



After School Program – 2024/2025 School Year Enrolment Contract

BASICS

- **Age Range:** Open to children aged 4 to 13 years.
- **Schedule:** Full-time participation from Monday to Friday, excluding school holidays and PA days.
- **Duration:** Runs throughout the 2024/2025 school year, aligned with the York Region District School Board (YRDSB) Elementary Schools calendar.
- **Exceptions:** The program will not operate on school bus cancellation days, snow days, or any school closure days beyond the control of Harmonic Melodies Music Inc.

TRANSPORTATION

between 2:30pm – 3:45pm

- Transportation service from select elementary schools in Newmarket, Aurora, and East Gwillimbury is included in the program fee. Please confirm with Harmonic Melodies Music Inc. if your school is eligible. For schools outside this area, transportation may be available for an additional fee, subject to availability.
- Harmonic Melodies Music Inc. reserves the right to determine the transportation method for school pickups.

SNACKS AND FREE TIME

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

- After school snack time: Please provide your child with their own nut- and dairy free drinks and snacks.
- Harmonic Melodies Music Inc. will provide water and additional light snacks if needed, please state all allergy concerns.
- Electronic devices are not permitted unless specifically authorized by Harmonic Melodies Music for valid reasons.
- Before and after daily group lessons, children can enjoy creative arts, board games, and group activities.
- Private lessons during this period are subject to availability.

GROUP PROGRAM

between 4:00pm – 5:00pm

- Our group programs run from Monday to Friday, featuring a rotating weekly music schedule that includes Ukulele, Woodwind/Recorder, and Musical Theatre/Vocal sessions. Classes start daily at around 4:00 PM.
- 2024/2025 School Year Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Music	Music	Art	Music	Art

PICK UP TIME

5:00pm – 6:00pm

- After the group program, children have dedicated time for homework, reading, or play.
- Designated pick-up is between 5:00 and 6:00 PM.

I agree to comply with all policies. Parent/Guardian Initial _____



PAYMENT POLICY

- The After School Program runs for the full school year, with a monthly fee calculated over 10 equal payments from September 2024 to June 2025.
- Payments are due on the 25th of each month in advance for the following month.
- The first payment is due upon registration acceptance, and the final payment is due by May 25, 2025.
- Payment options include e-transfer and cheque; credit card payments incur a 2% surcharge.
- Recurring Interac e-Transfers are preferred.
- All fees are non-refundable and non-transferable unless the program is cancelled by Harmonic Melodies Music.
- Late payments incur a \$10 administrative fee, payable within 10 days. NSF cheques are subject to a \$50 fee, with full payment due within seven days of notification.

DEPOSIT

To register, a 50% deposit for June 2025 is required. This deposit will be credited towards the June 2025 invoice unless the client terminates the contract or reduces participation before then, in which case the deposit is forfeited.

FEES

	After School Program	P.A. Day add-on	Fee Calculation
Participation	Monday to Friday	8:30 am – 4:30 pm	
Fee	\$505 per month	\$65 per P.A. day	Based on \$27 per day, 187 school days

- Full Week Plan:
10 equal payments of \$505.00 per month from September 2024 to June 2025.
- For late pickups after 6:00pm, a late charge of \$1.00 per minute will be applied to the client's account.
- P.A. Day add-ons available for an additional fee, subject to availability.
- The After School Program will continue as scheduled unless health and safety concerns require school closures. During any school closures, the current month's fee remains unchanged. For the following month, a reduced fee of \$10 per day will be charged, including an online group class for scheduled programs. When in-school learning resumes, fees for the remaining month will be adjusted to the regular rate.

CHANGES and CANCELLATION

- Clients changing schools must confirm pickup availability with Harmonic Melodies Music.
- Enrolment in the After School Program is for the entire school year, valid until June 26, 2025 (last day of school).
- Clients can terminate the enrolment for the After School Program and withdraw their child/ward by giving Harmonic Melodies Music a minimum of four weeks notice before the end of the month.
- No refunds or make-up sessions are available for missed After School Program days.
- Joining the After School Program mid-year is possible based on availability and approval from Harmonic Melodies Music.

I agree to comply with all policies.

Parent/Guardian Initial _____



CLIENT INFORMATION

- please use a separate form for each child -

Parent or Guardian Name:	Parent or Guardian Name:
Phone number(s) to reach you:	Phone number(s) to reach you:
Email Address:	Email Address:
Mailing Address:	
_____ street	
_____ town	_____ postal code
Child's Name	Date of Birth
	_____ / _____ / <u>20</u> month day year

EMERGENCY CARE

Emergency Contact & Relationship to Child/Ward	Phone Number
Emergency Contact & Relationship to Child/Ward	Phone Number
Health Card Number	Dietary restrictions
Allergies	Medication taken by Child (during program hours)
EpiPen: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Medical conditions and any other specific needs that the staff at Harmonic Melodies Music should be informed about	



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

Permission to leave program on their own (only for children over the age of 12) Yes No

Parent/Guardian Initial _____

WAIVER

I hereby release Harmonic Melodies Music Inc., its employees, and all associated persons from any claims or causes of action arising from my child or ward's participation in the After School Program offered by Harmonic Melodies Music Inc.

Parent/Guardian Initial _____

MEDICAL RELEASE

In case of my unavailability during an accident or medical emergency, I authorize Harmonic Melodies Music Inc. personnel to seek immediate medical assistance for my child/ward. Treatment may include drugs, anaesthesia, blood transfusions, injections, or any necessary medical care recommended by the attending physician. Every effort will be made to contact me promptly.

Parent/Guardian Initial _____

CHILD/WARD ABUSE POLICY

Harmonic Melodies Music Inc. staff must report concerns about a child's welfare to the Children's Aid Society (CAS). Parents/guardians will be notified as directed by CAS protocols if a report is made or if medical attention is needed due to suspected abuse.

Parent/Guardian Initial _____

MEDIA RELEASE

I consent to the use of my child's/ward's likeness for publicity purposes, including photos on Harmonic Melodies Music Inc.'s website. I authorize photography of my child/ward at Harmonic Melodies Music Inc. during programs and related activities. I understand these images will be used solely for promotional purposes. I waive any right to approve the use of these photos now or in the future.

Parent/Guardian Initial _____

TRANSPORTATION INFORMATION

Name of School: _____

School Phone Number: _____

Dismissal time: _____

Meeting point: _____

DAY 1

First day of attending the program:

_____ / _____ / 20
month day year



Harmonic Melodies Music Inc.



How did you hear about the program?

Behavioural Expectations: My child/ward will attend the program with respectful and friendly manners towards supervisors, teachers, and peers. Inappropriate behaviour may result in dismissal from the program, with no refund provided.

Program Changes: I agree that Harmonic Melodies Music Inc. reserves the right to modify the program. This contract remains valid if Harmonic Melodies Music Inc. relocates within a 5 km radius of the current location.

Use of Personal Information: The personal information provided in this contract will only be used for processing registration, invoicing, collecting outstanding amounts, and contacting regarding this or other programs/activities.

Attendance: Please notify Harmonic Melodies Music Inc. of any child's absence by 10:00 AM on the school day in question.

Enrolment Consent: I hereby consent to enrolling my child/ward in Harmonic Melodies Music Inc.'s After School Program and related activities. I confirm understanding of the conditions outlined in the "After School Program – 2024/2025 School Year Enrolment Contract".

Client's Name (print)	Client's Signature	Place and Date

Harmonic Melodies Music Inc. agrees to provide After School Program services as outlined in this document and will promptly notify parents/guardians of any necessary changes.

Harmonic Melodies Music Inc. Authorization	Date
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0620-2024