

AAD Policy Manual

2024-26

This manual outlines the policies, strategies, and operational guidelines that govern the daily operations of Academic and Athletic Development (AAD). These policies are designed to ensure clarity, consistency, and a positive environment for all stakeholders, including students, parents, and staff. All policies are subject to periodic review and amendment to adapt to evolving needs and standards.

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1. Financial Policy

1.1 Payment Options

At Academic and Athletic Development, tuition represents an annual commitment to your student-athlete's education and development. While we offer installment plans for your financial convenience, it is important to understand that tuition obligations apply to the entire school year. Withdrawal from the program does not release families from their financial responsibility for the full year's tuition. Refunds, if applicable, are addressed under the specific guidelines outlined in our policy manual and are subject to administrative review.

AAD program fees can be paid via the following methods:

For the safety and security of our staff, students, and families, Academic and Athletic Development (AAD) does not accept cash payments for any program fees or related expenses.

- Electronic Funds Transfer (EFT)
- Credit Card (Visa or MasterCard, subject to a 2.4% processing fee)
 - In the event that your credit card expires, after 3 notifications of not processing, a \$20.00 administrative fee will be added to your payment.
- Cheque (only accepted for full-year payments, received by August 15)

1.2 Installment Plans

AAD offers flexible installment plans:

- Pay in Full: August 15th
- 10-Installment Plan: Payments run monthly from July 1 to April 1.
- 3-Installment Plan: Payments are scheduled for August 1, November 1, and February 1.
- A \$20.00 fee will be added to any payment that is more than 5 days late.

1.3 Non-Sufficient Funds (NSF) Policy

In the event of a returned payment due to NSF:



- A \$40 fee will be charged.
- The payment will be reprocessed within five business days.
- Repeat occurrences may result in the suspension of the student-athlete from programming until the account is settled.

1.4 Down Payments

Down payments are 100% non-refundable and non-transferable once accepted by the school. These payments are required for all programs and must be made prior to participation. Specific details:

- New Student-Athletes: Down payments are withdrawn upon program approval.
 - These are students registering in an AAD program for the first time.
- Returning Student-Athletes: Down payments are processed on May 1.
 - These are students currently enrolled in an AAD program; Vimy or Donnan Campus.

1.5 Discounts

Discount eligibility is now assessed and applied during the registration process. Families with three or more full-time student-athletes enrolled in AAD programs will automatically receive a Third Child Discount of 25% on the most expensive program. For any inquiries about this discount, please contact admin@aadie.ca.

1.6 Refunds

Refunds (excluding down payments) when approved are prorated based on the number of instructional days completed. No refunds will be issued after **February 28/29**. For extenuating circumstances, written requests may be submitted for review. Refunds for families with siblings currently enrolled will be issued credits to their accounts.

1.7 Injury-Related Refunds

Despite efforts to minimize risks, injuries can occur. Parents and student-athletes must inform AAD staff of injuries immediately. AAD provides alternative programming for injured student-athletes, and a physician's clearance is required before resuming full activities. In cases of injury preventing participation for six weeks or more, 50% of the program fees may be refunded retroactively to the date of injury. A doctor's note must accompany the refund request. Other refunds (excluding down payments)



are prorated based on the number of instructional days completed. No refunds will be issued after **February 28/29**.

1.8 Withdrawal Notice Policy - 30 Days

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**.

1.9 Arrears

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

2. Parent Responsibilities

2.1 Transportation

Parents are responsible for ensuring that student-athletes arrive at school on time and prepared for their academic and athletic commitments. This includes transportation to and from school, as well as specific programming locations, unless otherwise stated by AAD. Parents must also complete all required transportation documents as mandated by the Edmonton Public School Board (EPSB).

2.2 Equipment

Student-athletes must bring appropriate equipment for their activities, as outlined by AAD staff. Specific requirements for each sport or activity are provided upon enrollment. Failure to be prepared with proper equipment will result in non-participation.

2.2.1 Lost or Stolen Equipment

AAD is not responsible for any equipment that is lost, stolen, or damaged. Student-athletes and their families are expected to take necessary precautions to safeguard their belongings.



2.2.2 Attire Policy

All student-athletes must adhere to the attire policy, ensuring that clothing is appropriate, respectful, and safe for their scheduled activities. Attire must not display offensive language, inappropriate imagery, or content promoting drugs, alcohol, or illegal substances. The appropriateness of student-athlete attire is at the discretion of their instructor and ultimately AAD's Executive Director. Any student-athlete who is dressed inappropriately may be asked to change their clothing or equipment or may be removed from programming, with no financial refund or credit.

