

POLICIES AND PROCEDURES (OVERVIEW)

- Dates of program
 - Fall Semester September 11, 2017 - February 2, 2018
 - *Holidays (Classes Dismissed): September 21-22, October 9, November 7, 22-24, December 25-January 1, January 15*
 - Spring Semester Dates: February 5-June 22, 2018
 - *Holidays (Classes Dismissed): Winter Break Feb. 19-23, Spring Break March 30-Apr. 6, Breakthroughs 2e Conference May 10-11, Memorial Day May 28*
- Tuition (due in full at time of registration)
- Registration fee: \$75 per child (\$110/2+children)
- Dismissal is promptly at the end of the class unless otherwise agreed upon.
- Children picked up more than 15 minutes late after class will be automatically enrolled in childcare services at the rate \$25 per hour, rounded to the next hour, and billed weekly.
- After care ends at 6 PM. A teacher or program supervisor will accompany children who have not been picked up by 6 PM to The Quad Manhattan flagship office at 291 Broadway, 14th floor New York, NY 10007.
- **There will be no refunds, makeups or credits given for withdrawal of enrollment** except in extenuating circumstances such as moving, injury, or extended illness.

THE QUAD COMMUNITY AGREEMENTS: RIGHTS AND RESPONSIBILITIES FOR STUDENTS

All students will become familiar with the rights and responsibilities mandated for a safe, healthy, productive environment. There will be **zero tolerance** for the following:

Bullying: Physical, verbal, or emotional, explicit or implicit bullying is not tolerated. We have a preventative curriculum in place that makes incidents like these rare. We have promised our students and families a safe, non--threatening experience and we stand by our promise. If an instance of bullying of any kind occurs, it will be dealt with immediately to restore an immediate sense of safety to the learning community. However, we also view such incidents as perfect teaching moments to reinforce understanding of the rights and responsibilities of each student and teacher.

Physical Aggression: No child is allowed to use physical aggression toward other students or staff as a means of communication. Incidents of physical aggression will always result in parents' called to remove the child from the environment. We have promised our students and families a safe, non-- threatening experience and we stand by our promise. Physical Aggression is not tolerated.

The Quad reserves the right to suspend a child's participation from Quad programs if the safe, non-threatening experience of other campers is threatened by that child's actions. Tuition is not refundable in this case.

CHILD NAME: _____

I have read the above Quad Policies and agree to them.

Parent Signature: _____

Parent Print Name: _____

Date: _____

The Quad Manhattan Director Signature: _____

Date: _____