



ACACIAWOOD SCHOOL

2009 Summer Program

2530 La Palma Avenue, Anaheim, CA 92801
(714) 955-1800

POLICY FOR PARENTS

Revised 5/20/09

PAYMENT	<ol style="list-style-type: none"> 1) Education fee includes two types of costs <ol style="list-style-type: none"> a) Registration fee of \$90 to cover enrollment processing, books and material b) Tuition for instructions 2) When to pay the education fee: <ol style="list-style-type: none"> a) Registration fee and tuition must be paid at the time of registration. b) Tuition may be paid in installment on agreed dates if financial hardship exists and approved by the responsible administrator. c) If approved for payment in Installment, monthly payments must be made by the first of each month EVEN IF NO INVOICES ARE SENT. 3) Late payments and Returned checks <ol style="list-style-type: none"> a) A late fee of \$10 or 2% of the balance owed, whichever is larger, will be charged monthly if a payment is not received by the due date. b) A NSF fee of \$30 will be charged for each check returned. c) Students will not be allowed to attend their classes if payments are not received within one week from the due date.
REFUND	<ol style="list-style-type: none"> 1) Upon withdrawal <u>before</u> the classes begin <ol style="list-style-type: none"> a) Registration fee is not refundable. b) Student may take the books he paid for. c) Only 60% of tuition will be refunded. 2) Upon withdrawal <u>after</u> the classes begin <ol style="list-style-type: none"> a) Registration fee is not refundable. b) 60% of tuition will be refunded prorated by weeks only in case of a very serious illness or injury suffered by the student. 3) In case of a one-time class cancellation by the school (for example, due to a teacher's absence and no substitute teacher) <ol style="list-style-type: none"> a) The school will try its best to reschedule a make-up class. b) If the class is not rescheduled, tuition will be reduced or refunded for the one-time cancelled class. 4) In case of student's absences <ol style="list-style-type: none"> a) Tuition will not be reduced or refunded at all. b) Student are allowed to make up in the week they are absent if a similar class is offered at other times and/or other locations if space allows.
NOTIFYING	<ol style="list-style-type: none"> 1) When to notify the school administration <ol style="list-style-type: none"> a) To cancel or withdraw, please notify the school in WRITING. Note the class or program, effective date, and reason for withdrawing. b) To add or change, please come into the school and complete a registration form and pay the applicable fee in advance. c) In case of absences, please notify the school as soon as the absences are determined. d) In case of tardiness or early dismissal, please notify the school as soon as possible. 2) If parents or guardians fail to notify of the above changes <ol style="list-style-type: none"> a) Refunds or reductions, if applicable, will not be given until the school is notified properly. b) Absences, tardiness, and early dismissal without notification will be unexcused and no make up will be allowed.
COMING & LEAVING	<ol style="list-style-type: none"> 1) When to come and leave <ol style="list-style-type: none"> a) Students may come to the school as early as 15 minutes before or leave 15 minutes after the class time. b) The school is not responsible or liable for students who come earlier or leave later than the 15-minutes buffer time. c) Students who require supervision beyond the buffer time may be charged a fee of \$1 per 1 minute. 2) Extended care <ol style="list-style-type: none"> a) If the school provides extended care, students must enroll in order to participate in the program. b) Students must be picked up on or after the beginning time and on or before the ending time. No 15-minute buffer time is allowed. 3) Person who drops off and picks up <ol style="list-style-type: none"> a) Only the parent, guardian, or the person authorized by the parent or guardian may drop off or pick up the student. b) Persons dropping off or picking up students may not go in to the class room area unless permitted by school personnel.
LIABILITY & MISC	<ol style="list-style-type: none"> 1) Student behavior <ol style="list-style-type: none"> a) Students must abide by the rules explained in the Policy for Students. b) Violation of rules may result in suspension or termination without refund of tuition. 2) Accidents <ol style="list-style-type: none"> a) Student's medical insurance must cover medical expenses in case of accidents. b) School liability insurance may cover medical expenses in excess of student's medical insurance coverage if school is at fault. 3) Student's work, photographs, and videos <p>They may be used for the school's publications including brochure, website, and advertising material.</p>