



2024 Summer Program Application Form

Student Information

Last Name: _____ First Name: _____

Gender: ☐ Male ☐ Female

Date of Birth(DDMMYY): _____

Native Language: ☐ English ☐ Chinese

Grade Attended: _____

Cell Phone: _____ Email: _____

Home Address: _____

Allergies: _____

Medicine in use: _____

Legal Guardian's Information

Name: _____ Name: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

☐ Pick up. If so, please provide ID.

☐ Pick up. If so, please provide ID.

Emergency Contact

Name: _____ Relationship to the family: _____

Cell Phone: _____ Email: _____

Program of Registration

Start & End Date: _____ Number of weeks: _____

Study Interests: ☐ English ☐ French ☐ Chinese ☐ STEM ☐ Art ☐ Sports ☐ Presentation

☐ Other: _____



Policies and Procedures

Registration and Payment

Registration forms must be completed by the legal parent(s) and/or legal guardian(s) of the individual(s) named in the form, who is a minor at the time of registration. Each child must provide at least an emergency contact person when registering. All listed prices are in Canadian dollars. The admission must be confirmed by CESTAR SCHOOL in three business days. Otherwise, the payment may be fully refunded.

If the payment is not a one-time payment for the full period, the price will be determined separately based on the length of each payment. For example: if the parent pays for one week first, the fee is \$350, after that paid for two weeks, the following fee is \$640 (\$320x2).

Cancellation and Refund

CESTAR SCHOOL requires one week written notice before the cancellation. Children who do not attend their registered program without a notice of cancellation are considered a No Show. In this case, a refund will not be given. Refunds must be in the unit of week. The cancellation less than one week will not receive refund regardless of cause.

Pick-Up and Drop-Off

CESTAR SCHOOL is NOT allowing any parents or non-essential visitors to enter the facility. The designated screening, drop off and pick up area for all children is the hallway where a staff member will welcome and dismiss the children every day. The earliest the child can be dropped off to the CESTAR SCHOOL is 8:30 am. Names of anyone other than a parent/guardian who is authorized to pick up your child should be clearly listed in the office and a government issued photo ID will be required. Under no circumstances will we release a child to anyone who we do not recognize unless they are on the pickup list or informed by the parent.

Emergency CESTAR SCHOOL Closure

CESTAR SCHOOL is committed to having our programs open on all scheduled days. We recognize emergencies beyond the CESTAR SCHOOL's control such as the breakdown of essential services (hydro, heat, and/or water). We must consider the safety of all children and staff when we make decisions regarding full day closures or early closures due to emergency conditions. Due to unforeseen circumstances, the CESTAR SCHOOL may be required to close for health or safety reasons (i.e., illness, outbreak, fire, flood, etc.). There is also no reduction in fees should the center be required to close due to weather, power outage, emergency, or any other unavoidable circumstance.

Food Safety Practices for snacks meals/lunch times

Children's lunch must be prepared in advance by their own parents, and CESTAR SCHOOL can provide a microwave to heat the food. To avoid allergies and protect your child's health, sharing of food between any children will be TOTALLY PROHIBITED. CESTAR SCHOOL is a nut and banana free facility and we do not permit these products into the site.

Medication and Allergies

If your child needs to take any medication, the medication must be delivered to the office to supervisor. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at the summer program. A medication consent form must be completed prior to the first day of the summer program, and the forms are available in the office. If your child suffers from severe allergies, diabetes, or any other debilitating condition, you must specify it clearly on the application form and allergy suffers must also provide daily medications to the office. The CESTAR SCHOOL is not responsible for any food allergy incidents



without explicit notification from parents. If your child becomes ill at the summer program, you will be notified immediately to pick up your child. CESTAR SCHOOL does not provide care for sick children.

Respect for Property

Please treat your own property with care and respect the property of others. Do your part to keep the CESTAR SCHOOL neat and clean. Any act of vandalism to CESTAR SCHOOL property will involve replacing or repairing the property vandalized at the guardian's expense, as well as disciplinary action. Writing or marking furniture or lockers is considered an act of vandalism. Equipment & Supplies from the supply room, office, teacher's desks, etc. are not yours, and you may not take them without permission.

Out-of-Bounds: You are not to be in any other part of the building that is not designated as CESTAR SCHOOL space nor are you permitted in adjacent buildings unless otherwise directed.

