

NCE Kids Info & Policies for Online Summer Programs

Access

Our classes are open to everyone from all communities.

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 toward their peers. 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meet these expectations, we will contact you to address this; if we are unable to resolve the issue, your child may be withdrawn from class. If your child is withdrawn due to behavior issues, no refund will be given.

Discount/Scholarships

Partial scholarships are available on a limited basis for Newton residents or students attending Newton Public Schools. The scholarship application is under Quick Links on our home page. We do not offer sibling or quantity discounts on our Kids programs.

Grades/Ages

All grades and ages listed are for Fall 2020.

Guidelines for Virtual Meetings

We expect anyone attending our online programs to follow these guidelines; they are posted under Quick Links on our home page.

Meeting Links and Supplies

We send the meeting links out five days before class begins. You are responsible for making sure you get the meeting link and all needed supplies before the start of class.

Online Classes

We respectfully ask you to test out your meeting platform in advance as we will not be offering refunds for last-minute technical difficulties or late arrivals. See the tips under Quick Links on our home page to guide you in learning how to use these platforms.

Permissions

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

Refunds/Withdrawals

You must withdraw from a class within 24 hours of your registration in order to receive a refund. If you withdraw during this time period, you will receive a refund minus a \$10 processing fee or a credit-on-account minus a \$5 processing fee. Beyond these dates, no credits or refunds will be given. The \$6 registration fee is not refundable.

Email withdrawal requests to staff@newtoncommunityed.org during our business hours (Monday-Friday, 9am-4pm); requests that come outside of those hours will be considered on the following day. We will process your refunds as soon as we are able. Refunds for checks and cash take four to six weeks; for credit cards, allow one week. There are no partial refunds for student absences or late arrivals.

Registration Deadline

Providing materials to maintain the hands-on aspect of Kids classes is our biggest challenge in moving online. In order to

give our instructors the time they need to prepare, we are closing enrollment earlier than we have in the past. Registration deadlines will vary per class. As a general rule, registration closes the Thursday before a class starts. However there are many exceptions to this for classes that require a transfer of materials. Please register early to make sure you get a spot in your chosen class.

Registration Fee

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

Transfers

Since many of our programs require advance purchase of materials for students, we are unlikely to be able to accommodate transfer requests. We will consider these on a case-by-case basis.

Waitlist Status

If the class you want is full, sign up for the waitlist! It's free, and we often get last-minute changes. You can always turn down a spot if it's offered to you.

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.

We're here to help

Email us at staff@newtoncommunityed.org.