

Extra Curricular Creative Arts Program

Continuing Education

Ottawa-Carleton District School Board

Tel. (613) 239-2744 Fax (613) 239-2679

Central Registration (613) 239-2398

artsforkidsatocdsb.com

Supervision, Absences, Class Cancellations

SUPERVISION

• Your child's safety and security is important to us. Students are supervised by their Continuing Education ECCA-program course Instructor during their instructional class time. Please make any necessary arrangements to ensure your child's safe and timely arrival and departure from their class.

• It may be necessary for students to eat lunch under the supervision of the Instructor while others students are having their class. Under such circumstances arrangements are made between the ECCA Program Supervisor, ECCA Instructor, the parent/guardian and the school Principal, as required.

• Friends of ECCA participants are not permitted to visit the ECCA classes on an on-going basis.

ABSENCES

• If your child is going to be absent from their regular scheduled class, please inform your child's instructor or the ECCA office at 239-2744. Instructors are not required to make up classes that students miss. There are no refunds for missed lessons.

• **If an Instructor is absent** there will be a supply instructor or parents/guardians will be contacted to advise of a future make up class date.

CLASS CANCELLATIONS

Occasionally, classes are cancelled due to circumstances beyond our control, such as instructor illness, weather conditions, or school-based activities. When a class is cancelled parents will be notified by phone and/or email. While we make every effort to reschedule classes, due to limitations of space and time, this may not always be possible. Under such circumstances, refunds will be applied for individual-class student registrations. Should this cause significant financial hardship, please contact the ECCA Program Supervisor directly.

Your Contact Details

Please ensure that you have provided – and maintain - adequate contact information of where you can be reached during the day in the event that your child is affected by a cancelled class.