



Policies & Procedures

2020-2021

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www.thecountryschoolhouseedcenter.com

Attendance

Once students are registered for a class, they are expected to make every effort to attend each class meeting. As a courtesy, we ask that students notify their teachers 24 hours in advance if they will be absent from a class. Repeated absences can result in being dropped from the class. This will be left to the discretion of the teacher (tuition commitment will be voided if teacher asks student to leave class). Due to high demand for classes, monthly tuition for classes is required, even in the event of absence. Class tuition is a reservation of a recurring class seat, which includes both lesson planning and materials purchases by the instructor. Due to the time demands of our teachers, make up classes are not offered. If advanced notice is given, the instructor can prepare for a student's absence by assigning an equal amount of homework or delivering a video lesson of the class. In the event that a student does not give advanced notice of a cancellation and does not show up to the scheduled class, the class shall be forfeit.

Bad Weather

If weather is bad, we will follow the Lamar County School District's closings. We will send out an e-news bulletin and publish closings on Facebook as soon as a decision is made.

Behavior

While attending events and classes at The Country Schoolhouse, students are expected to be respectful of teachers and other students. Repeated behavior issues that interrupt the educational experience of other students will result in the student being removed from the activity. This will be left to the discretion of the teacher or supervising adult (tuition commitment will be voided if the student is asked to leave).

Covid-19/Coronavirus Precautions

We will be adding additional cleaning practices in order to provide the safest environment possible at our facility. All of our classes will be within a 10-12 student seat range. With this number, we should be able spread out and keep a safe social distance from each other. For anyone entering the building we are going to be doing a quick temperature check and asking them to use hand sanitizer before entering. At this time, we are not requiring masks, but we will follow any government mandates that may arise in the future in regard to this. We are also going to try and minimize the amount of foot traffic in and out of the building during the day. If you are dropping-off students for classes, we ask that you utilize the drive-thru canopy at the front of the building to pull through and let students out. If you plan to stay during classes, you may utilize our back porch waiting area or remain in your vehicle.

Health and safety are our utmost priority for all students entering our facility. During the school year, if anyone in your family believes that they might have been exposed to COVID-19, we ask that you remain at home and do not attend class. We have updated our refund policy so that anyone who misses class due to COVID-19 concerns may receive a full refund or account credit for any missed classes. We want everyone to feel comfortable with putting their family's health and safety first, with no concern of financial loss due to absences.

Credits and Instructor Absence

In the case that an instructor cannot attend a class, and no other educational substitution can be arranged (or the class cannot be rescheduled to a different day/time), the lesson will be credited to the client's account as a prorated reimbursement.

Class Tuition

Class tuition may be paid up front per semester, or it may be broken into monthly installments. Payments are to be made before services are rendered in order to keep class seat reserved month to month. Payment options are as follows: 1. Prepay the entire semester by cash, check, or charge 2. Monthly draft of checking/savings account (run on the 5th of each month) 3. Monthly draft of a credit/debit card (run on the 5th of each month with added service charge) *All returned checks require immediate cash repayment plus a \$30 charge to cover all bank service

charges and NSF fees. *All payments are non-refundable. If The Country Schoolhouse is unable to provide services for a student, prorated reimbursements are offered.

Class Termination:

All classes offer a one-month trial period. The student may discontinue classes at this point (The 30th of the first month that the student attends a class) without a continued commitment to semester tuition. Students must submit an online drop form found on our website at www.thecountryschoolhouseedcenter.com to discontinue semester classes. Verbally notifying the instructor of intention to drop a class does not complete the class cancellation process. Any classes dropped after the 30th of the first month of attendance are subject to continued billing. Once your online drop form is submitted, the class seat will be reopened. Until the seat is filled, your account will continue to be billed.

Drop-Off and Pick-Up

Students should not be dropped off more than 10 minutes prior to classes or events, unless accommodations have been pre-arranged with the supervising adult. Students should be picked up at the conclusion of classes or events. Recurrent instances of untimely drop-off or pick-up may result in extra charges to a student's account. No student should be outside of The Country Schoolhouse building without adult supervision. Many classes involve outdoor activities; however, all classes will end with an indoor closing. Students should always remain indoors after the conclusion of a class until their responsible adult is available to pick them up.

Field Trip Cancellation Policy

A 100% refund is available on field trip seats when The Country Schoolhouse receives written notification (via email thecountryschoolhouse@gmail.com) no later than 5:00pm 3 business days prior to trip. Cancellation of a field trip seat later than the time specified above will forfeit your field trip fee.

Illness

We want to ensure that each student is provided with a healthy environment for learning. Any student with a communicable illness or infection must be kept at home until the student is completely recovered. Students should not attend classes until they are 24 hours fever and symptom free.

Medical, Emotional, & Physical Special Needs

We welcome students of all ability levels at The Country Schoolhouse. Our facility is over 30 minutes from the closest medical treatment facility, and our teachers are not CPR or First Aid Certified. If a teacher feels that a student's special needs are out of their range of ability to provide proper care, they can request a parent to stay on-site if they feel the student's safety could be at risk. This includes any need that could be life threatening to the student or peers without immediate medical intervention.

Parents Staying During Class

Parents may remain in their vehicle or on our back porch waiting area for parents who choose to remain at the facility during class times. Brothers and sisters are welcome to accompany parents who stay at the facility during siblings' class times. Children Not in Class Must be Supervised at All Times. Please bring coloring books or quiet toys to entertain your child. Some toys and chalkboard tables are provided for entertainment usage. Parents are responsible for their child's behavior-it is expected that children in the porch play area will play nicely, not abuse toys or throw things, nor cause disruptions to others waiting during classes. If your child becomes a distraction to others in the play area, you may be asked to leave.



I _____ acknowledge that I have
(printed name)

read and fully understand the terms set forth in this document. I am aware that failure to comply with these policies and procedures may result in expulsion from programs associated with The Country Schoolhouse.

Signature _____

Date _____