2.3 Communication

Parents are encouraged to maintain open lines of communication with AAD staff regarding any concerns or updates about their child's participation in programming. Timely communication ensures that the needs of the student-athlete are met effectively.

3. AAD Responsibilities

3.1 Criminal Record Checks

All AAD employees must complete a criminal background check and vulnerable sector check upon hiring. AAD adheres to a strict Code of Conduct to ensure the safety and well-being of all participants.

3.2 Transportation by AAD Employees

When required, AAD employees may transport student-athletes in personal vehicles. This is subject to completion of Edmonton Public School Board's Volunteer Driver Declaration Form and proof of insurance.

3.3 Return to Play Policy

Student-athletes recovering from injuries must provide a physician's clearance before resuming full participation in programming. This policy ensures their safety and well-being.

3.4 Academic Support

AAD is committed to fostering academic excellence alongside athletic development. Student-athletes are required to maintain a minimum grade of



50% in all courses. AAD will work with student-athletes to provide additional support where needed.

3.5 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. Student-Athlete Responsibilities

Student-athletes are expected to uphold the values of respect, responsibility, and integrity. They must comply with Edmonton Public School Board's (EPSB) Student Behavior and Conduct Policy. Any suspension or expulsion from school may result in removal from AAD programming, at the sole discretion of the AAD Executive Director.

5. Transportation Policies

5.1 General Transportation

AAD will provide transportation to off-campus facilities for scheduled programming whenever possible. For facilities within walking distance, student-athletes will walk under supervision. Parents picking students up at off-campus locations must inform the program teacher.

5.2 Student-Athlete Drivers and Passengers

High school student-athletes driving themselves or riding as passengers in private vehicles must complete EPSB authorization forms, including proof of insurance. AAD assumes no responsibility for incidents involving private vehicles.



5.3 Hockey/Golf Expectations

Hockey student-athletes may have programming in the morning. 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.

Golf student-athletes may have programming off campus at the end of the day. It is the parents responsibility to pick up at the off-campus venue on these days, unless otherwise communicated.

6. Program Transfers

Program transfers are considered on a case-by-case basis and are subject to availability and approval by the relevant directors.

- At Vimy Ridge \$150 non-refundable administration fee applies to all transfers. A new financial plan may need to be applied and agreed upon by all parties involved. Transfers may only occur at semester breaks or the start of a new school year. Please reach out to your Program Director for transfer requests.
- At Donnan School \$100 non-refundable administration fee applies to all transfers. A new financial plan may need to be applied and agreed upon by all parties involved. Transfers may be after the Holiday Break in January and/or after Spring Break in April. All AAD transfers are subject to Donnan School and AAD Administration approval. Please reach out to your Program Director for transfer requests.

7. Academic Policies

Student-athletes must meet academic standards to remain in good standing. Academic support is available for those facing challenges. A minimum grade of 50% is required in all courses, and students must achieve a Pass in Pass/Fail courses.

8. Dispute Resolution

AAD encourages open communication to resolve disputes amicably. Parents or guardians may submit written concerns to the AAD board for review. Decisions made by the Executive Director are final unless an appeal process is explicitly outlined.



9. Strike Policy

Policy Statement

Academic and Athletic Development (AAD) supports the rights of our colleagues to participate in legal strike action in alignment with their respective union agreements and labor laws. We recognize and respect the individual decisions of unionized members to engage in legally sanctioned collective action as part of their rights in labor relations.

AAD Independence

As an independent organization, AAD is not affiliated with any unions or labor associations. While we respect the decisions made by unions and their members, AAD operates autonomously in matters related to union activities, including legal strike action. AAD reserves the right to make independent operational decisions that align with our organizational goals, commitments to students, and legal obligations.

Operational Continuity

AAD remains committed to ensuring the continuity of its programs and services. In the event of legal strike action affecting partnered institutions or individuals, AAD will:

- Act in the best interest of our student-athletes and staff.
- Maintain operations and programming to the extent legally and practically possible.
- Communicate transparently with all stakeholders about any changes or impacts to our services.

Respect and Collaboration

While AAD remains independent in its approach to strike action, we value respectful collaboration with unionized colleagues and institutions during such events. We encourage open communication and mutual understanding to ensure minimal disruption to our shared goals in education and athletic development.

10. Policy Amendments

AAD reserves the right to amend this policy manual. Changes will be made from time to time to ensure the policy remains relevant and effective.