

## Parent Handbook

### Payment Policy

- Tuition payment can be done as a single payment for the entire semester or in two installments using postdated checks.
- First installment payment (50% of the tuition) is due at registration.
- Second installment payment is expected halfway through the semester. Late payments will be charged a late fee of \$25.
- A fee of \$25 will be charged for any bounced check.

### Cancellation and Termination of Enrollment

- Parents can cancel student's enrollment at any time during the school year, a two weeks written notice is required. Payments are due for the two weeks following the written notice. The school will refund the rest of the paid tuition within two weeks after cancellation. A refund will not be issued without a written notice.
- Tuition payments that are more than one month past due could result in termination of the student's enrollment.
- If the school issued a student termination, tuition for the remaining school year will be refunded.
- Students are expected to abide by the 'Student School Policies' of the school. A student's enrollment can be terminated if a student is found to be continuously disruptive and inappropriate in the classroom while ignoring the teacher's warnings. Parents will be informed of these incidents prior to termination in order to give the parents a chance to correct the behavior.

### Pick-up and Drop-off Policy

- For your child's safety, please bring your children to the classroom and stay with them until your child's teacher has been notified of your child's arrival at school.
- Students will not be allowed to leave the building without their parent/legal guardian, or any person authorized to pick up the child by the parent/legal guardian. Please arrive at the school **prior to** the end of class.
- Pick up/drop off authorization form should be submitted to school at the beginning of the year in order to allow us to release your child with another adult. A written notice can also be submitted.
- Your child should be picked up promptly after the end of their class. Teachers or other staff will stay with your child until your child is picked up. If your child has not been picked up within 10 minutes after the end of class a \$1/min charge will occur until your child is picked up.

### **General School Policies**

- The school programs are for students in grade 1 through 8.
- The school is not responsible for incorrect student information. For effective communication, please ensure that correct phone numbers and email addresses are provided on the application. Please notify us immediately of any changes.
- All school announcements and communication will be made through email.
- Weather cancellations will also be posted on our website by 2:00 PM. For your own safety, please consider the roads in your area if the school has not been cancelled.
- Homework will be assigned in some programs, when homework is assigned; students are expected to complete it before the next meeting.
- Eating and drinking is not allowed during class, students can bring a snack and a drink that can be used during recess or after class.
- Parents must notify the school of any medical conditions including allergies.

### **Student School Policies**

- All students are expected to behave in a responsible and appropriate manner both to themselves and to others, showing consideration, courtesy and respect for other people at all times.
- Students must show care and respect to the facility and all materials and equipment in and around.
- We value the principles of equal opportunities and cultural diversity. We do not tolerate bullying, violence, racism, bad language or swearing.
- Students will not use the school computers for any purpose other than class work. Responsible usage of the Internet is expected at all times.
- Students cannot leave the building without their parent/legal guardian or any other authorized person.