

AAD Policy Manual

2024-25

An overview of the Policies, Strategies and Core Operational Guidelines that AAD uses in its day-to-day operations.

-Table of Contents-

AAD General Policy

Pages 3-8

ACADEMIC AND ATHLETIC DEVELOPMENT GENERAL POLICY



1.0 - OVERVIEW:

Academic and Athletic Development (hereafter referred to as "AAD") is creating this Policy Manual to be used as a reference to the Policies, Strategies and Core Operational Guidelines that AAD uses in its day-to-day operations.

This policy may change without notice.

2.0 – FINANCIAL POLICY:

2.1 – PAYMENT:

AAD program fees can be paid through electronic file transfer (EFT) or credit card (Visa and MasterCard). Payments start with the deposit due at the time of registration or in the month of May for returning students. The remainder of tuition fees can be made in full at the beginning of the year (August), or be paid via 10-installment or 3-installment payment plans at your request.

The 10-installment plans are paid monthly and run from July 1st through April 1st.

The 3-installment plan payments are scheduled for August 1st, November 1st and February 1st.

AAD will accept payment by cheque only if the payment is made in full for the year. The cheque must be received before the first charge date of August 15th. You will still require a valid payment method on file. Cheques are to be made out to Academic and Athletic Development (AAD).

EFT Clients:

In the event that your payment is returned Non-Sufficient Funds, a \$40.00 fee will be charged and the payment will be processed again within 5 business days.

Credit Card Clients:

All credit card transactions are subject to a 2.4% processing fee. This agreement was made apparent at the time of registration and choosing a payment option.

In the event that your Credit Card expires or changes, after 3 notifications of your credit card not processing, a \$20.00 fee will be charged as an administration fee.

All Clients:

Should a STOP PAYMENT be placed on any transaction, a \$40.00 fee will be charged and the payment will be processed again within 5 business days. AAD requires a valid payment option on file at all times.

2.1 .1 - Down Payment:

Down payments count toward your program fees and are required **BEFORE** participation. Any student-athlete who has not paid their down payment will not participate in AAD programming. Down payments are **100% non-refundable and non-transferable**. The time that the down payment is due is dependent on whether the student-athlete is new or returning.

Golf program down payments may be partially refunded should the program remain at maximum occupancy. A majority of this cost is the group's non-refundable memberships at the training facilities.

NEW student-athletes (first time registering in any full-time AAD Program):

Down payments will be withdrawn at time of approval for your program. After the email for approval for the program has been sent, the down payment will be withdrawn within a few business days from the payment option you have specified on your account.

RETURNING student-athletes (currently enrolled in an AAD Program, even if switching campuses):

Downpayments will be processed May 1st.

2.2 - DISCOUNTS:

Families that have three full-time and full-year student-athletes **in AAD Programs** are entitled to the "Third Child" discount. A 25% discount on the fees of the **most expensive program** will be applied. To apply for this discount please send an email to admin@aadie.ca.

2.3 - REFUNDS:

As noted above, down payments are **100% non-refundable**. Most other non-down payment refunds are prorated based on the number of days in the program versus the number of instructional days. There will be no refunds after the last school day in the month of **February**.

Should there be extenuating circumstances regarding a refund, you may submit a written request for review to the AAD board.

2.3.1 - INJURIES:

After six weeks of non-participation due to injury, 50% of your program fees will be retroactively refunded to the date of injury. In order to be eligible for this, a **Doctor's written confirmation** of the injury must accompany your written request for a refund.

2.3.2 - MOVE AWAY:

In the event that a student-athlete must move away from the Greater Edmonton Region and will no longer be able to attend AAD programming, a prorated refund will be issued for any fees already paid.

Please note that for any moves made after February 28th/29th no refunds will be issued.

2.4 -30 DAY WITHDRAWAL NOTICE POLICY

A parent has the right to terminate the financial contract with AAD at any time by giving thirty (30) calendar days written notice to AAD. The 30-day notice will be calculated upon receiving the written notice. No refunds will be issued after the month of February 28th/29th.

2.7 LOST, STOLEN OR DAMAGED EQUIPMENT

AAD is in no way responsible for lost, stolen or damaged equipment. Student-athletes need to be responsible for the equipment at all times.

2.8 TRANSFERRING PROGRAMS

2.8.1 Donnan School

Program transfers must be requested by the student-athlete family through email to the Donnan AAD Campus Director and the appropriate Program's Directors/Leads. Transfers will be considered if there is availability in the requested program, attendance and behaviours are in line with Donnan School's expectations and the AAD account is in good standing. Transfers will happen after the Holiday Break (Jan 1) or Spring Break (April 1). Before the transfer is completed AAD will disclose any financial changes that may occur.

2.8.2 Vimy Ridge Academy

Program transfers are not completed until all parties have agreed to the transfer and the financial implications being applied. A non-negotiable \$150 administration fee is applied to the financial implications for each transfer. Parties involved are the current program, the requested program, the School involved and the student-athlete family. Transfer to a new program will only be considered at semester break or to begin a new school year.

