

NCE Kids Info & Policies for school-year 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 towards 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meet these expectations, we will contact you to address this; if we are unable to resolve the issue, your child may be withdrawn from class. If your child is withdrawn due to behavior issues, no refund will be given.

CHANGES

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

DISCOUNTS/SCHOLARSHIPS

We offer a 15% discount to seniors (age 65+), veterans, and City of Newton employees. This discount is available on some of our adult classes; ELL, one- or two-session, pairs-rate, and other select classes are excluded. Discounts do not apply to materials fees or our Kids classes, and cannot be combined. You can register online and receive this discount after we've added you to our discount group; please email us at staff@newtoncommunityed.org if you qualify. Partial scholarships are available on a limited basis for Newton residents. See our website to apply.

GIFT CERTIFICATES

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

GRADES/AGES

All grades and ages listed are for Fall 2020.

MEETING LINKS AND SUPPLIES

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

ONE PERSON PER COMPUTER

Your registration in an online class is just for you. Please register individually if more than one person will be using your screen.

PERMISSIONS

We may occasionally post student 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

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. 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 FEE

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

SPECIAL NEEDS

If there's additional information we should have for your child to be successful in our program, please let us know at least three weeks before the start of your class. Email us at staff@newtoncommunityed.org and we will follow up with you. If you register less than three weeks before your class starts, contact us immediately.

TRIAL CLASSES

Sorry, we do not offer trial classes.

TROUBLESHOOTING 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 webpage (newtoncommunityed.org) to guide you in learning how to use these platforms.

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.