



## After School Program – 2021/2022 School Year Enrolment Contract

### **BASICS**

- The After School Program at Harmonic Melodies Music Inc. is available for children 4 to 13 years old.
- This is a full time participation from Monday to Friday, excluding school holidays and PA days.
- The program runs throughout the 2021/2022 school year, adjacent to York Region District School Board (YRDSB) Elementary Schools calendar.
- The program does not run on school bus cancellation days, snow days, school closing days beyond Harmonic Melodies Music Inc.'s control.
- Harmonic Melodies Music Inc. must be informed about children's absence before 10:00am on any particular school day.

### **TRANSPORTATION**

#### **between 2:30pm – 3:45pm**

- Transportation service from area schools to Harmonic Melodies Music Inc.'s place of business is included in the program fee, and is available only to selected elementary schools within the service area Newmarket, Aurora, and East Gwillimbury. Please verify with Harmonic Melodies Music Inc. if your school is within the service area.
- Transportation service from schools not located in the service area is subject to availability and subject to an additional fee.
- Harmonic Melodies Music Inc. reserves the right of selecting the transportation method for pickup from the schools.

### **SNACKS & FREE TIME**

#### **2:45pm – 4:00pm** (time depends on school location and dismissal time)

- After school snack time: Please provide your child with his / her own nut- and dairy free drinks and after school snacks.
- Harmonic Melodies Music Inc. will provide water and additional snacks if needed, please state all allergy concerns.
- Please note all electronic devices are not allowed unless Harmonic Melodies Music approved the usage for special reasons.
- Private lessons can be arranged during this time, subject to availability, regular charges for private lessons apply.
- Free time fun such as creative arts, board games, and group activities occurs before and after daily group lessons.
- Quiet area is designated for homework and reading purposes.

### **GROUP MUSIC AND ART PROGRAM**

#### **between 4:00pm – 5:00pm**

- Variety of group programs takes place Mondays to Fridays.
- Subjects of the group program depending on scheduling and instructor's availability, starting time approximately 4pm daily.
- The designated schedule for the 2021/2022 school year is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Ukulele / Guitar	Woodwinds / Violin	Art	Musical Theatre / Vocal	Art

### **PICK UP TIME**

#### **5:00pm – 6:00pm**

- After the group program, children are given time for homework, reading, or playing.
- Designated pick-up time is between 5:00 and 6:00pm.

I agree to comply with all policies.

Parent/Guardian Initial \_\_\_\_\_



# Harmonic Melodies Music Inc.



## PAYMENT POLICY

- The After School Program is an agreement for the full school year; the monthly fee is calculated based on 10 equal payments from September 2021 to June 2022.
- The client's monthly payment is **due on the 25th day of each month** in advance for the following month.
- The first payment is due upon accepted registration, and the final payment is due on May 25, 2022. There is no registration fee.
- Payment options include e-transfer, debit, cheque, and cash; Credit card payments are welcome with 2% surcharge applied; recurring Interac e-Transfers preferred.
- All After School Program fees are non-refundable and non-transferable, unless Harmonic Melodies Music Inc. cancels the program.
- A \$10 administrative fee will be charged to the client for late payments received after the invoice due date. Full payment and the \$10 fee must be received within 10 days of due date.
- A \$50 administrative fee will be charged to the client for any payments returned to Harmonic Melodies Music Inc. as NSF (non-sufficient funds). Full payment of amount due, plus the \$50 fee must be received within seven days of notification.

## DEPOSIT

- As a deposit, payment of 50% of the fee for June 2021 is required upon registration. The deposit will be credited towards the client's payment for June 2022, provided the client has not terminated the contract or decreased participation in the After School Program prior to June 2022. In case of early termination or decreased participation the deposit is forfeited.

## FEES

	Full Week Plan		P.A. Day add-on*	Calculation of fees (per day)	
Participation	Monday to Friday		9 am – 4 pm	Regular / in person	School closure / online
Monthly fee	\$477.00		\$59.00	\$25.51	\$10.00

- Full Week Plan:  
10 equal payments of \$477.00 per month from September 2021 to June 2022 (based on 187 school days x \$25.51 per day).
- In case of late pick up after 6:00pm a \$1.00 per minute late charge is applied to the clients account.
- \*) P.A. Day add-ons may be offered for an extra fee, based on availability.
- The After School Program will run as scheduled if no health and safety reasons prevent from in-school learning. If schools are being closed at any given time during the school year, the fee for the current month remains unchanged, while for the following month a fee of \$10.00 per day would be charged, which includes an online group class for the scheduled group program. When in-school learning resumes, the remaining portion of the month would be recalculated based on the regular fee.

