



**Policy and Regulations Guideline for Parents and Students**

We are thrilled to have your children as a part of our community at Grace School. To ensure their safety and learning while attending Grace School, please review the following procedures that we have set out for you. This sheet will also outline our procedures for enrolling your child into our program.

**1. STUDENT CONDUCT**

Our staff and our teachers here at Grace School considers being able to provide a safe and friendly environment for our students as our most important priority. Our students are expected to be respectful towards everyone within Grace School and resolve any disputes in a friendly and non-aggressive manner. We consider any forms of violence, destruction of property, foul and inappropriate language, bullying, theft, and reoccurring behavior to be causing conflict. Any conflicts that may arise within the confines of our school will be handled swiftly and decisively by any of our staff members nearest to the situation.

**2. GENERAL TUITION & FEES**

After-School & Enrichment Classes

The Grace School administers all fees relating to tuition for our after school programs, enrichment classes on a monthly basis. Rates for enrollment into any of our programs and classes are variable depending on the total number of days within the given month that your children may attend and the specific dates from your children’s regular school schedule which is identified as a regular school day or a minimum school day. Rates are administered based upon the distance traveled for pickup from Grace School and may be assessed differently from one school to another.

Example)

Students who attend Monterrey Ridge Elementary are charged the following rates per day:

Regular School Day: \$22/day

Minimum/Short Day: \$26/day

School-Year and Summer Camps

The Grace School offers exciting camp programs for your children to attend during the school year for various holidays and all breaks, including Summer Break. During these breaks, all students will be assessed the following fees:

Camp Fee per Day	Lunch (Optional)	Field Trip Tickets	TOTAL per Day
\$50	\$5	Varies per Ticket	\$50 + \$5 + Ticket

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Today’s Date



**Policy and Regulations Guideline for Parents and Students (Cont'd)**

**3. PAYMENT: PERIOD, METHOD, REFUNDS OR CREDITS AND DISCOUNTS**

Registration Period

The registration period for Grace School’s after-school and enrichment classes will begin on the first day of the last week of the previous month. All registrations and payments are due on the last day of the previous month. Payments that are not received on the due date will be assessed an additional fee of 5% of the total tuition. We consider late registrations beyond our deadline on a case-by-case basis but do not guarantee enrollment until the payment has been made. We strongly emphasize the importance of our registration procedures to ensure that all students are assessed fairly and ready to attend our school.

Payment Method

Grace School receives payments online, through debit or credit card transactions. Although we may accept personal checks, we will not be held responsible for bounced checks or checks made without the proper signatures.

Refunds/Credits/Discounts

Grace School does not issue refunds under any circumstances. Instead, we offer credit for missed classes to be used on the following month only. All absences must be verbally or electronically communicated to us at least 24 hours in advance in order for credits to be applicable for the following month. Any unused credits past the 1-month period will be considered expired and will not receive any consideration for reuse. Credits are compiled and totaled on a one-time basis for the following month. Grace School issues a 5% discount for any siblings who enroll together in our school.

**4. SNACKS & USE-OF-ELECTRONICS REGULATIONS**

Snacks

All Grace School students should follow our rules and regulations regarding snacks and use of electronic devices. We highly recommend that students bring their own snacks and we do not provide snacks on a daily basis with an exception for Popsicle Friday. We do provide healthy water so we recommend that our students bring reusable water bottles to stay hydrated during their time at our school.

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Parent/Guardian Signature

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Today’s Date



**Policy and Regulations Guideline for Parents and Students (Cont'd)**

Electronic Devices

We do not allow our students to use personal electronic devices at Grace School, which includes smartphones, tablets, computers, etc. Any students who require the use of personal electronics solely for the purposes of homework will only be allowed to do so with a completed and signed waiver form. Any computers that are borrowed from our data lab must be signed-in and signed off by one of our staff members. Students must return any electronic device (including any peripheral devices such as chargers) that they borrow at the end of each class and check it back into our data lab. All phone calls must be made outside of the classroom and with express permission from their respective teachers.

**5. STANDARD PROCEDURE FOR SIGNING-IN & SIGNING-OUT**

Upon entering Grace School, all students should sign-in their attendance at our front desk on the sign-in sheet. Upon leaving our premises, all students should sign out, again, on the sign-in sheet at our front desk. All parents and authorized personnel may pick up their children at any time during our business hours. Parents should notify Grace School ahead of time if there is an unknown party or a group who is planning to pick up their children on a specific date. Upon arriving at our school, parents and guardians should first notify our front desk that they are picking up and wait for the front desk to relay the message to their classrooms via walkie-talkies. Please remain in the waiting area for your children.

**6. LATE PICKUPS**

Any parents who arrives after 6:30PM will be responsible for paying a late pickup fee, which is \$1/minute after 6:30PM.

**7. EXTRACIRRCULAR ACTIVITIES OUTSIDE OF GRACE SCHOOL**

Grace School provides pick-up and drop-off services for children who need rides to their extracurricular activities in the and around the 4S Ranch area. Rides to outside facilities for drop-offs for those students who require them can be arranged ahead of time at the front desk. Parents are required notify Grace School during the registration period should such arrangements need to be made and are required to pay a variable service fee which will be communicated to them during this time.

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Parent/Guardian Signature

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Today's Date



**TERMS OF THE AGREEMENT**

**1. TERMINATION AGREEMENT**

Grace School reserves the right to terminate this agreement at any time for any reason including, but not limited to the following:

- Violation of Grace School policies and guidelines for parents and students
- Consistently showing behavior that causes physical or emotional harm to any staff, teachers, and fellow students
- Repeated destruction of property

**2. MEDIA RELEASE**

Your signature below gives Grace School permission to take pictures and video of your child. Any photos or videos of children may be used for the purposes of promoting Grace School on our website or our social media pages. If you do not wish for your children’s image to be used, please check the box below.

NO, I do NOT wish my child’s image to be used for the above purposes.

**3. PROGRAM CHANGES**

Grace School strives to provide the best programs for your children. As such, there may be some unannounced changes within our program structure that may be made. While we will do our best to notify you of such changes, we do not hold this as a rule and are not responsible for doing so.

**SIGNATURE STATEMENT**

I, \_\_\_\_\_ agree to enroll my child \_\_\_\_\_  
(Parent or Guardian Name in Print) (Student Name(s) in Print)  
as a student at Grace School and Grace School agrees to accept the enrollment of the above named child or children as a student for the upcoming school year, subject to the terms and conditions in this agreement. I agree to follow Grace School’s rules and policies.

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Parent/Guardian Signature

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Today’s Date