

Enopi of South Charlotte Policies

Tuition

Payment in full is due by the **10th of every month**. A ***\$15 late fee*** will be assessed for all payments received after that date. Please see us to set up an autopay option.
(parents initials)_____

Withdrawals

A 30-day advance notification is required for "withdrawals" from the program. Parents must submit the Withdrawal Form. (parents initials)_____

Class Attendance

Students are required to attend 1 or 2 classes per week, at their designated day & time. **Please make every effort to arrive on time.** Make-up times for late arrivals are not guaranteed.

Class Behavior

Unruly students will be suspended from coming to class, but required to continue to do their assignments at home.

Class Routine

All students do classwork, corrections, drills, and puzzles. Each student gradually progresses to the next level once he or she successfully completed and fully understands the previous lesson. The duration of the class routine is 45 minutes per subject.

Homework

Daily homework practice is part of the E.nopi philosophy. This activity is planned by the Instructor and depending on the level and the student skill. It should take 15 to 20 minutes per day, per subject.

Vacations

Extended absences are allowed up to 2 consecutive months. Parents must submit the Absences form two weeks in advance. Payment of *one month's tuition* in advance is required to hold a spot.

Absences

Due to the nature of our program. Make-up classes cannot be provided. We will provide all missed homework for pickup. Homework must be picked up before next scheduled class.

Center Closings

All closings will be communicated in advance. We follow the CMS holiday calendar. **We will also be closed whenever CMS takes a weather/snowday.** Please check with us ahead of time if you have any questions.

Enopi Center Rules

- > No Food, drinks, or gum will be allowed in the Center.
- > No jumping, yelling, or running is allowed in the Center.
- > No playing in the parking lot (dangerous)! Children must stay inside the Center until parents arrive for pick-up.
- > Leave the bathroom in the same condition as when you entered.
- > Not chatting in the classroom.
- > PLEASE PICK UP YOUR CHILDREN ON TIME! The Enopi Center is not a baby-sitting Center.
- > **Parents are asked not to enter the classroom.** PLEASE wait quietly in the waiting room.

I, _____(parent's name), have read and agree to the policies of E.nopi of South Charlotte.

Students name(s): _____

parent signature

date