



## BUSINESS POLICIES

At the time of enrollment, please initial each section to indicate that you have read and understood it. You will be given a copy for your records. Please let us know if you have any questions.

Commonwealth Learning Center is operated by Stratford Foundation, a 501 (c)(3) non-profit corporation.

## CENTER AND TEACHING SESSION

### **Registration Fee**

The registration fee is due at the time of enrollment.

### **Length of Teaching Sessions**

Teaching sessions are fifty minutes in length. Lost time due to lateness may be made up at the discretion of the teacher.

### **Sibling Discount**

Siblings receive a 10% discount on teaching sessions.

### **Tuition Payment**

Tuition Payments are due on the day of service. Payment may be made in cash, by check, or by credit card (Visa, MasterCard, American Express, or Discover). Automatic payments can be arranged by leaving a credit card number on file with the business office.

### **Scheduling Changes**

All scheduling changes must be made through the Director at least 24 hours in advance of the desired change. If you prefer to communicate with us via email, then scheduling changes must be made at least 48 hours in advance.

### **Cancellation Policy**

Great results are achieved through consistency. Regular attendance is an expectation and a requirement of the Commonwealth Learning Center.

All cancellations or requests to change a scheduled session must be made at least 24 hours prior to the time of the scheduled session. In the case of sudden illness, you must notify us prior to 8:00 A.M. on the day of the session. A message can be left on the Center's voice mail when no one is available to

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answer the phone. For the Needham Center - call 781-444-5193 and for Danvers Center - call 978-7740094. Otherwise, you will be billed for the session. There will be no charge if the teacher must cancel the session, in which case we will call you. If a make-up session is desired due to a cancellation, one will be arranged based on teacher availability.

Our teachers are highly trained, experienced professionals who are dedicated to working with their students to achieve on-going and steady progress. By enrolling at Commonwealth Learning Center you have made a commitment to your child's success, which involves attendance at each scheduled session. When scheduling please consider possible conflicts with extracurricular activities and other family obligations.

We ask that you notify the Director in advance of any vacation plans that would affect student attendance.

#### **Snow Policy**

CLC does not automatically close when schools are closed. Please call the center if you are unable to make a scheduled session due to inclement weather. If a teacher is unable to make the scheduled session or the center closes due to weather, you will be contacted by phone.

#### **Safety Policy**

Students must remain inside the Center's reception area until the parent or designee comes in to pick them up. This is for the safety of your child.

\_\_\_\_\_ By initialing here, I indicate that I have read and understood the business policies.

<b>PARENT/SCHOOL COMMUNICATION</b>
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#### **Progress Reports**

Written progress reports are provided by the teacher every 20 hours of attendance or every 10 weeks.

#### **School Communication**

At your request, the CLC director will communicate with classroom teachers by email. We require a signed release form beforehand. There is no charge for this service.

\_\_\_\_\_ By initialing here, I indicate that I have read and understood the policies regarding parent/school communication.

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**Parent/Adult Student Signature**

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**Date**

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**Print Name Here**

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