

Kiswahili Learning Centre

**#207, 11044 51 Avenue
Edmonton, AB
T6H 5B4**

Tel: +1 780 4068384/780 8036033
Email: info@kilece.com

**#257, 99-1568 Melivale Rd
Ottawa, ON
K2G 5Y7**

Tel: +1 613 297 8837
Email: info@kilece.com

STUDENT REGISTRATION FORM

Child's name:.....

Child's date of birth:.....

Child's Alberta/Ontario Health Care #:.....

Please identify any allergies:.....

Medical concerns:.....

Is your child on any ongoing medications? If so, please list the medications as well as possible side effects:.....

.....

.....

1. Parent/Guardian's name:.....

Parent/Guardian's address:.....

Parent/Guardian's phone #:.....

E-mail:.....

2. Parent/Guardian's name:.....

Parent/Guardian's address:.....

Parent/Guardian's phone #:.....

E-mail:.....

Emergency Contact name:.....

Emergency Contact address:.....

Emergency Contact Phone #:.....

I agree to the following:

- If a child is sick or injured during program hours, parents will be notified immediately. If the child requires the service of a medical clinic, parents will make necessary arrangements to get the child there (staff members cannot transport a student). Ambulance service costs if necessary will be the parent’s responsibility.
- If someone else will pick up my child, I will contact the program and inform staff about who the designate will be.
- I will pick up my child prior to or at the specific time when the program ends.

Parent/Guardian’s Name:.....

Parent/Guardian’s Signature:.....

Date:.....

Instructor’s Name:.....

Instructor’s Signature:.....

Date:.....

Kiswahili Learning Centre Policies

Operating Hours

Activity	Time
Student Drop off time	5 minutes to 10 minutes before class
Lessons	9:00am – 3:00pm (9am-11am, 11am-1pm, 1pm-3pm)
Speech Labs/Practice	7:00pm - 8:00pm every Wednesday
Student pick-up time	5 minutes after class

NB: Depending on availability of guest speakers on the last Saturday of every month for our ‘Careers Demystified’ presentation, students who wish to attend will be dismissed 45 minutes after the class in order to attend the presentation. Pick up time will be 45 minutes after the student’s class time during presentation days. Attending this presentation is not part of the course and students are not obligated to attend. Parents will be notified one week before every presentation.

1. Absenteeism

To optimize student academic development, consistent attendance of lessons is necessary. If a student will be absent or late, please notify the office by calling 780 803 6033 or texting (SMS) +1 780 8036033(Edmonton)/+1 613 3978837(Ottawa). Parents or the student’s guardian will be notified when their children are late.

2. Mobile Devices

Mobile devices including iPods, video games, Nintendo will not be allowed during class room hours. Electronic devices will only be used for class related activities at the discretion of the instructor.

3. Students Discipline and Code of Conduct

Students will be expected to be respectful towards their peers and teaching staff. This is vital in creating a conducive learning environment. Applicable rules and regulations include but are not limited to the following:

- No person may smoke in the Kiswahili Learning Centre premises
- No person will attend class when intoxicated
- Due to Health concerns, participants are requested not to attend class when they pose a health risk to other persons in the program
- Any form of abuse towards staff in the program will not be tolerated
- The Kiswahili Learning Centre premises, equipment and any materials thereof shall be treated with utmost respect by participants. Vandalism and destruction of property will not be tolerated. Any costs for repairs/replacement will be the responsibility of the person in question or the parent in case of a minor

Lack of adherence to these rules may result in termination of attendance for participants with no refund of fees paid.

4. Pick up during lesson time

In the eventuality that a parent needs to pick up a student during lesson time, please notify the teaching staff in advance in order to limit disruption of learning.

5. Program fee structure

To cover the operating expenses of the program such as teaching material/equipment, venue rental and other miscellaneous expenses, the fee is **CAD\$25/hour** per student per hour.

Kilece offers a discounted fee of **\$17.50/hour** per student per hour for 3-17 years old children.

Fees are due at the beginning of every month and payable by **cheque, direct deposit or cash**. Receipts will be issued upon payment.

In case of withdrawal from the program, fees less standard administration fee will be refundable if communication to Kiswahili Learning Centre is effected not later than one week after the start of the month. The administration fee will be **CAD\$20** per child to cover prepaid expenses for the program.

I/We.....have read and understood these policies with our participating child/children.

Parent or Guardian Signature :

Date :