



I AM SMART S-COOL!
We teach AMAZING kids!

CONTRACT FOR SERVICES

PERSONAL INFORMATION

Student's full name	
Date of birth	
Age at the start date	
Diagnosis	
Provided by	on (date)
Home address	
Mother's name	
Mother's work/cell phone number	
Mother's email address	
Father's name	
Father's work/cell prone	
Emergency contact name and phone number	
Language (s) at home	
Prior history of ABA services	
Health issues /medication	
Behaviour of concern	
Allergy or special diet	
Other services student receives (SLP, OT, etc.)	

FAMILY GOALS (in order of importance)

Goal	Current skill level
<i>Example: Language development</i>	<i>Uses 2 word phrases</i>
1.	
2.	
3.	
4.	
5.	

PREREQUISITES TO ADMISSION

To complete the registration process, the following must be in the possession of I AM SMART SCOO!:

1. A completed application form;
2. Permission form for emergency medical treatment;
3. Public Health immunization form;
4. Copy of Birth Certificate;
5. A **non-refundable** registration fee of \$100.00;
6. One month's tuition deposit dated the day your application is received. This deposit is applied to the June tuition fee. However, the deposit is **non-refundable**, should you wish to withdraw your child before June;
7. Nine (9) post-dated cheques dated September 1 to May 1

DEFINITION OF THE SCHOOL YEAR

I AM SMART SCOO! is a year-round school, closed only on statutory holidays. The academic school year is from September through June. During the December Winter Break and March Break the school is closed. However, the school offers "camp" for parents interested in this service. Information regarding dates and fees are sent home closer to the holidays. I AM SMART SCOO! is also pleased to offer a summer camp program from July through August of every year. During this time we have a "theme curriculum" featuring special trips, visitors and activities for the children.

SCHOOL BUSINESS

You are encouraged to contact the school office at any time with messages relating to your child's school day or if you have questions relating to school registration, tuition, or special programs.

SCHOOL HOURS

The regular school hours are from 9:00 a.m. to 3:00 p.m.

EXTENDED HOURS AND LATE PICK-UP FEE POLICY

The before school program hours are 8:00 am to 9:00 am and after school program hours are from 3:00 p.m. to 5:00 p.m. There is a \$150.00 monthly fee if you wish your child to be at school for before and after pm school program.

PAYMENT POLICY

Fee schedule

\$ 1,650.00*/month tuition fee for full-time 9:00am-3:00pm attendance.

***All fees and charges are subject to change.** The clients will be given a 2 week notice prior to any changes. Payment is due on the 1st of each month. \$5.00 late fee will be added each day thereafter.

Students may not attend I AM SMART S-COOL! unless FULL payment and ALL late fees have been paid up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.

Partial payments are not acceptable.

Persistent late payments are grounds for termination of I AM SMART S-COOL!'s services. Student positions will be lost after two weeks of non-payment. (Late fees will still incur until the account is paid in full). Clients are responsible for all fees (including late fees) even after the termination of services. Clients will also be held responsible for all court, attorney and collection agency fees involved in payment collection.

A charge of a minimum \$45.00 will be applied for NSF (non-sufficient funds) cheques.
All outstanding for 60 days invoices will be sent to a collection agency.

CLASS PLACEMENTS

I AM SMART SCOOOL! staff determines the placement of each child based on the following:

- 1) The welfare of the child;
- 2) Maintaining the ABA principle and assessments;
- 3) Developing balanced classroom composition related to age, gender, developmental maturity, toilet training, special needs, personality etc.;
- 4) Observations by the Head of School, the Principals/Vice-Principal/Supervisor of classroom teachers. The request of parents will be carefully **CONSIDERED** but not promised. Once an appropriate placement is determined, a change is made only based on student's development merits the change.

CLOTHING AND POSSESSIONS

Help your child dress appropriately for the activities of the classroom, both indoors and outdoors. Please remember that the children will be painting, sitting on the floor, participating in physical education activities as well as working and playing outdoors during a typical day. No child should feel inhibited because of wet or dirty clothing, therefore students should have spare clothes at school. Please practice with your child at home, so that they will feel confident in their dressing skills. Your child needs your patience, encouragement and consistency. The following is a recommended list of items for each child to bring to school:

Spring and Summer

1. Water bottle
2. Extra pair of shorts
3. Extra pair of underwear & socks
4. Extra T-shirt, blouse or dress
5. Cap
6. Sunscreen
7. NO SUNGLASSES OR SANDALS
- 8.

