



Confirmation No: _____

SAFETY CITY CONTRACT

NAME OF SCHOOL: _____
TEACHER CONTACT: _____
PH: _____ **FAX:** _____

Please quote your Confirmation Number on all correspondence with the Calgary Safety Council.

HELMETS ARE MANDATORY! (The Calgary Safety Council will provide 15 helmets only.)

COMMUNICATION/CORRESPONDENCE:

- 1) **All communication and/or correspondence with the respective school will be directed to the teacher(s) only. This will avoid any miscommunications regarding bookings and/or special instructions.**

BOOKING POLICY:

- 1) **DEPOSIT: \$ 50.00 IS REQUIRED TO SECURE BOOKING. DEPOSIT MUST BE RECEIVED WITHIN 10 DAYS AFTER BOOKING.**
- 2) **IF DEPOSIT HAS NOT BEEN RECEIVED WITHIN TEN (10) DAYS AFTER RESERVING , YOUR TIME SLOT WILL BE OFFERED TO ANOTHER SCHOOL.**
- 3) **FINAL PAYMENT MUST BE RECEIVED BY THE CALGARY SAFETY COUNCIL WITHIN ONE (1) WEEK. AFTER CLASS HAS ATTENDED SAFETY CITY**
- 4) **FUNDS WILL NOT BE ACCEPTED AT TIME OF CLASS AT SAFETY CITY**

CANCELLATION/REFUND POLICY:

- 1) **Fourteen (14) days written cancellation notice is required to receive a full refund. (INCLEMENT WEATHER):** Deposit may be transferred to another date if classes must be cancelled for this reason..
- 2) **Classes may be cancelled by the Calgary Safety Council and/or the attending school and rebooked if inclement weather conditions exist.**
- 3) **Cancellation by either the attending school or the Calgary Safety Council must be provided by 8:15 a.m. the morning prior to actual commencement of class.**

WEATHER:

- 1) **The program will be modified to ensure children, parents, volunteers, teachers are not exposed to adverse weather conditions. The weather will dictate if the outside component of the program must be condensed and more time spent in the classroom.**
- 2) **Ensure all involved dress for weather conditions.**
- 3) **Classes may be cancelled by the Calgary Safety Council and/or the attending school and rebooked if inclement weather conditions exist. (INCLEMENT WEATHER – torrential rain, blizzard conditions, or high winds that pose a danger.)**

TIME:

- 1) Classes start promptly at the specified times.
- 2) If your class is late, we cannot always provide the maximum allotted time due to possible overlap of classes. Classes will be condensed if necessary, however, all critical elements of the program will be covered.
- 3) Schools arriving more than ½ hour late will have a modified program as morning class times are from 9:00 – 10:30 and 10:30 – 12:00 Noon, and in the afternoon from 1:00 – 2:30 p.m.
OVERLAPPING INTO OTHER CLASSES OR EXTENSION OF CLASS TIMES DUE TO LATE ARRIVALS IS NOT PERMITTED. **Please notify the Calgary Safety Council at 287-2990 (Ext. 101) as quickly as possible if you are going to be late.**
- 4) The last 15 minutes of class is for review only.
- 5) If your class must leave prior to conclusion of program, please notify the Senior Instructor to assist in modifying any component of the program so the students receive the maximum benefit of the program.

VOLUNTEERS:

- 1) Minimum of one volunteer/parent per six (6) children.
- 2) Volunteers/parents requested to assist with outside component of program. Please dress accordingly.

SPECIAL INSTRUCTIONS:

- 1) Cell phone use is prohibited in the classrooms.
- 2) Parents, volunteers, teachers are asked to refrain from visiting during classroom instruction. (This is disruptive to both the students and instructors).

DATED THIS _____ DAY OF _____, YEAR _____

SIGNED BY: _____

Calgary Safety Council

Kindergarden Teacher