

## **Head-Royce School Summer Program K-12 Policies and Procedures 2010**

**Registration:** The Summer Program employs an open enrollment process, whereby students are placed on a "first come, first served" basis. Placement requests are honored whenever possible but are not guaranteed. Standard registration will begin on Feb. 1 2010 and finish on June 7, 2010. An administrative fee of \$35 will apply to late registration after June 7. The last day to register is the Friday before the first day of the session start.

**Course Cancellation/Changes:** All courses are subject to minimum enrollment requirements. A 100% refund, including the otherwise nonrefundable deposit, will be made for program withdrawals due to the cancellation of a course. Course content as described in course descriptions is subject to change to best meet the needs of students and program. In the event of significant content change the Summer Program will notify parents in advance of the summer session.

**Teacher changes/absences:** Teachers listed in course descriptions may change due to unforeseen circumstances. While our teachers are expected to be present every day during the program itself, some absences are unavoidable and substitutes will be provided.

**Withdrawal/Dismissal:** No refunds of tuition or deposits will be made after registration closes: June 7, 2010

**Nonrefundable Deposits:** All deposits are nonrefundable. Deposits, once confirmed through email and/or postal mail, ensure your child's place in the course or activity.

**Sibling Discounts:** Families are encouraged to register. Sibling discounts apply to participants who are enrolled in our program from 8:30 – 4:00 or later. First sibling pays in full and each sibling thereafter receives a 10% discount.

**Two Session/Full Day Discount:** participants enrolled for two sessions from 8:30 – 6:00 PM will receive a \$200 discount from the total amount.

**Medical Conditions and/or Physical Limitations:** Please submit a short note detailing your child's condition or limitations along with your application.

**Homework:** some courses in grades 6-12 may assign homework. In the Middle School homework is light and typically only assigned in certain courses Tuesday – Thursday.

**Behavioral Expectations:** All Summer Program participants have the right to enjoy a positive community experience. As part of this right, all students are expected to follow and support Head-Royce and Summer Program expectations for positive community at all times: behaviors or language that are perceived by the Summer Program to be disrespectful, hurtful, unsafe, or threatening may result in dismissal from the program. This extends to any behaviors that undermine the Summer Program's ability to best serve the needs of our participants.