

Kumon Ladue Center Policy and Tuition Guide

updated November 2016

1. Center Hours and Attendance:

- Wednesdays 4:00-7:00 pm
- Saturdays 10:00 am-12:00 pm & 1:00-3:00 pm

Students attend the center 1-2 times/week for 20-30 minutes per subject. High-level students might need to stay up to 45 minutes per subject. If you arrive less than 30 minutes before closing time, students will be asked to pick up and complete assignments at home since it does not allow enough class time. Students are strongly encouraged to attend the center twice a week.

1.1 Early Learners:

If your child has been placed in our Early Learner program, it is mandatory for the parent to remain on the premises until their child has completed all their studies. Kumon and its staff will not be responsible for watching children after they have completed their work.

1.2 Missed Classes:

If your child will miss a Kumon class, you can stop by the center during open hours to pick up his or her work. You can also call or email the center and make arrangements to pick up their work from the center's mailbox or to have us mail the work.

1.3 Kumon Ladue will be closed:

September: Labor Day

November: Thanksgiving (Wednesday before and Saturday after)

December: Christmas Vacation

January: New Year's Day

April: Easter Break

May: Memorial Day

July: Independence Day

August: Summer Break

During center closings, all work will be provided to student in advance.

2. Worksheet Assignment:

No new worksheets will be given until all corrections are completed. ***Record sheets are essential to your child's progress.*** Record sheets should have the date, time, and marks filled in. It is not necessary to record this information on worksheets. Note that we do not accept worksheets without record sheets.

3. Maximizing Learning:

Parents have a critical role in creating good study and work habits with their children. Here is how you can help:

- Encourage them to write down their **starting** and **ending time** on all assignments. It is not necessary to record this information on individual worksheets.
- Use the **Home Grading** method to correct your child's mistakes:
 - Check over the worksheet, placing a check next to any wrong answers or flawed calculations.
 - Write the total number of mistakes on the front side of each worksheet and enter the number of mistakes on the record sheet.
 - Have your child correct the mistakes
 - When mistakes are corrected, circle the number on the record sheet.

Home grading can significantly increase your child's academic performance and is strongly recommended. The child is more focused in his or her work, and receives the message that you, as the parent, are concerned about your child's academic success. Children whose work is graded at home tend to move through grade levels faster, for example, six months instead of eight months. Of course, we double-check at the center.

Other ways parents can assist in their child's learning are:

- Use encouragement and praise, not scolding or negative comments.
- Provide a peaceful and focused learning atmosphere at home: No TV, radio, iPod.
- Check on your child's progress regularly.
- Double check the organization of homework, fully entered record sheet and worksheets in order, before coming to the center
- No worksheets should be left at home, completed or not, and be brought in the blue Kumon bag
 - Record sheet and homework were given in order. Please bring back in this same order (for TDK to see performance of student at a glance).

4. Termination Policy:

Terms and Conditions upon terminating your enrollment:

1. If a termination request is made before the 20th of the previous month, there is no tuition charge.
2. If a termination request is made on or after the 20th of the previous month but before the 1st of the month, a refund of \$90 per subject will be given
3. No refund will be given if the termination request is made on or after the 1st of the month.
4. The student forfeits any Kumon Plus points and will start with a zero point balance upon re-enrollment.

Note: A termination request must be made either by email or by signing a termination request form.

5. Parent Conferences:

Parents are encouraged to meet twice a year with the center director (TDK) via appointment.

- Conferences provide critical information about your child's progress.
- If you need to schedule any other appointments, please email manager.kumonladue@gmail.com

6. Incentives to Learn:

- **Kumon Plus** enables a child to gain points for the levels he/she completes, as well as for the months of enrollment. Redeem these points online for prizes! Visit the website, and enter your student's ID number to become enrolled. (Student ID is provided after the first month of enrollment.)
- **The Advanced Student Honor Roll** recognizes students who have studied at least a half year in Kumon and have advanced more than 1 year beyond their grade level.
- **G By 4 Stars** are awarded to students who have reached G level by 4th grade.
- **J By 6 Plaques** are awarded to students who have reached J level by 6th grade.

7. Tuition Policy:

- Monthly Tuition: \$120/subject; \$130/subject after the 1st of the month (**Beginning Dec. 1, 2016, no discounts for multiple subjects, siblings, or EFT**)
- Registration Fee: \$60 per student
- Kumon Pouch: \$5 to replace if lost
- Answer/solution book: \$5 if lost or destroyed. \$20 for J level and higher solution manuals if lost or destroyed.
- Returned check fee: \$20 plus bank charge
- If tuition and late fees are not paid by the 15th of the month, no new worksheets will be given to students.

8. Kumon Center Rules:

- No food or drink in the center
- Maintain a quiet atmosphere
- Leave restroom neat
- No waiting outside of the center by parents. Parking in front is solely for pick-up/drop-off purposes. If you wish to stay in the center, please park across the street.

Kumon Ladue Center Agreement Form

Please initial each in the space provided to show consent.

___ Tuition is due by the 20th of the month prior to the next billing cycle. A late fee of \$10/subject will be assessed if payment is received after the 1st of the month (i.e., April tuition is due by March 20).

___ Tuition cannot be refunded.

___ If a student wishes to stop or skip a month from Kumon, we must be informed 30 days in advance (i.e., if a student will miss the month of July, notice must be given prior to June 1st).

___ Students are only allowed ONE MONTH absence per calendar year to remain active students. Absences of more than one month require the re-enrollment of the child and a new registration fee. Please refer to Termination Policy section for further details.

___ Use the Absence, Drop or Discontinue form (available at the center or on the website) for assignment change, vacation notice, or termination for any reason.

___ Home grading is highly encouraged; grading your child's work should be done as soon as they complete their work so corrections can be made promptly. We provide parents with answer books.

___ Do not leave young children unattended. If a child lacks maturity, a parent/guardian **MUST** be in attendance at the center to guard against a student's unescorted early departure from the center.

___ Parents are to be sole owners of answer books provided by our center.

Tuition and Policy Agreement Form

I agree to all the terms of the Kumon Tuition and Policy Guide. I understand that the Policy Agreement is subject to change and will be agreeing to future terms and conditions. I understand I will be receiving notification of any such changes.

Student(s) name(s): _____

Parent or Guardian Signature: _____

Parent or Guardian (please print): _____

Date: ___/___/_____

Kumon Center Director Signature: _____