

# Attention Parents

## Class Policies and Regulations

4/1/2016

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**Class Attendance:** All the students should attend class once or twice weekly. During class students can be given assistance if necessary and have their intermediate steps checked carefully. Observation of the student's work in the classroom is an important factor in determining their progress. When a student is unable to attend class due to illness, family vacation, etc., it is the parent's responsibility to arrange to have their child's homework picked up. Completing the work daily is crucial to being successful in the program. Homework for absent students will be labeled and left outside for parents to pick up at anytime. Any work not picked up for absent students will be forfeit and reassigned from the next class

**Daily Practice:** Kumon is a long-term commitment which works best on a daily basis, year-round and year after year. Results will be less than satisfactory if the program is followed in a "hit and miss" fashion. It is essential that Kumon study become a daily discipline. This is most easily achieved when a routine is established whereby the student completes their worksheets at the same time every day. The student should also be afforded a working area that is free from the distractions of television and siblings. Start and finish times must be accurately recorded. The length of time taken to complete an assignment is one of the factors used to determine whether the student would profit from more repetition or is ready to progress to the next set. All homework assignments must be returned in a timely manner. In order for us to evaluate your student's progress accurately, we need to see your student's homework back consistently. If work is not returned, new work may not be given, and/or worksheets will be reassigned because we will assume they are incomplete.

**Classroom Hours:** The center will be open according our center hours. You will be notified of any exceptions ahead of time. If for any reason classes are cancelled (school holidays, and other breaks) students will be assigned homework to do until classes resume. Students advance much more quickly when a steady continuous effort at worksheet completion is made.

**Tuition:** The first tuition payment must be paid by check or cash. When paying by check, please indicate the full name of the student and the month being paid for in the lower left corner of the check. Any N.S.F. check will be assessed a \$25 surcharge and can be repaid only in cash. Besides the first month which is prorated, the monthly tuition is due in full if the student attends any session or any Kumon materials are taken for that month. The monthly tuition is non-refundable. For the following months after the first month, the tuition can be paid by using either of the following methods.

- 1) **Electronic Funds Transfer (EFT):** A void check can be turned in so that payments will be automatically withdrawn every month.
- 2) Monthly payments may be made with an additional \$5 processing fee per month.

There is a \$10 late fee for any payments not received or postmarked by the due date. Checks must be dated for the first of the month and made payable to Kumon.

**Quiet Classroom Environment:** Kumon students and parents are reminded that they must make every effort to maintain a quiet study atmosphere in the classroom. Students who have trouble working quietly will be spoken to by staff members. Parents are respectfully asked to wait for their children in the waiting area or in the parking lot. If you are waiting inside the parent waiting area, please be respectful of our classroom environment and turn your cell phone to silent. If you need to make a call, please go outside. Parents with young children may be asked to wait outside to prevent any loud distractions or disturbances in the classroom.

**Repetition is Fundamental to Long Term Success and Mastery of Concepts:** Becoming proficient in mathematics and language arts is no different than learning to play the piano or mastering the art of putting the hockey puck "upstairs" in the net – It takes practice. Experience has shown that students who are not given sufficient repetition in the lower levels have an inordinate amount of difficulty with higher levels.

**Workload:** The number of worksheets assigned to a student may be changed at any time. It is important that the student only be given an amount of homework that he/she can easily complete on a daily basis.

**Liability:** The parents or guardian will be held liable for any damages and/or injuries caused by their children. Parents are responsible for reminding their students to wait inside. The center is unable to guarantee to keep all waiting students inside.

**Parental Involvement:** The goal is for Kumon students to assume most—if not all—of the responsibility for their own study. Some parental involvement, particularly in the beginning, helps to establish the routine and get the whole process off to a good start. Kumon is most successful when the student, parent and Kumon Instructor work together to ensure that the child advances continually to the best of his or her ability.

A Kumon parent's role should be to:

- Help your child establish good study habits by supporting and enforcing a daily "Kumon time"
- Check that assignments are timed and completed daily
- Get involved and help motivate your child by participating in home grading his or her Kumon worksheets
- Pick up your child's homework if they are absent from any class
- Know what one's child is studying and why
- Discuss your child's progress with his or her Kumon Instructor periodically
- Praise and encourage your child regularly
- Let your child move at his or her own pace.

**Grading Your Child's Homework:** Home-grading your child's work is highly recommended for all parents. An answer book can be borrowed from the front desk. Diligent home-grading is fundamental for the success of each student in the Kumon program. Optimum progress and success will be achieved only when a student's work is graded daily, thereby giving them the opportunity to correct and learn from their errors immediately.

**Missed Classed:** We understand that there are times when class is missed for a variety of reasons. For any students who miss class and have not picked up their work beforehand, all the assignments will be placed outside the center in an envelope with their names on it. Please call or email us if the work cannot be found. It is the parent and student's responsibility to have the work picked up on time. Any assignments left until the next class will be re-dated or reassigned automatically. We do not want students doubling up on worksheets, as we have found it to overload and frustrate the students. Tuition fees are set as a flat monthly fee, and are never prorated based on the number of worksheets completed.

**Absences/Termination:** If a student is going to discontinue either subject or transfer out of the center, either temporarily or indefinitely for any reason, a written notice is required 30 days before the 1<sup>st</sup> of the month that the student is discontinuing or transferring. Any absence for either subject (without work) exceeding 1 month per calendar year will result in your child's discontinuation from the program for that subject. The registration/enrollment fee must be paid again to rejoin the discontinued subject(s). It will be considered a new enrollment for the re-enrolled subjects. The Last Month Tuition Credit must be paid again and any Kumon+ points accumulated will be lost if both subjects are discontinued. The materials fee only needs to be repaid if the student is absent for more than 12 consecutive months. Reevaluation of the student's level will occur after any absence. There are no partial month credits or refunds.

**Last Month Tuition Credit:** There is a \$50 Last Month Tuition Credit that will be collected at the time of registration. The amount will be fully applied to your last month's tuition or refunded provided: 1) a minimum of 30 days advance notice of termination of either subject or transfer is given in writing (notice must be given before the 1<sup>st</sup> of your last enrolled month), 2) all payment accounts are cleared, and 3) all borrowed materials are returned. There are no partial month enrollments in Kumon, so the advance notice must be given before the 1<sup>st</sup> of your last enrolled month (Terminating July 1, notice must be given before June 1).

By signing below, you are accepting all the terms in our current *Attention Parents* document. Updated copies of this document can be provided upon request at any time.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** Kumon is not a "quick fix" program, but rather a long-term commitment that works best on a daily basis, year-round and year after year. Therefore, we strongly encourage students to enroll only if they truly understand and accept this philosophical concept of Kumon.

**Note:** By signing this document you hereby irrevocably grant to Kumon Sunnyvale Central, Kumon Santa Clara Central, and Kumon Cupertino perpetually, exclusively, and for all media throughout the world, the right to use and incorporate, in whole or in part, photographs or video footage taken of you or your child(ren) as a result of your participation in approved activities of Kumon.