

New East West Academy Conduct Policies

New East West Academy is growing in the number of courses and students. We strive to ensure the safety of the students and a productive of school environment.

Sign in and out. Student must be signed in and out by a Parent or a guardian over the age of 18 at the arrival and departure.

Parking. There are six parking spaces in front of the school reserved for pick up and drop off. The parking time for these spots should not exceed five minutes. Please do not stop the car on the road in front of the building as it may obstruct cars driving through or backing up. Please don't honk your horn as it is distracting the students and others.

Pick up the students. Our class times are fixed. Please arrive at school on time. We have an assigned teacher to facilitate the students during the 10-minute pick up process. You may be charged a care fee after 10 minutes. If the parents cannot pick up the children on time, or special circumstance occurs, please contact the school in advance.

Registration and Tuition Payment. Camp and/or class registration fee is for new and non-continuing students. It's non-refundable and non-transferrable to other programs. Tuition refund is only for written notice received 30 days in advance. For adding additional weeks after the promotion, the additional tuition will be calculated at the tuition rate of the initial registration. Tuition payments are made via check or Zelle. If the check is declined, there is a \$50 penalty fee.

Health. Students must be fever-free for 24 hours or with the doctor's letter before returning to the center. Missed days cannot be reimbursed or refunded.

Mobile phones. Students are not allowed to bring their personal mobile phones into the classroom.

School computer use and safety. The school provides students with computers and networks for classes. Students are not allowed to use them for anything not directly related to the class.

Personal belongings. We provide a space for students hanging up their backpacks, lunchboxes, and jackets. Students should be responsible for their personal belongings. Please make sure they don't leave things behind. The lost and found items will only be kept for 2 weeks. Please do not bring valuables to school.

School facilities and supplies. Please take good care of and make proper use of school facilities and supplies. The deliberate or careless actions causing damage and expenses are subject to compensation.

Students interaction with each other. We strive to provide students with a safe and quality environment for learning and socializing with their companions. Improper language, gestures, rough play, and any form of bullying are not allowed, and subject to warnings and further action.

We request the parents to communicate with the school if you have any concerns or questions in a timely manner. Please review and discuss the above policies with your student and sign below.

Parent/Guardian' s Name: _____ . Signature: _____ . Date: _____ .

Student' s Name: _____ . Signature: _____ . Date:: _____ .

Student' s Name: _____ . Signature: _____ .