## CHANGES and CANCELLATION

- In case of changing the school, clients must verify with Harmonic Melodies Music Inc. if pickup from the new school is possible.
- The enrolment in the After School Program is for the entire school year and valid until the last day of school in June 2022.
- The client may terminate the enrolment for the After School Program and withdraw their child/ward by giving Harmonic Melodies Music Inc. a minimum of four weeks notice to the end of the calendar month.
- No refunds can be offered if your child misses After School Program days due to an illness, vacation, school cancellations, bus cancellations, or any other absence. Make-up time will not be provided for any missed time.
- Late start of the After School Program may be arranged, subject to availability and approval of Harmonic Melodies Music Inc.

I agree to comply with all policies.

Parent/Guardian Initial \_\_\_\_\_



# Harmonic Melodies Music Inc.

**CLIENT INFORMATION**

- please use a separate form for each child -  
 - use the "fill & sign" option in Adobe Acrobat Reader to fill this form on a computer -

Child's Name	Date of Birth (month / day / year):  _____ / _____ / _____	Male <input type="checkbox"/> Female <input type="checkbox"/>
Mailing Address:		
Parent or Guardian Name:	Parent or Guardian Name:	
Home phone:	Home phone:	
Work phone:	Work phone:	
Cell phone:	Cell phone:	
Email Address:	Email Address:	

**EMERGENCY CARE**

Emergency Contact & Relationship to Child/Ward	Emergency Telephone Number
Emergency Contact & Relationship to Child/Ward	Emergency Telephone Number
Physician Name	Physician Telephone Number
Health Card Number	Dietary restrictions
Allergies  EpiPen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Medication taken by Child/Ward
Medical conditions & other needs that Harmonic Melodies Music Inc. staff should be aware of	



# Harmonic Melodies Music Inc.

**RELEASE AUTHORIZATION**

Only persons on this list will be permitted to pick up your child / ward from the program (include yourself):

Name	Relationship to Child/Ward
Name	Relationship to Child/Ward
Name	Relationship to Child/Ward
Name	Relationship to Child/Ward

Permission to leave program on his/her own (only for children over the age of 12)  Yes  No  
Parent/Guardian Initial \_\_\_\_\_

**WAIVER**

I hereby release Harmonic Melodies Music Inc. and all persons employed by and/or associated with Harmonic Melodies Music Inc. from all claims and causes of action resulting from the participation of my child or ward in the After School Program offered by Harmonic Melodies Music Inc.

Parent/Guardian Initial \_\_\_\_\_

**MEDICAL RELEASE**

If I cannot be reached in the event of an accident or other medical emergency, I give permission for the personnel of Harmonic Melodies Music Inc. to obtain immediate qualified medical assistance for my child/ward. Emergency treatment may include the administration of drugs, anaesthetics, blood transfusions, injections or any treatment as noted to be needed by the physician caring for my child/ward. It is understood that every effort will be made to contact me immediately.

Parent/Guardian Initial \_\_\_\_\_

**CHILD/WARD ABUSE POLICY**

All staff of Harmonic Melodies Music Inc. are required to report to Children's Aid Society (CAS) if they are concerned for the well being of a child/ward. If CAS is called, parents/guardian will be notified according to directions from the CAS. If abuse is suspected and medical attention required, the parent/guardian will be notified according to the direction from CAS.

Parent/Guardian Initial \_\_\_\_\_

**MEDIA RELEASE**

I consent to the use of my child's/ward's likeness for publicity purposes, for example photos for Harmonic Melodies Music inc.'s website. I give permission for my child/ward to be photographed at Harmonic Melodies Music Inc. during program's activities. I understand that any photographs or images will be used for promotional purposes only.  
I hereby waive any right to approve the use of this photos now or in the future.

Parent/Guardian Initial \_\_\_\_\_

**TRANSPORTATION INFORMATION**

Name of School: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

Dismissal time: \_\_\_\_\_ Meeting point: \_\_\_\_\_



# Harmonic Melodies Music Inc.

**DATE**

First day of attending the program:

**PARTICIPATION**

Monday to Friday

**How did you hear about the program?**

My child/ward will attend the program with respectable and friendly manners towards supervisors, teachers, and other children. Inappropriate behaviour might result in dismissal from the program; in that case no refund might be given.

I agree that Harmonic Melodies Music Inc. reserves the right to make changes to the program. This contract remains unaffected in case Harmonic Melodies Music Inc. moves its place of business to a location within a 5 km radius of the current location.

Your personal information given on this contract may be used only to process your registration for program participation, the payment of fees, collection of outstanding fee amounts, contacting you regarding this or other programs / activities.

I hereby agree to register my child/ward for Harmonic Melodies Music Inc.'s After School Program, and acknowledge that I am aware of the conditions stated in the five pages of this contract, named "After School Program – 2021/2022 School Year Enrolment Contract".

Parent or Guardian's Name (print)	Parent or Guardian's Signature	Date
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Harmonic Melodies Music Inc. agrees to provide After School Program services according to this document and to promptly notify parents / guardians of any required changes.

Harmonic Melodies Music Inc. Authorization	Date
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09-2021