Winter and Fall

1. Water bottle
2. Extra pair of pants
3. Extra pair of underwear & socks Snow boots
4. Snow jacket
5. Snow pants
6. Mittens or gloves
7. Warm Hat
8. Scarf

Please label each item clearly with your child's name!

TRANSPORTATION

Please contact school's office for further details regarding schedules and fees.

DROP OFF AND PICK-UP POLICY

Arrival

The importance of timely arrival and departure cannot be over-emphasized. All children should arrive on time (by 9 a.m.) before the start of class in order to prevent distractions for other students. Parents of children

classes should walk their child to the classroom. The teacher or assistant will greet the child and welcome them into the classroom. Please close all gates and doors every time you enter and leave the school.

Arriving after 9:00 A.M. Being punctual is a vital skill that all children should observe. Please help your child learn the importance of maintaining a schedule and being on time.

Departures

Your child learns to expect you at a certain time each day. Please pick up your child promptly at the specified time. Children will be released only to authorized persons who are designated on the child's emergency information card and pick-up list. The end of day can be a hectic time; parents wishing to discuss their child's progress in school are asked to make an appointment for another time. This way the staff will be able to address the children's needs without distractions.

Please notify the school in writing if there is a change in authorized persons picking up your child. We **WILL NOT** let your child leave the school premises with anyone who is not on the contact list. Unknown persons picking up children must provide identification.

ABSENCES OR MID-DAY APPOINTMENTS POLICY

If your child is going to be late, absent or has a mid-day appointment, please notify the school no later than 8:30 a.m. (In case of absence due to illness, please inform the office of the nature of the illness.)

FIELD TRIPS AND PARENT PARTICIPATION

The scheduled school field trips are designed to complement our curriculum goals. Parents will be notified of each trip in advance. Individual permission slips must be signed and returned before the child can participate. We welcome parent participation in these trips, whenever possible. If you wish to volunteer for a trip, please let your classroom teacher know as soon as possible. Regrettably, there are only a limited number of parent volunteers allowed per class due to limited seating on the vans.

PROGRESS REPORTS

The times and frequency of report cards are as follows:

Report Cards: Fall – Winter – Spring

Parent/Teacher interviews are scheduled when progress reports are issued. Please watch for the sign-up sheets during the above times to discuss the progress reports with your child's classroom teacher(s).

DISCIPLINE

Any punishment procedures are strictly prohibited at I AM SMART S-COOL! under any circumstances, EXCEPT if it has been written in a Behaviour Protocol (if the client has a severe self-injury or aggressive behaviour and all of other approaches were used unsuccessfully) that is signed by the PARENTS, PRINCIPAL, and CLINICAL SUPERVISOR in charge.

Please note that this is any of Ontario resident's obligation by law to report child abuse to a Child Aid Society (CAS). If we become a witness of a parent's / guardian's abuse behaviour, we are obligated to report it to CAS immediately with or without further discussion with the parents.

HEALTH AND MEDICATION

Parents must ensure that the school is in possession of their children's Health Card numbers.

We maintain very high standards of hygiene. We use safe germicidal cleaning products in disinfecting our tables and equipment. Hand washing is implemented before and after snack/lunch and frequently during the course of the child's day. Please notify the school if your child gets infected with any of the diseases that are common to children such as measles, chicken pox, or any other contagious diseases. Parents **must** play their part in trying to curb epidemics by not sending children to school when they are sick. Please use your discretion if your child has

a cold, runny nose, cough, etc. If you would like any medication to be dispensed to your child while at school, you **must** provide the following to protect the child and the staff:

- All medication(s) must be prescribed by a doctor. (A pharmacist's label must be attached to drugs, such as cough medicine(s) and decongestant(s) showing that they have been prescribed by your doctor.)
- All medication(s) must be in the original bottle and have your child's name on it.
- Antibiotics must be administered first at home by the parents, before being administered at school. (In case of any allergic reaction)
- Outdated medication(s) will not be administered.
- A MEDICATION PERMISSION FORM must be completed (prior to your child starting his/her day), each day your child requires medication.

