

# **JQ EXTRA-CURRICULAR PROGRAMS**

## **FREQUENTLY ASKED QUESTIONS**

### **1. What is the criteria to run a program at JQ?**

Programs are evaluated on a number of criteria, with the focus on enhancing the interests of the JQ school community and its philosophy. Every program must have a program leader or coordinator, as well as at least one facilitator and/or JQ parent contact. The ratio of children to coordinator or facilitator should be 1:10. Each program must have a sufficient amount of supplies to run the activities of the program, as well as provide documentation for valid Criminal Record Checks, licenses, and insurance.

### **2. I have run a program at JQ in the past. Do I still need to submit a new application?**

Yes. In order to ensure all interested programs have a fair and equal opportunity to run a program at JQ, we require existing and new programs to participate in the application process. However, if you are a returning program, you are welcome to submit only updated changes in your new application. Also, for returning programs, if the program information is relatively unchanged, it is likely your application will receive a status update in a shorter period of time.

### **3. Why are there deadlines for applications?**

We want to ensure that any programs interested in running at JQ have a fair and equal opportunity to submit an application. Also, there are many administrative steps that need to be completed in order to bring a program into the school for a given term. Setting a deadline for both Fall and Winter/Spring programs allows sufficient time to ensure all requisite information is collected, and to arrange room assignments.

### **4. What happens if I miss the deadline? Can I still submit an application?**

Yes. Applications received by the assigned deadlines are given priority for the term they have requested. Applications received after the deadline may be approved and offered a spot if all information is complete, and depending on space availability.

### **5. I have sent in my application. Now what?**

Please see "Ecole Jules Quesnel Application Process" for details on next steps. The general estimate of time from submission to a status update is between 4-6 weeks.

### **6. Can I advertise the program at JQ?**

Yes. We welcome all new and existing programs to send a brief summary of the program to the JQ PAC Extra-Curricular Coordinators, with all registration information, to be added to our website at least four (4) weeks before the start of the program session. We also welcome an electronic poster to be included on the website, and poster/brochures to be placed at

designated areas in the school. Please see “Application Process” document for more information.

IMPORTANT NOTE: Programs are NOT permitted to do direct solicitation to students or teachers for programs. This includes, but is not limited to, handing out flyers directly to students, requesting teachers to distribute flyers or brochures, or placing flyers or brochures in areas not designated for extra-curricular programs. For clarification on advertising, please contact an Extra-Curricular Coordinator at [jgextricricular@gmail.com](mailto:jgextricricular@gmail.com).

#### **7. How long before I receive a response to an email?**

With the exception of peak application periods, and during winter, spring and summer holidays, the Extra-Curricular Coordinators will make every effort to respond to emails within 48-hours from when they are received. If your request is urgent, please indicate this in the subject line of your email. During peak application periods (May and October), emails will be responded to based on priority for those programs currently in the application process, followed by responses to general inquiries. If you are sending updates during non-peak periods, or summer and winter holidays, response times will vary depending on availability of the Extra-Curricular Coordinators.