

ÉCOLE JULES QUESNEL

EXTRA-CURRICULAR PROGRAM - APPLICATION PROCESS

Do you have an idea for a program you would like to see at JQ?

Has your child participated in a program that you think other JQ kids would enjoy?

Below is an outline of the application process to bring a new program to JQ. If there is something you would like to know that is not covered here, please visit the FAQ section [here](#). If you are unable to find the information there, email one of the Extra-Curricular Coordinators for assistance.

Step 1—Connect with a JQ PAC Extra-Curricular Coordinator

Send an email with your program idea to one of our JQ PAC Extra-Curricular Coordinators, Johanna and Shiva (jgextracurricular@gmail.com). Please include a brief description of the program, names and contact information for program, grade level, and proposed start.

Step 2—Review the Application Process Materials, Guidelines and Policy

Extra-Curricular Programs at JQ are meant to create opportunities for all interested members of the JQ community to participate. As such, it is expected that programs review and agree to abide by the Extra-Curricular Process Guidelines, Policies and application process. These materials provide important information on how to run a program at JQ. They are also used by the JQ Admin when making decisions about eligibility and approval criteria for new and existing programs.

NOTE: Materials are updated throughout the year, with notification sent to all current programs. It is expected that all programs will review amendments as soon as possible, and at the start of each term. Programs should also contact an Extra-Curricular Coordinator for questions or clarification. If, at any point, JQ Admin identifies that an Extra-Curricular Program running at JQ has failed to abide by the stated guidelines, policies and process, or is in violation of any rules or policies for the school in general, a program leader may be required to meet with the JQ Admin for review.

Step 3—Submit the Application Form

All new and existing programs are required to use the Google Form application provided on the JQ PAC Extra-Curricular web page. Please ensure your application is complete. To receive priority consideration, please submit the application by the appropriate deadline:

For programs starting in September/Fall Term – **Application deadline is May 1st**

For programs starting in January/Winter Term or Spring Term – **Application deadline is October 1st**

Step 4—Meet with JQ Administrative Staff

As part of the approval process, programs may be required to meet with the JQ Principal or Vice Principal, the PAC Chair or Vice-Chair, and a PAC Extra-Curricular Coordinator. During this meeting the program will be reviewed, and the Program Leader may be asked clarification questions to complete the review process. If a meeting is requested, an Extra-Curricular Coordinator will contact you after you submit your application to arrange a time and date for the meeting.

Step 5—Receive decision

Notification of your application status will be sent out via email, approximately 4-6 weeks after your application is received. Programs may be asked to submit additional information during this period to facilitate a decision. If an application is not approved, reasons will be provided by the JQ Admin. Programs have the option to submit a new application for the following term/year.

Step 6—Reply to the decision

If you are approved at the initial review stage, all programs are required to contact the Extra-Curricular Coordinator to confirm their acceptance of the space offered **within two weeks** of the approval notification being sent. If no confirmation has been received within this first timeframe, a final email notification will be sent. ***If no confirmation to the final notification is received within one week, the program status will change to 'Not Approved', and the space will be offered to the next eligible program.***

If your program is not granted approval to run for a given term/year, and you would like clarification on the reasons provided for the refusal, please send an email to an Extra-Curricular Coordinator.

Step 7—Criminal Record Checks, Licensing and Insurance

All approvals granted are conditional upon receipt of both valid and current criminal record checks, a copy of the VSB licensing agreement, and liability insurance.

Criminal Record Check: All individuals who run and facilitate programs at the school, including any assistant teachers/leaders, parent volunteers, etc., must undergo a Criminal Record Check. This process must be initiated and completed by the applicant, at their own cost. This should be arranged immediately following approval notification, to avoid delay in processing times.

If a program has not submitted the above required information **within three weeks** of accepting a program spot at JQ, they will be contacted by the JQ Admin for follow-up. If the information is not received within two weeks from contact date, the program's status will be changed to 'Not Approved', with their space offered to the next eligible applicant.

Step 8—Advertising

Once a program is approved, and all requisite information and documentation is received by the JQ Admin, programs are asked to submit a program flyer/brochure, and a brief summary about the program, to be

included on the JQ PAC website. You should include dates, age/grade level, cost (all required fees for the term/year), and registration instructions.

Approved programs are also permitted to place posters and brochures at the following designated spots within JQ:

- Table outside main office; and
- Large bulletin boards on the main floor.

NOTE: It is against JQ policy for extra-curricular programs to distribute flyers or brochures to teachers for distribution to students. Failure to adhere to this policy could result in removal of a program from a term or year.

Step 9—Attend First Day of School and/or Welcome Back BBQ

A First Day of School Extra-Curricular Program Orientation and 'Welcome Back' BBQ are held at JQ in early September. Returning or new programs starting in September/Fall are invited, and strongly encouraged, to set-up an information table at these events. This gives parents and students an opportunity to review program information, meet with program leaders, observe activity demonstrations, and register. Please contact the JQ PAC Extra-Curricular Coordinators **before August 15th** to make arrangements for your table.

Step 10—Classroom Visits

Programs may request permission to visit classrooms to canvass student interest. Programs must request permission, in writing, to a JQ PAC Extra-Curricular Coordinator. Requests will be reviewed by JQ PAC and the JQ Admin. Visits generally take place during the school day, approximately 10-15 minutes per classroom.

Step 11—Registration and START!

Gather the registrations from students and get started!