

## Parent Handbook

### Daily Schedule

Hours: Regular: 9:00-4:00pm  
 Extended AM hours: 8:30-9:00 am  
 Extended PM hours: 4:00-4:30pm

Daily schedule:

9:00-10:30AM	1st class
10:30-10:45AM	Snack
10:45-12:30PM	2nd class
12:30-1:30 PM	Lunch Break
1:00-2:00PM	Outside games
2:00-4:00PM	Afternoon activity

### Payment Policy

- Full tuition is due at signup.
- A fee of \$25 will be charged for any bounced check.

### Cancellation and Termination of Enrollment

- Parents can cancel student's enrollment with at least a **2-week** written notice. Families will be refunded the tuition. A refund will not be issued without a written notice.
- 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 despite teacher 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.

### **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. Please consider the safety of your roads when deciding to come in.
- 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 should 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.
- At SET School we value the principles of equal opportunities and cultural diversity. In the spirit of maintaining a safe and welcoming environment, we do not tolerate bullying, violent behavior, destruction of property, racism, bad language or swearing.
- Students must show care and respect to all materials and equipment at the facility.
- 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.