



PROCEDURAL GUIDELINES
STUDENT ACCIDENT INSURANCE

1. The insurance plans shall provide:
 - a) coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;
 - b) coverage of all accidents 24 hours a day, for 12 months during a policy year;
 - c) a family plan covering a minimum of three children or more.

2. The insurance carrier shall be responsible:
 - a) for the entire administration of the plan from the initial distribution of the application forms to the final settlement of claims;
 - b) to provide a computerized list by school of all students enrolled in the plan and master list for the Board Administration Office.

3. The application for coverage and cost of the plan shall be the responsibility of the parents who decide to avail themselves of the service.