

THE  
BENDING  
WILLOW  
ACADEMY

CLASS POLICIES 2024/2025

**ENROLLMENT:** Please join classes with the intent of committing to full sessions. We are here to answer questions about classes and what to expect to determine if it is a good fit. Months with fewer/more days are pro-rated so that you pay for what you receive. Ex, some months have 5 Mondays, 3 Fridays, etc.

**REFUNDS:** We do not offer refunds for missed classes due to travel or illness. In the case of extenuating circumstances or emergencies, please get in touch with Marcy to discuss.

**HEALTH & SAFETY:** We cannot allow children with active coughs, runny noses, or fevers in class. The health of our teachers, classmates, and their families is important to us. Please keep your child home until s/he is well. We are happy to provide classroom work for days missed. Please email [marcy@thebendingwillowacademy.com](mailto:marcy@thebendingwillowacademy.com) if your child will be absent. Please make your teacher(s) aware of any food or environmental allergies.

**CLASS ETIQUETTE:** Please ensure your child can participate in class (following instructions, staying seated as needed, and working with partners). Teachers and the BWA reserve the right to drop a student from the class without refund if they are habitually disruptive to the class learning environment, and BWA reserves the right to refuse future enrollment. Bullying, name-calling, and inappropriate language will not be tolerated.

**DROP-OFF & PICK-UP:** Please be on time for drop-off and pick-up. We are not able to watch children after classes end. We recommend connecting with other parents in our program for those unforeseeable times when you run late – we know it happens!

**PAYMENT:** Tuition or PO must be received before classes begin. Any class materials fees are due the first day of class or as specified at enrollment. If you are paying with charter funds, please make sure your PO has been approved before classes begin. If you leave your charter or a PO is denied/lost/etc. you are responsible for the tuition.

**HOLIDAYS:** We are closed for the following holidays New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday (Spring Break), Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day (Thanksgiving week), Christmas Day (Christmas week), New Year's Day (New Year's week)