

JQ EXTRA-CURRICULAR PROGRAMS

Guidelines

- 1. All programs, both new and existing, must go through the application process.**

A standardized application process has been developed, for new and returning extra-curricular programs, effective January 11th, 2016.

- 2. For general application inquiries, including updates on the status of your application, as well as special requests for room assignments, please send an email to one of the Extra-Curricular Coordinators (contact information available on JQ PAC website).**

- 3. AS OF JANUARY 2017, ALL EXTRA-CURRICULAR PROGRAMS USING JQ FACILITIES/ROOMS/ETC. MUST ONLY HOST THE PROGRAM TO JQ STUDENTS. NO OUTSIDE STUDENTS ARE PERMITTED TO PARTICIPATE IN A JQ EXTRA-CURRICULAR PROGRAM, UNLESS WRITTEN AUTHORIZATION IS OBTAINED FROM THE JQ ADMIN PRIOR TO PARTICIPATION. SHOULD THE JQ ADMIN BECOME AWARE OF A VIOLATION OF THIS POLICY, THE PROGRAM COORDINATOR WILL BE CONTACTED, AND THE EXTRA-CURRICULAR PROGRAM MAY BE SUSPENDED OR CANCELLED.**

- 4. It is recommended, but not required, that new programs have a JQ parent contact.**

The benefit of having a JQ parent contact is that they can help generate interest in the program through discussion with other parents, as well as act as a facilitator throughout the application process. If their child(ren) have participated in the program before, they can also be contacted as one of the references for the application.

- 5. All new and existing programs must provide at least two (2) emergency contacts.**

- 6. All new and existing programs must disclose the full cost of each program, per child/registration, for the term they are applying for. The cost must reflect total cost, per child, for the entire term.**

If program fees change, or a program intends to charge additional fees over and above the registration cost, at any point in time during a given term, this must be stated clearly in the application. It is also expected that the program clearly communicate all fees to parents in the brochure and poster materials provided to PAC for posting on the JQ website, as well as at the time of registration. This is to ensure that all parents registering their child in a program have clarity on the costs associated with participating.

Any fees that arise during or at the end of a program must be immediately communicated to the Extra-Curricular Coordinator(s), as well as to parents of children registered in the program.

- 7. All programs running at JQ must maintain an up-to-date parent contact list for those children participating in the program. This list must be updated during each term for which the program is running.**
- 8. All new and existing programs must provide valid Criminal Record Checks for the program coordinator, and any facilitators.**

No program will be approved until all required Criminal Record Checks are received. For information on how to obtain a Criminal Record Check:

Click on the link below, enter the access code and follow the instructions.

<https://justice.gov.bc.ca/eCRC/>

Access Code: RQJSLQVMSY

- 9. All applications received by the assigned deadline should receive an update on their status within 4-6 weeks.**

A delay in notification could arise if additional information is required from a program for processing, if we are waiting on completed Criminal Record Checks, or if an application is received after the deadline. We ask that programs allow for the initial 4-6 week period to pass before contacting an Extra-Curricular Coordinator for an update.

- 10. It is the responsibility of the Program Coordinators to arrange for update email notifications at the commencement of a new term.**

If you would like an email notification sent, and/or require the website information to be updated, please send a request to an Extra-Curricular Coordinator as soon as possible, and preferably at least TWO WEEKS prior to the date on which you would like the email sent. This is especially recommended for programs continuing after the Winter Break. Please also attach any new website documents/posters, along with the content for your update, in your request. Requests will then be reviewed and forwarded to the PAC President.

- 11. It is the responsibility of the Program Coordinators to arrange for registration forms and/or brochure materials to be printed and delivered to students and/or parents.**

The Extra-Curricular Coordinators are not able to print and deliver flyers, brochures or posters for programs. There are slots designated for all JQ Extra-Curricular Programs on the table on the main floor of the school, just outside the main office. Programs are welcome and encouraged to use the designated slots for this purpose, and/or connect

with the office to post brochures, flyers, and/or posters in designated areas in the school.

NOTE: Neither JQ Admin nor Extra-Curricular Program Coordinators are responsible for editing, proofreading, or modifying advertisements or promotional materials. All advertising, including printing and posting of information (with exception to JQ PAC website content), is the responsibility of the Extra-Curricular Program

12. Policy on Early/Pre-Registration for New and Existing Programs

JQ PAC and JQ Admin understand that most outside extra-curricular programs like to offer an early or pre-registration option to returning families. Unfortunately, and since JQ is a school that welcomes new families from the QEA Annex school each September, as well as waitlisted families over the summer and during September, early registration or pre-registration offered to returning extra-curricular families can result in programs filling up before the first day of school. Since the First Day and Welcome Back BBQ are events used by JQ to help programs promote their activities, and the goals of the JQ PAC and JQ Admin is to ensure every student has a fair and equal opportunity to register in new and returning extra-curricular programs, the JQ PAC and JQ Admin ask that no early or pre-registration be offered to returning families for the Fall session. All programs, new and returning, are asked to start their registration and promotion on or around the same date as all other programs, and to align those dates with the start of Fall term. If you have any questions or concerns, please send them to a JQ Extra-Curricular Coordinator, who can either provide a reply from the JQ Admin, or arrange for a meeting between a program leader and JQ Admin and JQ PAC to discuss.