Personal Belongings: Respect others' property and to not touch anything that does not belong to you. **Valuables Protection:** Bringing valuable items such as cash, bank cards, important documents, cameras, mobile phones, tablets, laptops, smart watches, jewelry, etc. into the CESTAR SCHOOL are prohibited. Staff will do their best to make sure children leave with what they brought, but this is not always possible. If valuable items are damaged, lost, or stolen due to violation of this rule, the CESTAR SCHOOL will not be liable for compensation.

Behavior Management

We expect you will treat others and their property with the same respect, kindness and compassion you expect for yourself. Punching, pushing, or any such behaviours, whether playful or aggressive, are not acceptable. No student, teacher or any other person be harassed, humiliated or degraded in any way be it through words, gestures, actions or through social media. Sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate. Teachers and staff will try positively to redirect a child's behavior and, if necessary, will seek the

assistance and if the inappropriate conduct issue continues, the parents will be notified. CESTAR SCHOOL has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. CESTAR SCHOOL reserves the right to suspend or terminate a child's participation at any time for failure to adhere to the rules and values of the summer program. Note: Please understand that there will be no refunds given to the children who are suspended or terminated.

Smoking, Alcohol, and Drugs

CESTAR SCHOOL is a smoke and alcohol free campus. Any smoking, possession and/or consumption of alcohol on the CESTAR SCHOOL property during instructional time or CESTAR SCHOOL related activities will result in suspension. The possession and/or consumption of illegal drugs at CESTAR SCHOOL or at CESTAR SCHOOL functions are prohibited and will result in a mandatory suspension. The police may be involved. Trafficking in alcohol, tobacco or illegal drugs at CESTAR SCHOOL or at CESTAR SCHOOL functions will result in a mandatory suspension. The police will be called and the administration will recommend the expulsion of the student(s) involved to the owner.

Photo & Video Release

CESTAR SCHOOL will be taking photos and videos during in-person summer programs that may be used in future marketing materials. For this reason, parents/guardians of campers can opt-in on the Photo/ Video Release during registration to give CESTAR SCHOOL permission to take and use these photos and videos.

Note: Parents/guardians are responsible for reading and understanding the detailed information on the Photo/Video Release form before providing consent. Consent will be requested at the time of registration.

Note: A photo of each child will be requested at the time of registration. This photo will be on file for identification purposes only. This photo will not be used or shared as outlined in the above Photo/Video Release.



Declaration

I, the undersigned, herewith apply for admission of my child _____, to CESTAR SCHOOL summer program and should my application be successful, I undertake the following:

1. I, do hereby declared that I have read, understood and agreed all the provisions in the Policies and Procedures of the 2024 summer program in CESTAR SCHOOL.
2. I understand that the admission must be confirmed by CESTAR SCHOOL in three business days. Otherwise, the admission will be void and the payment will be fully refunded.
3. I, as the natural guardian of the above named child on behalf of myself, my assigns, heirs and executors, hereby indemnify the owners and employees of CESTAR SCHOOL from any liability or damage whatsoever and any legal expenses or costs which may arise from any claim as a result of the death of the above child arising from sickness or of injury which the said child might have contracted or sustained during their sojourn in the centre, except where such injury, illness or damage is as a result of the unlawful and intentional negligence of the CESTAR SCHOOL or an employee of the said CESTAR SCHOOL.
4. I, do hereby state that I will not hold the owners or employees of CESTAR SCHOOL responsible for any accident that may occur while my child is in transit, except where such injury, illness or damage is a result of the unlawful and intentional negligence of the CESTAR SCHOOL or an employee of the said CESTAR SCHOOL.
5. I, the undersigned, further undertake to abide by the rules laid down by CESTAR SCHOOL or which may be issued from time to time.
6. I, do hereby give CESTAR SCHOOL the permission to take and use photos and videos taken during the in-person summer programs be used in future marketing.
7. I, hereby declare, that the information given above is accurate; I agree that the information in this application will be shared with the application committee of the CESTAR SCHOOL and potential homestay parents for the purpose of selection.

Guardian Name (PRINT): _____ Guardian Name (PRINT): _____

Guardian Signature: _____ Guardian Signature: _____

Date: _____ Date: _____