



Jaku Konbit's Academy

Saturday Educational and Cultural Program

Fall 2007- Spring 2008

Dear Parents/Guardians,

You have made the right choice in enrolling your child for the Fall 2007 and/or Winter 2008 session(s) at the Jaku Konbit's Academy. Our Academy is a Great Place to Be! Welcome!

Like our "Greatness is Within You" Summer Camp 2007, the Academy is an annual program geared to children and youth of African and Caribbean descent. Our program is unique to the Ottawa area, not only because it caters to Black-Canadian children and youth between the ages of 4 and 17 years, but it is quite affordable, approximately \$45/month. Jaku Konbit's Academy offers a rich mixture of creative writing, reading, mathematics, history, science and African drumming designed to build self-esteem, teamwork, cultural awareness and academic excellence. Our program provides a safe, secure and warm environment for your child.

Jaku Konbit is a registered non-profit, African/Caribbean-centered, community-based and family-oriented organization established in Ottawa since 2001. We are committed to promoting the African and Caribbean cultural identity, self-reliance, family and community development, strategic networking and mutual cooperation amongst Black-Canadians and people of good will.

Please watch out for our others events namely our **Kwanzaa Celebration in December 2007** and **Black History activities in February 2008**. For more information on our Academy and the organization, please visit www.jakukonbit.com.



Policies and Procedures:

Note: Our simplified policies and procedures are important guides for all parents and guardians of students who attend the Jaku Konbit's Academy. Please become familiar with the information below as it will answer many of the questions you may have.

- 1) **The Academy's program begins promptly at 11:00 a.m. and concludes at 2:00 p.m. Each Saturday students will have half of an hour for lunch.**
- 2) **Casual wear is expected. All students must be dressed appropriately for a learning environment. Always be sure your child is properly dressed for the weather particularly in the winter time. This is very important in case of a fire evacuation in very cold temperatures.**
- 3) **The Academy encourages healthy eating habits to promote a strong and thriving mind, body and soul. Please pack healthy foods for your child. We also strongly discourage fast foods.**
- 4) **Parents play a major role in the success of their children at the Academy, so please talk to your child about their weekly experience at the school. You can ask them their likes and dislikes, their friends, etc. Also, encourage them to teach you about what they have learnt and please follow-up on any homework.**
- 5) **There may also be occasions when we will need your support for special events, supervising excursions, fundraising, etc. We will be sending home messages with advance notice. Your child will benefit greatly from your presence and your involvement.**
- 6) **In order to avoid spreading illnesses, please keep your children at home if they are ill. If your child shows any signs or symptoms of the following (fever, rash, diarrhea, nausea etc) please keep them at home.**

The health and safety of your child is our primary concern in all activities. If your child requires any medical or first aid treatment your signature below provides us with your consent to administer first aid and/or seek medical intervention. You will be contacted as soon as possible. If you are unreachable then we will contact the person you list as an Emergency contact. You are responsible for any charges in excess of benefits allowed by OHIP or if you do not possess a Provincial Health Card.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date



Student Registration Information (Please Print or Write Clearly)

Last Name:		
First Name:		
Address: Street_____		
City_____ Province_____ Postal Code_____		
Home Telephone:	Birth date: dd/mm/yyyy	Age and Grade Level:
Gender: Male/Female	Language: English/French/Other(Specify)	Special Needs? Y/N If yes, please specify



Parent/Guardian Information

Name:	Name:	Emergency Contact:	Emergency Contact:
Relationship to Student:	Relationship to Student:	Relationship to Student:	Relationship to Student:
Home number:	Home number:	Home number:	Home number:
Work number:	Work number:	Work number:	Work number:
Mobile number:	Mobile number:	Mobile number:	Mobile number:
Email:	Email:	Email:	Email:

Permission Form for Pick-up

<p>Please list the persons allowed to pick-up your child from the program below*.</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>*(The person picking up your child) may be asked to present picture i.d.)</p>
<p>All students between the ages of (4 -11 years) must be picked up.</p> <p>For your child between the ages of 12 to 17 years, please specify if he/she will either be picked up or has your permission to take the bus home: Specify here _____</p>



Health/Medical Information

Physician's name: _____ Contact Number: _____	Is your child covered by OHIP? Y/N, if yes, please provide the card number below. _____ Name on OHIP card _____
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Is your child taking any medication (inhaler, injection, or oral) and/or have any allergies whether life threatening or not?

No _____ Yes _____ **If yes, please speak with the Program Manager or Program Assistant immediately for further instructions.**

Does your child have any allergic reactions to insect bites, food or to the general environment (pollen)?

No _____ Yes _____

If yes, please list allergies _____

Does your child require extra attention from staff due to any of the following concerns?

ADD, ADHD, behavioral, developmental, communication, dietary, mental illness, social, emotional

No _____ Yes _____ if yes, please circle all that applies.

_____ Parent/Legal Guardian Name	_____ Parent/Legal Guardian Signature	_____ Date
_____ Parent/Legal Guardian Name	_____ Parent/Legal Guardian Signature	_____ Date



Media Consent:

Any photographs or video presentations taken by the Jaku Konbit staff at the Academy, events, activities and trips may be utilized by the organization for advertisement, marketing or promotional purposes/material for website, brochures, audio-visual productions etc.

I give my consent: _____ Yes

I do not give my consent: _____ No

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

=====
Trip Consent:

Students may on occasion go on a trip(s) with the school within Ottawa and the surrounding vicinity. We require your signature below which gives us your permission to have your child participate on any outing(s). For trips outside the City of Ottawa and surrounding vicinity, we will send additional information and a consent form for this activity for you to sign.

I have read and understand the information provided on this form above and I authorize my child to participate on a trip(s) within Ottawa and the surrounding vicinity while he/she is attending Jaku Konbit's Academy.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date



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Discipline Policy

I have read and understand Jaku Konbit's Discipline Policy of Zero Tolerance. I agree to inform my child of the policy and to work with Jaku Konbit staff to resolve any issues that may arise.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date



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Discipline Policy

Our objective with putting a comprehensive discipline policy in place is to provide a safe and a secure environment for all students and to foster respectful interactions between Jaku Konbit staff, families and children in our community.

Unacceptable behaviour include:

- 1) Sexual assaults and physical assaults
- 2) Robbery, theft or extortion
- 3) Bullying
- 4) Weapon possession (Jaku Konbit staff reserves the right to define what a weapon entails)
- 5) Drug possession or trafficking
- 6) Possession of alcohol or giving alcohol to a minor
- 7) Threats of violence
- 8) Hate-driven violence
- 9) Vandalism
- 10) Derogatory sexist comments

Procedure:

All of the aforementioned behaviour will result in immediate dismissal from summer camp. The steps of removing a participant are as follows:

- 1) The child will be removed from the activity and placed in the care of the Program Assistant or Program Manager.
- 2) The Program Assistant or Program Manager will discuss with the child why he/she is in trouble, the unacceptable behaviour and the consequence(s) of this action.
- 3) The parent will then be contacted by the Program Assistant or Program Manager at which time the incident will be discussed with the parent and the parent will be instructed to pick up the child.
- 4) The Program Assistant or Program Manager will file an Incident Report to capture the happenings.