

Kumon of Candlewood, Brookfield,CT
203-775-9333

Center Policy

Class Schedule: Monday: 3 pm - 7 pm
Thursday: 3 pm - 7 pm
Sunday: 12 pm - 3 pm

Center Phone No: 203-775-9333

Center website: www.kumon.com/brookfield-ct

- Your child will be in Kumon center for about 40min. for one subject and 1hr. for two subjects. The center closes at 7.00 pm on Mondays and Thursdays and at 3.00 pm on Sundays. Please make sure that you bring your child to the center at least half an hour before the closing time so that he can finish his assignment at the center. If your child is enrolled in two subjects, please come 45 min. to an hour before the closing time.

Only in the case of an emergency will the students be allowed to use the center phone to make phone calls to their parents for pick up. Parents are required to pick up their children in a timely manner. We are not a Day Care Center. We are a learning center. Please pick up your children on time so that they are not waiting for very long.

Please follow the time-slot schedule you have signed up for. That helps us in minimizing overcrowding at one time. We want to assist our students the best way we can.

Class Supplies

Students must bring their own pencils and erasers in order to prevent the spread of germs. By bringing their own supplies, students will be able to exercise responsibility and preparedness. If they come to class without the supplies they will have to purchase a pencil for 10 Kumon dollars and an eraser for 5 Kumon dollars.

Tuition

- We have implemented direct payment option for monthly tuition through Deposit Express. There is no monthly cost to you for the direct payment. Your monthly tuition will be deducted from your checking account on the 5th of every month. Please complete the necessary forms and return them with voided check to the front desk.
- We are discontinuing the option of paying tuition on monthly basis by check in order to reduce the time we spend collecting tuition every month. If for some exceptional reason you do not want to use this direct payment option you will be required to pay tuition on quarterly basis before the 5th of January, April, July and October. There will be a \$20 late fee charge per subject if we receive payment after the 5th day of the quarter.
- Please give us a written notice by the 15th of the month if you want to discontinue Kumon from the beginning of the next month. In that case, worksheets will be given only through the end of that month.

If the work is picked up for the first week of the new month and then the decision is made to discontinue Kumon, parents are responsible for the tuition for that month.

Kumon at Home

It is recommended that students do their Kumon homework at a scheduled time and at a specific work area each day. Also, it is beneficial if there are no distractions in this work area so that students are able to concentrate on their work. Students should not be expected to do more than one homework packet per day (ex. Skipping work on some days and doubling up on other days), as this may fatigue the student, eventually resulting in poor performance and a lack of motivation. Please discuss with the instructor the number of days your child can commit to Kumon. We will prepare your child's work accordingly.

Home Grading

The purpose of grading worksheets at home is to allow students to do corrections on a daily basis. Our center firmly believes in the benefit of home grading for our students' success and thus requires that parents do daily home grading for their children. Consistent home grading is essential for smooth and efficient progress. We lend out answer books to every family in order to make this effort as easy as possible, but please use a red pen when grading. If you ever have any questions on how to home grade, please do not hesitate to contact the instructor.

Center Etiquette

In order to make the center a positive learning environment for each student, we request that cell phones are turned off while in the center. We also ask that, while in the center, everyone keeps the noise volume to a minimum. Parents are discouraged from entering the class-room area.

Center Routine

The student(s) should quietly enter the center and obtain their folder from the bins on the front desk. They should then put their completed homework into the homework pouch and take out their class work from the class work pouch. They should then walk over to the class area and sit down.

Emergency Closings

We will follow the Brookfield school district calendar for extreme weather conditions. That means if the Brookfield schools are closed due to extreme weather conditions we will be closed that day. No work will be left outside. The worksheets will be adjusted for the next class. We do not want to jeopardize the safety of our Kumon families. We will also post the closing on our website. www.kumon.com/brookfield-ct

Missed classes and vacations

We prefer that students attend Kumon twice a week. If you plan to attend Kumon only once a week, please let us know your primary day of attending the center. We shall prepare the work for the whole week on that day. If you drop in on the other day, please do not forget to bring your child's assignment from home to complete in the center.

If the child is sick or had fever in last 24 hours before the center day, please do not send the child to Kumon. Please call the center and arrange to pick up the worksheets.

Preparing work takes time and proper attention. It may not be possible to accommodate on the spot requests for additional work or change requests. Only emergency situations will be considered.

Prolonged absences

It is our center policy that if the students do not come to the class, we prepare their work and leave it in the bin outside for parents to pick up unless otherwise noted by the parents. Please return previously completed work when you pick up new work. Parents need to notify the instructor about any vacations, illnesses and absences.

Starting in January 2011, students are allowed one month of absence per calendar year. If the student is absent from Kumon for more than one calendar month per year, a registration fee will be assessed when re-enrolling. In that case the students also lose their hard earned Cosmic Club points and need to be reassessed with a placement test.

Kumon Material

- **Answer-books need to be returned when the students complete the level or are discontinuing the program.**
- **Students also need to return books on time.**

Year-Round Program

One of the benefits of the Kumon program is that it is a year-round program. This will enable students to practice a little bit each day and increase retention of skills. We are open during summer with normal business hours. Summer vacation is the best time for preparing for the next school year.

Communication with the instructor

Please call us during non- center hours to minimize the distractions for students. Leave your name, number and reason of phone call or send us an email at jyotikelkar@ikumon.com. We shall get back to you as soon as possible. The instructor will be able to talk to parents during the class time on urgent matters only.

Referral Program

Now you can earn a reward for referring your friend. Refer a friend to Kumon of Brookfield. Ask your friend to tell us that you referred her/him. If your friend joins our center, you get \$15 after the first month.

Kumon Dollar Program:

We have started Kumon Dollar program at our center from the month of May, 2011. This will be an ongoing program. When the students come to the center on their center day, finish their work on time with name, and time, they will receive a Kumon Dollar. **Students will also receive a Kumon Dollar for each home work assignment neatly completed and returned in timely manner.** If students are absent they should bring their work when they come to the class next time. Every 3rd Thursday and Sunday of the month we will have a Kumon Store open so that the Kumon students can buy small prizes with their Kumon money. Please make sure that the students are saving their money and more importantly completing their homework.

The Cosmic Club Points:

The Cosmic Club makes learning fun! This is a reward program from Kumon North America. Kumon students earn Cosmic Club points as they learn and can turn in their points for great prizes.

Students reported as absent for more than one month in a given calendar year will be considered un-enrolled students, and a registration fee will be assessed when re-enrolling. Also, such students will forfeit any accumulated Cosmic Club points and start with a zero balance should they re-enroll. Multi-Subject Students remaining enrolled in at least one subject will not be affected by this policy. However, a multi-subject student would be considered un-enrolled if he or she had already previously been reported as absent in each subject earlier in the year, and subsequently was un-enrolled from both subjects in the same month.

We thank you for your cooperation and appreciate your commitment to Kumon program. Please visit our website www.kumon.com/brookfield-ct. If you would like to share the success stories of your child please contact us.

Thanks

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