

# NCE Kids Info & Policies for school-year programs



## ACCESS

Our classes are open to everyone. Please let us know if you have any special concerns or need special assistance.

## BEHAVIOR POLICY

It is our expectation that students in our classes will follow their teacher's instructions. Students are expected to be respectful of their teachers and peers. Students must use only materials designated for their NCE class and use them appropriately. If your child does not meet these expectations, we will communicate with you to discuss his or her behavior. If after two such communications your child's behavior has not improved, we will ask you to withdraw your child from the class and no refund will be given. If your child exhibits threatening physical behavior towards others in the class, he or she will be withdrawn immediately and no refund will be given.

## CHANGES

NCE reserves the right to cancel classes that are under-enrolled, and to change times, locations, and instructors when necessary.

## EARLY-RELEASE DAYS

Classes meet at their regular times on early-release days.

## GETTING TO CLASS

Kids at each school typically walk themselves to our classes, but younger kids are sometimes escorted by their classroom teachers; please check with your child's school and/or teacher. NCE teachers arrive when school ends (12:30 on Tuesdays, and 3:00 on all other days). On Tuesdays, kids eat lunch between 12:30 and 12:45, and on other days they usually have a snack (you must provide your own lunches and snacks). Kids from all schools are welcome at all our classes. School secretaries are at their desks until 3:30 each day and can buzz in kids arriving for NCE classes from other schools.

## GIFT CERTIFICATES

Gift certificates are available in any amount and can be used for any class we offer.

## LATE FEES

Please respect our staff and pick up your child on time. There is a \$10 fee for every 10 minutes you're late. At the fourth occurrence, these fees will double.

## LOCATIONS

We post room locations to our website as soon as we have that information.

## PHOTOS

We may occasionally take pictures of students in our classes for our use in promotional materials. Your enrollment in a class indicates your approval for this.

## PICK-UP AFTER CLASS

At the end of class, our teachers will bring all kids to the main entrance of the school to be picked up by parents, guardians, or after-school staff. Kids in grades K-2 must be signed out by an adult; kids in grades 3-5 can dismiss themselves with written permission from a parent or guardian. To give your permission, send an email to [staff@newtoncommunityed.org](mailto:staff@newtoncommunityed.org) stating your child's name, grade, NCE class, and school.

## REFUNDS/WITHDRAWALS

For our adult, and school-year Kids classes, you must withdraw at least seven days before the class start date printed in our catalog to receive either a refund minus a \$10 processing fee, or a credit-on-account minus a \$5 fee. The \$6 registration fee is non-refundable. No other refunds or credits will be given, unless we cancel your class, in which case you'll receive a full refund. To withdraw from a class, call us during office hours; we do not process withdrawals by email. There are no partial refunds for student absences, scheduling conflicts, or weather-related closings.

## SCHOLARSHIPS

Partial scholarships are available on a limited basis for Newton residents. Please call 617-559-6999 for more information.

## SPECIAL CIRCUMSTANCES

Please contact us to discuss any medical conditions, allergies, learning styles, or other special circumstances that could impact your child's experience in our program.

## TRIAL CLASSES

Sorry, we do not offer trial classes.

## WEATHER CANCELLATIONS

If Newton public schools are closed due to inclement weather, our classes that run in school buildings are cancelled. Decisions about off-site classes are made individually; please check your class listing on our website. Classes cancelled due to weather will be made up at the end of the term; there will be no refunds for weather-related closings.

## WE ARE INCLUSIVE

NCE does not discriminate against any individual on the basis of age, race, religion, gender, disability, sexual orientation, gender identity and expression, veteran status, or any other category protected by federal or state law.