

Parent/Guardian Information

To help us have a successful and enjoyable International Language program for your children we would appreciate your co-operation in the following areas:

REGISTRATION

- Complete all parts of your child's registration form below
- Your child's Ontario Education Number, (OEN) can be found on your child's report card
- Children must be four years of age by **Dec. 31, 2017**
- All children entering Junior Kindergarten must show proof of age.
- Your child may enroll in more than one language during the week but may not enroll in the same language more than once a week. (i.e. he/she may take Italian and Chinese during a week but not two Italian classes).
- Note that each class will only run if there is sufficient enrolment

FEES

- There are no fees for the program by the HWCDSB
- However, you may be asked for a donation to cover costs of special events or projects

CLASS ROUTINES

- Caregivers are responsible for providing transportation to and from classes
- Have your child at school shortly before classes begin and picked up promptly at dismissal
- Please drop off your son/daughter at the door of the school as instructors will be there to admit students
- Attendance and punctuality are very important and expected throughout the entire program
- Inform your child's instructor should your child be required to be absent from class

CLASS CLOSURES

- If the class is to be cancelled due to a problem occurring at the school site (example, flooding, no water etc.), you should receive a call or an e-mail from your child's instructor at least an hour before the class begins
- In the event of inclement weather school closure will be communicated through the media. If the schools are closed during the day all International Language classes will be cancelled for that evening
- When Friday classes are cancelled due to inclement weather, Saturday classes are automatically cancelled
- School closures will be announced on 900 CHML, Fresh 95.3, 102.9 K-Lite FM, and CHCH Morning Live
- If the inclement weather arrives on a Saturday your child's instructor will notify you if the class is to be cancelled for that day

SAFETY PRECAUTIONS

- All caregivers responsible for picking up their child must have the **IL Identification** card provided by St. Charles
- No student is to be dropped off and left unsupervised at the school either before or after the program
- Make arrangements with the instructor if your child must be released prior to dismissal
- Make arrangements with your child's instructor if your child is to be released to any person other than the child's identified caregivers
- Due to safety and security reasons, no one other than staff, approved volunteers and children are permitted in the school

Community groups and interested individuals who would like to start a new program should contact Rose Agostino at St. Charles Continuing Education at (905) 577-0555 ext. 3225 or agostinor@hwcdsb.ca

For further information please refer to our web site www.stcharles.ca