New Hampshire School of Languages, Math, and Art

School Policies

Please, read carefully, put checkmarks in the checkboxes, and sign the form.

☐ **Registration**

To register your child for classes at New Hampshire School of Languages, Math, and Arts you should:

- Fill out and sign all the necessary forms.
- Pay a one-time non-refundable registration and supplies fee of $75. Registration fee for siblings is $60.

Your registration is complete, and your child can start attending classes only when we receive the signed forms and the registration fee.

☐ **Payment**

Monthly payment is due to the **first class** each month. Acceptable forms of payment:

- Cash
- Checks
- Zelle - 603-674-6862

Please make checks payable to " NH Language School ".
If more than one of your children attend classes, payments can be combined in one check.

A **20% siblings discount** will be applied to families with multiple children enrolled.

☐ **Refunds for missed classes**

Payments for missed classes are not refundable.

☐ **Homework**

Homework materials are sent home with children and homework assignments are emailed to parents after each class. Please talk to your children about what they have learned in school and assist them in completing the homework. We believe that completing homework assignments is crucial for your child's success in the school's program.

Please, let us know ahead of time if your child is going to miss classes on a certain date. In this case, we will print homework assignments and give them to you. If your child misses classes without warning, he will get homework printouts the next time he is at school.

Sickness

Please keep your child at home if he/she has any of the following:

- A cold with a running nose, sneezing, and coughing.
- A fever (your child needs to stay home at least 24 hours after the fever is gone for a complete recovery).
- Vomiting at any time in the pa st 24 hours.

* Diarrhea at any time during the past 24 hours.
* Any throat infection such as Strep. (Your child must remain home for a full 24 hours after taking the first dose of any antibiotic).
* Nits or lice.

If your child is diagnosed with a contagious condition (such as Strep Throat, Chicken Pox, Conjunctivitis, or Fifth's Disease), please inform the school immediately so that we can inform other parents.

Please be sure to **completely fill out your child's medical information** in the registration packet and sign the release in case of emergency.

Arrival and Dismissal Procedures

Please bring the children in time for their class and pick up them promptly after the class is over. If anyone else is picking up your child, please notify the teacher in writing.
For your child's protection, we will not release your child to an unauthorized adult.
Please include the names and phone numbers of people who are allowed to pick up your child on the **Student Information Form.**

Clothing

The children might be working with a variety of art materials, so please dress them in clothes that will not be damaged by paint, clay, glue, etc.

Birthday Celebrations

Usually, we announce that a child has a birthday so all other students can congratulate her/him. If parents decide to bring food to school as a way of celebrating their child's birthday, we encourage bringing healthy snacks or fruit. Please let us know about your decision ahead of time so we can make all necessary arrangements.

Snacks

For all our classes we ask parents to provide snacks for the child. Please keep the snack light and put it in a lunch box or plastic container labeled with your child's name. We encourage nutritional snacks to replenish energy. Please do not send in drinks, as water will be provided with your child's snack.

We ask you to sign your child's lunchbox in big bold letters.

Items that Children are not Allowed to Bring to School

Children are not allowed to bring iPads, iPhones, mobile phones, computers, Nintendo DSs, expensive items of jewelry or anything that can distract them from the learning process.

Cancellation of Classes due to Inclement Weather

In case of hazardous weather conditions such as heavy snow or ice, classes may be cancelled and, in that case, school will not provide make up classes.

We will notify you by phone and email about any program closing.

Communication

Most communication will be done via email. Please be sure to check your account after the class.

I _____ parent of_____

agree with the Policies of New Hampshire School of Languages, Math, and Arts.

Parent Signature _____

Date _____