



School Policies

Please, read carefully and sign the form.

Registration

In order to register your child for classes at the School of Russian Language, Literature and Arts you should:

- ✓ Fill out and sign all necessary forms;
- ✓ Pay a one-time non-refundable registration and supplies fee of \$70 (registering in September) or \$50 (registering in January). [Registration fee for siblings is \$60 and \$45, respectively]

Your registration is complete and your child can start attending classes only when we receive the signed forms and the registration fee.

Payment

Monthly payment is due on the first class each month. Acceptable forms of payment:

- ✓ Cash
- ✓ Personal checks

Please make checks payable to "School of Russian Language, Literature and Arts".

We do not accept credit cards.

If more than one of your children attend the School of Russian Language, Literature and Arts, payments can be combined in one check. A 25% siblings discount will be applied to families with multiple children enrolled at the School of Russian Language, Literature and Arts.

Refunds and Make - Up Classes

Payments for missed classes are not refundable.

Homework

Homework materials are sent home with children and homework assignments are emailed to parents after each class. Please talk to your children about what they have learned in school and assist them in completing the homework. We believe that completing homework assignments is crucial for your child's success in the School's program.

Sickness

Please keep your child home if he/she has any of the following:

- * A cold with running nose, sneezing and coughing;
- * A fever (your child needs to stay home at least 24 hours after the fever is gone for a complete recovery);
- * Vomiting at any time in the past 24 hours;

- * Diarrhea at any time during the past 24 hours;
- * Any throat infection such as Strep. (Your child must remain home for a full 24 hours after taking the first dose of any antibiotic);
- * Nits or lice.

If your child is diagnosed with a contagious condition (such as Strep Throat, Chicken Pox, Conjunctivitis, or Fifth's Disease), please inform the school immediately so that we can inform other parents.

Please be sure to completely fill out your child's medical information in the registration packet and sign the release in case of emergency.

Arrival and Dismissal Procedures

Parents are expected to bring their children in time for their class and pick them up promptly after the class is over. In case of a late pick-up, a fee of \$1 per minute will be charged. If anyone else is picking up your child, please notify the teacher in writing.

For your child's protection, we will not release your child to an unauthorized adult.

Please include the names and phone numbers of people who are allowed to pick up your child in the **Student Information Form**.

Clothing

The children might be working with a variety of art materials, so please dress them in clothes that will not be damaged by paint, clay, glue, etc.

Birthday Celebrations

Usually we announce that a child has a birthday so all other students can congratulate him/her. If parents decide to bring food to the School as a way of celebrating their child's birthday, we encourage bringing healthy snacks or fruit. Please let us know about your decision ahead of time so we can make all necessary arrangements.

Snacks

For all our classes we ask parents to provide snack for the child. Please keep the snack light and put it in a lunch box or plastic container labeled with your child's name. We encourage nutritional snacks to replenish energy. Please don't send in drinks, as water will be provided with your child's snack.

Items that Children are not Allowed to Bring to School

Children are not allowed to bring iPads, iPhones, mobile phones, computers, Nintendo DSs, expensive items of jewelry and anything that can distract them from the learning process.

Cancellation of Classes due to Inclement Weather

In a case of hazardous weather conditions such as heavy snow or ice, classes may be cancelled and in that case School will not provide make up classes.

We will notify you by phone about any program closings.

Communication

Most communication will be done via email. Please be sure to check your account after the class.

I _____ parent of _____ agree with Policies of the School of Russian Language, Literature and Arts.

Parent Signature _____ Date _____