2.9 ARREARS

Accounts that are in arrears with their financial commitments for more than two weeks will result in the student-athlete being removed from all AAD programming until payment arrangements have been made and approved by AAD administration.

3.0 – PARENT RESPONSIBILITIES:

It is the parent's responsibility to transport the student-athlete to school on time with the appropriate supplies to fulfill the student-athlete's academic and athletic commitments to the program.

3.1 – EQUIPMENT:

Student-athletes are required to have proper equipment as directed by AAD staff.

3.1.1– LOST OR STOLEN EQUIPMENT:

AAD accepts no responsibility for any theft, loss or damage that may occur to any equipment.

3.1.2– EQUIPMENT REQUIREMENTS:

For Hockey, Lacrosse, Ringette, Golf, Esports, Baseball and Softball, our student-athletes require the same full equipment as required by their sport's provincial governing body. For example, Hockey Alberta requires all hockey players to wear neck guards on the ice and therefore hockey student-athletes MUST wear a neck guard for any on-ice session. Sport Fit, Outdoor Pursuits and Brazilian Jiu-Jitsu also have specific regulations for their equipment and that information can be found by contacting the staff of those programs.

3.1.3– APPROPRIATE ATTIRE:

Student-athletes are expected to be dressed appropriately for their scheduled activity. This includes ensuring clothing and equipment are not offensive or revealing, are not in disrepair, and are safe and appropriate. The appropriateness of student-athlete attire is at the discretion of their instructor. Any student-athlete who is dressed inappropriately may be asked to change their clothing or equipment or may be removed from programming.

3.2 – TRANSPORTATION:

3.2.1 – SCHOOL:

Parents are responsible for their child's transportation to and from school.

3.2.2 – TRANSPORTATION TO FACILITY:

AAD will transport student-athletes to and from their respective facilities for their programming whenever possible. In the case of facilities within walking distance, the student-athletes will walk with supervision to their facility.

3.2.3 – STUDENT-ATHLETE PICK-UP

Pick-up at off-campus locations may be the responsibility of the parents.

Edmonton Public School Board (EPSB) or AAD staff will remain at off-campus venues for one-half hour after scheduled programming has ended.

3.2.4 – HOCKEY EXCEPTIONS

Hockey student-athletes may have programming on the ice in the mornings. It is the parent's responsibility to ensure that they are at the rink on time in the morning. These student-athletes will be bussed back to school by AAD.

3.2.5 – STUDENT-ATHLETE DRIVERS/PASSENGERS

Any high school student-athletes **who drive or are passengers in** private vehicles to or from facilities are required to fill out the appropriate EPSB authorization forms, as well as any other forms that may be required including proof of insurance and liability.

4.0 – AAD RESPONSIBILITIES:

4.1 – Criminal Record Checks for Employees:

Upon hiring, any AAD employee will have a criminal background check and a vulnerable sector check completed. This is to ensure the safety of other employees, student-athletes and other members of AAD from individuals with a history of violence or other serious offences.

4.2 – Transportation of Student-Athletes by AAD Employees

Generally, our student-athletes will be transported to programming by bus. But on rare occasions, a student-athlete may have to be transported by an instructor or teacher in a personal vehicle. All AAD employees will fill out the Edmonton Public School Board's Volunteer Driver Declaration Form before transporting any student-athlete.

4.3 – Co-Ed Dressing Room Policy

AAD's Co-Ed Dressing Room Policy aligns with the policies set in place by EPSB.

4.4 – Injuries and Return to Play Policy

Despite all efforts to remove the risk of injury, injuries can happen.

It is the responsibility of the parent and/or student-athlete to inform their instructor if they have been injured and cannot participate in programming. Alternative programming will be offered to the student-athlete until they are able to participate in full activity.

Student-athletes will not be allowed to participate in full programming until AAD has received written confirmation from a Physician authorizing the student-athlete's return to participation.

4.5 – Off-Campus Events and Field Trip Forms

As AAD's programming generally has our student-athletes off-campus at arenas and other facilities throughout the city, parents are not required to sign field trip forms for every off-campus activity. Should an activity fall outside of the normal programming, or for any activity where AAD deems it is necessary for parental approval, a field trip form will be sent home for a parent or guardian's signature.

4.6 – Academic Achievement

In our experience, a student-athlete's academic achievement increases as they become accustomed to the expectations of the school and their athletic program. At times a student-athlete's academic records need to be accessed to successfully deliver an athletic program in combination with an academic program. By agreeing to this policy you grant permission to access academic records of your children enrolled in AAD programming. In order for student-athletes to remain in good standing with AAD a minimum of 50% must be achieved in all courses. Courses where the grade is Pass/Fail (P/F) a Pass must be achieved.

4.7 - AAD Student-Athlete Citizenship

Student-athletes are required to comply with the Edmonton Public School Board's Student Behavior and Conduct Policy. Non-compliance resulting in suspension or expulsion from school may result in removal from AAD programming. Removal will be at the sole discretion of the Executive Director of AAD with no appeal process.