The transaction, in Canadian dollars (CND\$) will appear in your monthly statement under **HAHSA Activities**.

The possibility to discharge the balance in 2 electronic payments. A first payment of 50% will be taken upon registration and the other 50% will be taken on October 6th. You will not have to go back and pay since the transaction will have been preauthorized.

An email confirmation will be sent to the parent for any payment received if the parent supplied a valid email address.

Refused pre-authorized payment:

Service fees of 25.00\$ will be applied for any pre-authorized payment refused or cancelled without warning (expired or invalid credit card, stopped payment by the card holder, etc.).