The *Public Health Act* requires that children do not attend school when suffering from any communicable disease. The recommended minimum period of exclusion is as follows:

- Chicken Pox: 5 days from the onset
- Pink eye: 24 – 48 hours (follow your doctor's instructions)
- Lice: Treat child with appropriate shampoo and follow ALL directions carefully. Child may return 24 hours after FIRST shampoo treatment.
- Strep and Sore Throat: 48 hours after antibiotics
- Red Measles: 7 days (from appearance of rash)
- German Measles: 5 days (from appearance of rash)

A child who returns to school after contracting any of the above communicable diseases must bring a note from their physician indicating that they are in good health and able to return to school.

Any children exhibiting signs of diarrhea or vomiting must be picked up immediately and may return to school only after they have been 24 hours free of symptoms.

Please be aware that existing by-laws require outdoor play for all children. If you feel your child is too sick to participate in outdoor play, then it is deemed that your child is too sick to be at school.

It is recommended that children who require prescribed fever reduction medication every four hours (e.g. Tylenol, cough syrup etc.) should NOT be at school. Staff **cannot** administer such medication without a doctor's note.

All allergies must be listed on the student's enrolment form. If your child develops any new allergies not listed on the form, please notify the office and the teacher immediately.

ACCIDENT/SERIOUS INJURY POLICY

The following outlines the procedures of I AM SMART SCOOOL! in the event of illness or injury at the school or while attending school events off school premises.

In the case of **minor** injuries:

- 1) A qualified teacher(s) will administer first aid and make the child as comfortable as possible.
- 2) The parent(s) or contact person will be notified immediately.

In case of:

Emergency illness or injury:

- 1) The teacher will be in charge of administering first aid and to make the child as comfortable as possible.
- 2) An ambulance will be called.
- 3) The parents of the child will be notified.

- 4) A teacher will accompany the child in the ambulance and stay with the child until parent(s) arrive.

The school officials will act on behalf of the parents/guardians in case of an emergency. In order to take the best possible action on behalf of parents/guardians, parents/guardians agree to release and indemnify I AM SMART SCOOOL! from any and all claims for damages arising as a result of any accident or injury sustained by the child arising from participating in any school activities.

Emergency Evacuation Procedure:

In case of emergency evacuation, the staff will take the children to the designated emergency shelter for each campus.

A Fire Evacuation:

- 1) Alarm will sound. Staff will line up and count all children.
- 2) The staff will walk the children outside, taking the attendance records and registration forms with them.
- 3) While outside, a roll call will be taken.
- 4) The children will walk directly to their designated emergency shelter
- 5) A staff member will be responsible for double checking the areas and closing all doors.
- 6) Parents will be contacted.

BIRTHDAY CELEBRATIONS

We acknowledge that celebrating children’s birthdays can be very exciting. However, due to overwhelming health concerns from parents, we request that you only bring nutritious snacks to school, even for birthday celebrations. We also ask that NO videos be taken, “still shots” are allowed.

PICTURES AND VIDEO CAMERAS

The school may take various pictures and videos throughout the course of the school year that may be displayed on Class dojo and to be shared with parents of children in your child’s class. These pictures can range from class trips to various activities the children participate in throughout the week. These pictures will **NOT** be used for any other purpose.

SHOW & TELL

Generally, toys should not be brought to school, I AM SMART S-COOL! takes no responsibility for misplaced toys. Children are encouraged to share fascinating discoveries with the class related to the theme of the week, culture, science or nature. Please label any items brought to school so that it will be returned home safely.

NOTE: “Show and Tell” is generally each Friday.

HOLIDAYS

The I AM SMART SCOOOL! academic year is from September to June. The school is closed on the following days:

- Labour Day
- Thanksgiving Day
- Christmas Holidays (2 weeks) *
- March Break (1 week) *
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Day

* Over Christmas, March Break and the Summer months the school offers a stimulating and fun filled “Camp” for children. A letter detailing dates, times and fees will be sent out to parents

FOOD

I AM SMART S-COOL! **does not provide food for the students.** Parents are responsible for providing lunch or snack if you wish for your child to have it. I AM SMART S-COOL! is a nut free environment.

USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Use of the tobacco, alcohol, marihuana and illegal substances is prohibited in the I AM SMART S-COOL! facility at all times for both the provider and parents of the students. Smoking is prohibited within 30 feet from the walls of I AM SMART S-COOL!.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF I AM SMART S-COOL!. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

Parent / Guardian Name: _____ Signature: _____ Date _____

Parent/Guardian Name: _____ Signature: _____ Date _____

Owner and CEO of I AM SMART S-COOL! INC. Olessia Kotko : _____ Date _____



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