

Holidays and Breaks

Winter Break: The Studio is closed from the third week of December to the first week of January of the New Year – a total of 3 weeks.

Spring Break: Every year the school is closed the last week of April for a retreat and ski trip to Tahoe. Interested students and their families can join Babak and his wife Katayoon in this trip.

The students are welcome to schedule a one week break in every season and inform the school of their plans in advance.

The adult students and the parents of young students are responsible for school attendance for the remaining months when they register in advance. Your support and understanding is much appreciated.

The Studio will be open for lessons on all national holidays except for Christmas, New Year, Thanksgiving and Martin Luther King holidays. Please bear in mind that there are no “make-ups” or rate reduction for students choosing to be absent on other holidays.

ABSENTEEISM - EXCUSED OR UNEXCUSED

Excused in unusual circumstances, e.g. student unexpectedly has to relocate from the area, or an accident or prolonged illness prohibits continued lessons.

Repeated unexcused absences result in student being taken off the teaching roster. A student taken off the teaching schedule may lose his/her original lesson time and day and may need to be rescheduled and re-enrolled into the program. Every time a student comes back to school after missing classes for more than a month s/he needs to pay a new enrollment fee of \$30. In this case time and day cannot be guaranteed.

MISSED LESSONS OR CANCELLATIONS

When tuition payment is made, this means that the lesson time on the teacher's schedule has been reserved.

1. It is therefore the responsibility of each parent to ensure that the student attends or is available for each scheduled lesson time.

2. Any lesson missed at home tuition or school is not excused and does not qualify for a makeup session. Fees for these sessions are therefore forfeited.

MAKE-UP LESSONS

Our school provides one-on-one personalized sessions. We respect the wishes of our parent-clientele and do not support the idea of substitute teachers. We work hard to maintain, across board, a balance between student accomplishment and growth within a teaching schedule.

Please know that the policy for make-up lessons helps to maintain the sanity of the tutor and at the same time offers you a fair measure for those situations of emergencies and the 'unexpected'. We ask for your continued support in this area.

Make-up lesson - Student Responsibility:

1. Make-up lessons are limited to 2 lessons per teaching cycle. This applies only to excused absences due to illness or family emergencies.
2. Make-up lessons are held at the teacher's home studio and are scheduled only on Saturdays and necessitate advanced planning.
3. Make-up lessons must be completed prior to the end of the same month during which the class was missed.
4. Make-up lesson will be scheduled based on the mutual convenience of both parties.
5. Make-up lessons not completed within the cycle during which the lesson was missed will be forfeited.
6. Make-up lessons cannot be transferred or deferred.

Make-up lesson - Teacher Responsibility:

If it is not possible to make up or reschedule a lesson cancelled by the teacher, your account will be credited a refund for the missed session.

TERMINATION OF TEACHING AGREEMENT

BY TEACHER

Termination of this agreement by the teacher may result because of one or all of the following:

- a major lack of parental support;
- consistently very late payment of tuition;
- too many missed lessons;
- consistently poor preparation of lesson assignments;

- lack of motivation and readiness for performance; and
- a student acting defiant or hostile.

Should any of the above occur, a written notice or warning will be given to the parent(s) pertaining to the impending forfeiture of lesson slot. Termination goes into effect if student shows no improvement within the teaching cycle in which the notice was given.