

Reading Ranch Policies 2011/2012

ATTENDANCE: Students are expected to arrive on time and ready to learn for all lessons. Students arriving late will not have their lesson time extended. Students arriving more than 15 minutes late will be considered unexcused absence. Students are also expected to bring their book bags to class. Only enrolled students may attend the class sessions.

FACULTY: All faculty at Reading Ranch are highly qualified, university trained educators. Our rotating system allows students the opportunity to learn in a multi-sensory environment with a variety of teaching styles who will engage children in learning.

Reading Ranch's faculty is legally not permitted to teach outside the institute. Any present or former student of Reading Ranch's soliciting/seeking private instruction or childcare from a Reading Ranch student is strictly prohibited.

SAFETY AND SUPERVISION: For your own safety, Reading Ranch requests that young children remain under the supervision of their caregiver at any time they are not receiving instruction while at Reading Ranch's facility. Reading Ranch's cannot provide supervision and is not responsible for students' safety before or after their lesson times. Children must be picked up promptly when their lessons are over. Students must be picked up within 5 minutes after the lesson ends, after the 5 minute period, there will be \$1 per minute charge if the child is not picked up. If students must wait for a ride home after their lessons, they should remain in the waiting area rather than outside. If, for the purposes of safety, an instructor or other staff member has to wait after regular business hours with a child for a caregiver who is running late, there will be an additional charge of \$50 added to the student's account.

Students and families are expected to use materials at Reading Ranch's facility appropriately. Students and families are responsible to fix or replace any damaged or broken teaching materials due to inappropriate use or abuse by student.

WITHDRAW: There is no long term contract. To discontinue lessons and suspend automatic charges prior to the completion of the year, please notify the Reading Ranch's office manager by filling out a Withdrawal Form ONE FULL MONTH PRIOR TO THE 1ST OF THE MONTH, even if the first of the month is a School Holiday. (For example: For withdraw form received on Oct 20, the last day of lesson would be Nov 30). Withdraw form must be signed and give to the front desk staff in person, or by email attachment. Notice given to the instructor only, by phone or by email without attached signed form are not sufficient, and non-attendance does not constitute withdrawal from classes. If a one full month withdrawal notice is not provided, the tuition and fees for the entire month are still due and payable. Tuition is not refundable, and not transferable.

Reading Ranch reserves the right to dismiss a student due to nonpayment, frequent unexcused absences or tardiness, failure to abide by Reading Ranch policies, or behavioral issues.

SCHOOL YEAR POLICIES: The school year runs from September thru May with open enrollments throughout the year. Each student has the same lesson time each week. Summer schedule defers. Classes will not be offered during the holidays listed on the Reading Ranch calendar. Keep in mind that the classes are arranged per year, and that the holidays will not change the overall number of lessons received each year.

SUMMER Reading Classes & Camps: A list of summer camps will be posted online in January.

TUITION AND FEES: The value of the month's tuition (4 weekly meeting lessons per month) with makeup classes offered if holiday falls on a lesson day. Although the number of lessons varies

from month to month, the monthly tuition remains unchanged. The first payment will be charged on the first day of lesson. All remaining payments are due on the 1st of each month. Payments can be made by automatic payments from debit card, checking account, or credit card. There is a \$50 per student registration/supply fee due at the time of registration to secure a time slot. The registration fee covers booklet fees. (The tuition and registration fees are non-refundable and non-transferable. There is an insufficient fund fee of \$30 for every failed payment debits or returned checks.

MAKE-UP LESSONS STUDENT ABSENCES: It is the responsibility of the student or parent to notify Reading Ranch (not the teacher) for any absences PRIOR to the lesson time. Failure to do so will result in the forfeiture of the lesson and will not be eligible for makeup lessons. There is a maximum of 1 make up lessons per month. Make-up lessons need to be arranged through the front office only. Make-up sessions may be with another qualified teacher as we cannot guarantee instructors availability for make-up sessions. Make-up session ratios are not guaranteed.

TEACHER ABSENCES: In the event that a teacher is absent, Reading Ranch will provide a highly qualified and experienced substitute who will ensure the proper continuity of students' classes. If a substitute teacher is not available, we will make every effort to contact students to arrange a makeup lesson.

INCLEMENT WEATHER: If in doubt about whether Reading Ranch is closed due to bad weather, Reading Ranch will send out an email to all families announcing school closing for weather or other unusual circumstances. Reading Ranch will arrange and inform the students of the make-up class time.

Reading Ranch reserves the right to withdraw or discontinue any class for which enrollment is insufficient to organize or continue. Group classes will run continuously throughout the year to fulfill the number of weeks of the specific curriculum.

Only enrolled students may attend the class sessions. In order to maintain an orderly and effective classroom atmosphere, no additional family members are allowed. Guests may be invited by permission of the teacher or administrator only.

Waiting Room Policy. Please keep siblings quiet during tutorial sessions. Should a youngster become fussy, simply take he/she to your car and a teacher will escort the enrolled student to parent's car upon class dismissal.

I have read, understood, and agreed on Reading Ranch's Policies. Yes

Parent Signature

Date