

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

Here at NCE we believe no student has the right to interfere with a teacher's ability to teach or another student's opportunity to learn. To that end, we require that our students follow their teacher's instructions and are respectful towards their peers. Additionally, students must use only materials designated for their NCE class and use them appropriately. If your child does not meet these expectations, we will contact you to address this; if we are unable to resolve the issue, your child may be withdrawn from class. Children who exhibit threatening physical behavior towards others in the class or who leave the classroom without permission will be withdrawn immediately. If your child is withdrawn due to behavior issues, no refund will be given.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.

DISCOUNTS/SCHOLARSHIPS

We do not offer sibling or quantity discounts on our Kids programs. Partial scholarships are available on a limited basis for Newton residents. See our website to apply.

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. At elementary schools, that's 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. Elementary 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. Late pick-ups will be charged as follows:

1st time: \$25

2nd time: \$50

If you're late three times in one term, you'll be asked to withdraw your child from our program and no refund will be given.

LOCATIONS

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

PERMISSIONS

We may occasionally post your work to our website or take pictures of students in our classes to 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 stating your child's name, grade, NCE class, and school.

REFUNDS/WITHDRAWALS

For our 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.

REGISTRATION FEE

We charge a \$6 registration fee per person per session.

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.