

ENROLLMENT POLICIES AND GUIDELINES

All parents and their children must adhere to the following policies:

ENROLLMENT. The academic year at Isabella & Ferdinand is divided into 3 sessions: Fall, Winter & Spring. There is a separate Summer session as well. You may enroll your child for the full school year or an individual session. Space is available on a first-come first-serve basis. We reserve the right to cancel any class prior to the start of class for any reason upon providing a full refund.

WEATHER RELATED CLOSINGS, UPDATES AND ANNOUNCEMENTS. All announcements and updates regarding school closings, summer camp drop-off changes due to severe weather conditions such as snow or heat, will be posted on Facebook and Twitter. All families must sign on to one of these methods of social communication. **DIRECT EMAIL COMMUNICATION WILL NOT BE USED.**

PERSONAL PROPERTY. Parents assume all liability for loss or damage to their stroller or other personal items they bring to Isabella & Ferdinand's premises. Strollers must be parked in the space designated. Isabella & Ferdinand assumes no responsibility for any stroller left on its premises.

MEDICAL CONDITIONS. Parents of children who require any type of special medical care are advised that Isabella & Ferdinand staff will not administer medical treatment. Isabella & Ferdinand requires that a parent or caregiver of any child requiring special medical attention stay outside the classroom in the event that a prescribed drug or other treatment may be necessary. Please make

sure to indicate if your child has any allergies on the registration form.

MAKE-UP CLASSES. We are happy to schedule one make-up class in an age-appropriate scheduled class, subject to availability. Please see the classes section for a make-up schedule for classes that occur during holidays.

VISITORS. Isabella & Ferdinand's learning environments are intended to be small and focused. Baby Barcelona and Olé & Play classes, which requires children to be accompanied by an adult or caregiver, admit one adult per child. Infants, siblings or guests not enrolled in the classes will not be not admitted. We do allow registered twins and "Irish twins" to attend with one caregiver in an age appropriate class.

BABY BARCELONA AND OLÉ & PLAY CLASSES. Baby Barcelona™ and Olé and Play™ classes incorporate game-based interaction, and includes both moving and stationary activities. To maximize educational value, caregivers are expected to guide and encourage their child to participate in class.

E-MAIL COMMUNICATIONS. Please send all e-mail communications to info@isabellaandferdinand.com. We will confirm classes and communicate about enrollments, cancellations, scheduling, calendar changes, session dates, and programs via e-mail from info@isabellaandferdinand.com. Parents are responsible for facilitating receipt by Isabella & Ferdinand of all communications. Isabella & Ferdinand is not responsible for lost communications in the event that its e-mails are not opened, not read, diverted to a spam folder, or the recipient unsubscribes to Isabella & Ferdinand communications.

PAYMENTS. Isabella & Ferdinand accepts payment solely through our on-line registration process, with the exception of private tutoring and customized classes which may be paid for with a personal check (payable to "Isabella & Ferdinand LLC"). All payments are non refundable after start of session. There is a \$40 cancelation fee for any returned checks.

CHANGES AND WITHDRAWALS. To change your class day/time or withdraw please send your request in writing (with necessary details) by email to info@isabellaandferdinand.com. Please do not call in your request. Isabella & Ferdinand charges a \$25 change fee and a \$50 withdrawal fee.

REFUNDS AND REFUND DEADLINES: We will refund tuition (less a \$50 withdrawal fee) paid toward any session prior to the first day of that session (not prior to the first day of the registered class).

SCHOOL CREDITS AND SCHOOL CREDIT DEADLINE. If you withdraw after a session's refund deadline passes we will issue a school credit (less withdrawal fee and class(es) taken) up until two (2) business days before your second enrolled class. No school credit will be issued after that date. This credit may only be used towards other classes or the purchase of items sold by Isabella & Ferdinand.