



STEVESTON JAPANESE LANGUAGE SCHOOL SOCIETY

スティーブストン日本語学校

E-mail: ngakko@telus.net Website: <https://sjls.ca/>

Dear Parents and Guardians:

Thank you for registering your children at the Steveston Japanese Language School. Please read the following IMPORTANT information on our general policies and the Code of Conduct following them before registration.

1. Volunteering

The Steveston Japanese Language School is a non-profit charitable society run by parents, guardians, and members who volunteer to be on the Board of Directors. To keep the tuition fees reasonable, to operate the school soundly and build community, volunteering is essential. **We ask that every family commit to volunteering at least once per year and more is always appreciated.** The school is an active part of the Steveston community, and as such we participate in many of the local events, including the July 1st Salmon Festival, Doors Open and the Cherry Blossom Festival. We need members to volunteer for these and other events to show our dedication to the community, which, in turn, will be beneficial for our school and our students.

2. Code of Conduct

The school has a Code of Conduct, by which all students, teachers and parents must abide. If a student does not follow the Code of Conduct, they may be suspended or expelled from the school.

Please read the Code of Conduct (3rd and 4th pages) carefully.

3. Parking

Please refrain from parking at and driving into the parking lot in front of the school building to drop off or pick up your child(ren). It is a parking lot reserved for the seniors; moreover, it is very dangerous to have traffic in such a small space with many children around. Please use the general parking lot for the community centre facing Moncton Street.

4. Drop-off and Pick-up

Parents and guardians are responsible for dropping off and picking up children at the school building. Also we ask parents and guardians to supervise and be responsible for children who may play outside the school building before and after the classes.

5. Leaving the School Building During Class

Children are not allowed to leave the school building during recess unless special permission is granted by the teachers. Please contact your child's teacher if your child(ren) need(s) to do so.

6. Preschool Children

Children who are entering the preschool classes have to turn 3 years old by December 31, 2020. Please let the teacher know if they are not toilet-trained.

7. Refund Procedure

If a student wishes to withdraw from a term, a withdrawal form must be given to the school prior to the beginning of the third lesson in the term to receive a pro-rated tuition refund. No refunds will be issued if the withdrawal form is given after the beginning of the third lesson in the term.

A \$30.00 administrative fee is charged for each withdrawal form submitted. Withdrawal forms are available at the school office.

8. NSF Cheques

The amount of NSF cheque, bank fee on the NSF cheque and any outstanding tuition must be paid immediately by cash upon notification from the school. Until such outstanding amount is paid in full by cash, attendance to school may be suspended, or may result in termination.

9. Privacy Act

The personal information in the registration form will assist the school authority in making an informed decision as to your child(ren)'s suitability, appropriate placement and safety in the school. It will also allow the school to respond immediately to an emergency. Steveston Japanese Language School does not share personal information with any other organizations, contractors and services for purposes other than those stated above. In addition, teachers, staff and the Board are required to respect and protect the confidentiality of all student information.

10. Photographs

Steveston Japanese Language School on occasion will use photos and work samples of students in the media, on our website and promotional materials. In principle, the school will not use names of our students on the website and promotional materials. If names are to be shown, the school will obtain approval from parents/guardians in advance.

11. Membership

Parents and guardians of children enrolled in the school are granted automatic membership in the Steveston Japanese Language School Society, but only one membership shall be granted per family. Members have a say in the running of the school through their vote at the Annual General Meeting or through an extraordinary general meeting if convened. Where membership is registered in the name of two or more persons, only one of the members may vote.

12. School Closures

Unplanned closures of the school may occur on days when weather, facility or other conditions make attendance hazardous for staff and students. In these circumstances, parents will be notified of the closure as soon as possible by email.