



BUS PROGRAM: 2019 - 2020

Matthews Hall offers daily bus service to students within London city limits to and from school. Following are the procedures, policies and rules of conduct. Please complete the enclosed form and return to the school no later than **September 3, 2019**. Payment arrangements must be provided in order to register.

PROCEDURES

- Bus schedules/routes are determined by the bus company providing the service.
- Students are expected to be ready in front of their homes (or inside the front door during inclement weather) five minutes prior to their expected time of pickup in the morning
- If students will not require the bus in the morning, parents are required to call the bus company after 6 a.m. This eliminates making unnecessary stops on the way to the school.
- At dismissal in the afternoon, all bus students assemble at the assigned area in rows according to bus routes. Attendance is overseen by the teacher-in-charge. Students board the bus when all students arrive.
- If students do not require bus service in the afternoon, parents must contact the school office as early as possible. The student's teacher and the teacher-in-charge for bus students will be made aware so that the bus is not delayed waiting for a student unnecessarily.
- In the event of bus service cancellation due to extreme weather conditions, all bus families will be emailed by a representative from Matthews Hall. It is also recommended that parents listen to Newstalk 1290 CJBK A.M. for current information or check the bus company website or Matthews Hall website. If the school is still open, it will be the parents' decision about how their children will be transported to and from school. The bus company cannot operate routes in the afternoon on the days the morning service has been canceled.

POLICIES

- All communications regarding any changes to bus arrivals and departures of any student must be between two adults. Student communication of changes will not be accepted.
- All bus students are required to follow the rules of conduct with the expectation of respectful behaviour. Service can be suspended or withdrawn with failure to follow bus rules.
- The availability of bus service is not guaranteed. Bus service can be requested for periods shorter than a full year at the discretion of school administration and the bus company.
- Matthews Hall is not liable for any loss, damage or injury resulting from the Bus Program and is not a guarantor for the carrier.

BUS RULES OF CONDUCT

Students must abide by all of the safety rules:

- Follow all procedures for getting on and off the bus
- Sit in the assigned seat
- Speak quietly and respectfully at all times
- Refrain from eating or drinking on the bus
- Follow the bus driver's instructions at all times

RATES - Please see Payment & Agreement Form

PAYMENT OPTIONS

Payment can be made by Cheque, Direct Debit or Visa/MasterCard. A 3% administration charge will apply to all credit card transactions.

PRIVATE MUSIC LESSONS: 2019-2020

Matthews Hall is pleased to offer private music lessons. Following are the policies and procedures. Complete enclosed registration forms and return to the School no later than **September 3, 2019**.

SCHEDULE

Private music lessons are available on school days Monday through Friday throughout the school year. Lessons are generally scheduled during school hours between 9:00 a.m. and 4:00 p.m. but may also be scheduled between 8:00-9:00 a.m. and 4:00-5:00 p.m. depending on the instructor's availability. Lessons are not normally scheduled on Professional Activity Days, unless mutually agreed upon between the instructor and the family.

POLICIES

- Student lessons are scheduled from September 16, 2020 to June 1, 2021. Returning music students will have first priority. Instructors may select students based on student's readiness to succeed in private music lessons.
- The instructor will reschedule the lesson at a mutually convenient time with the student if Matthews Hall events have caused a lesson to be canceled or if the instructor is absent.
- The student is responsible to arrive on time at the music location for the scheduled lesson.
- Additional and longer lessons are to be arranged directly with Wai-Hing Lee-Bucknell, Advancement Officer. Rescheduled lessons are to be arranged directly with the instructor.

REFUND/CANCELLATION POLICIES

- **Cancellation with 24 hours Written Notice** - The remaining fees less a \$100 administration fee will be refunded with a written notice.
- **Cancellation Due to "No Show"** - Those who fail to "show" for their lessons without notice will not receive a rescheduled lesson or refund.
- Music lessons will be rescheduled if the family has canceled the regular lesson at least 24 hours prior to the lesson or in case of absence of the instructor. Please note that rescheduled lessons by the family, for any reason, are limited to four (4) lessons.
- **Cancellation Due to Instructor's Recommendation to Withdraw** - From time to time an instructor finds that a student lacks aptitude or commitment and suggests that a student be withdrawn from private music lessons. The remaining fees less a \$100 administration fee will be refunded.

PAYMENT OPTIONS

- Payment can be made by Cheque, Direct Debit or Visa/MasterCard. A 3% administration charge will apply to all credit card transactions.