



September 2017

## Make-Up Policies - Private Lesson Program

**Student Absences:** The school provides one make-up for any student absences September to December; and a 2nd make-up for any absences January through late May/early June. Missed make-ups and additional student absences, out of fairness to a teacher's schedule, cannot be made up or credited.

**Teacher Absences; Bad Weather:** Teacher absences and one bad weather school cancellation for each academic year will be made up. Any additional School-designated bad weather days which might occur on the scheduled day of your lesson will not be made-up.

A School designated cancellation may occur at any time of day depending upon current or anticipated weather conditions.

If the School is open and a family chooses not to attend a lesson for weather related reasons, the lesson cannot be made up, although you may choose to use that lesson as your qualified student absence make-up. We do understand that families may choose to opt out of attending a lesson due to local weather situations.

### Public School Vacation Weeks and School Calendar "Flex-Weeks" for Make-Ups

Public School vacation weeks are not part of the school year schedule of lessons. These weeks are sometimes used for scheduling make-ups.

Families are not required to agree to schedule a make-up during a school vacation week. However, please note: If you agree to schedule a make-up during a vacation week and then cancel less than one week prior to the scheduled make-up date, the make-up lesson is forfeited. This is out of fairness to teachers who plan ahead to structure their schedules assuming that a minimum number of students will be present for their visit.

Families are expected to be available for make-ups during the designated flex-weeks in late December/early January and/or late May/early to mid- June (through the dismissal date for Auburn public schools).

Missed make-ups cannot be made up.

**How to Know When Make-Ups are Scheduled:** If you miss a lesson, your teacher must cancel, or bad weather results in a cancellation, please check with your teacher at your next lesson if you wish to know when to anticipate a make-up lesson. Most make-ups are scheduled at semester-end during the designated 'flex' weeks or during a public school vacation week; and usually on the same day as your regular lesson day. The office is unable to confirm when make-ups are scheduled. Because teacher schedules vary widely, teachers oversee their own make-up schedules.

**School Open Holidays:** The School is open on Columbus Day, Veteran's Day, Martin Luther King Day and Good Friday. Please check with your teacher if you have questions. If you choose not to attend a lesson on any of these days, you may use it as your one half-year student make-up. If a teacher is not in attendance, the lesson will be made up. If a Holiday falls during a public school vacation week, no regular lessons are scheduled. Please see info on flex weeks and make-ups above.

**School Closed Holidays:** The School and office are closed for: Labor Day, Thanksgiving Day and Friday after Thanksgiving; Christmas Eve, Christmas Day; New Year's Day; Memorial Day; and July 4<sup>th</sup>.

**Summer Lessons:** There are no make-ups for student absence during the summer. Any teacher absences will be made up or refunded.

**School Year Withdrawals and Make-Ups:** If a student withdraws anytime during the school year (September to March 15), any student make-ups outstanding are forfeited. Families will not be charged for teacher absences. We do require four weeks notice when withdrawing. The student may choose whether or not to attend the final four lessons. Billing is adjusted based on weeks transpired plus 4; and refund is provided for any weeks paid beyond the adjusted lesson count. No refunds are provided after March 15<sup>th</sup>.