

# EAST-WEST CULTURAL AND EDUCATIONAL CENTER

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## ***Development Through Russian Language***

Educational Program

### **Policies**

Educational program *Development Through Russian Language* (Program) is designed by the East-West Cultural and Educational Center (EW Center) to advance the development of children who are growing up in the bi-lingual (Russian-English) environment. When a child is enrolled into the program, he/she becomes the EW Center student, so terms "child" and "student" are used interchangeably in our program. For child (student) to succeed in the program, the following EW Center policies apply.

#### **1. PROGRAM DESCRIPTION**

**The Program** includes the following offerings: (1) educational courses; (2) private lessons and (3) special programs, e.g., short-term educational modules, After School Program, Dance Program "Kalinka", Summer Camp and other.

**Target Audience.** The Program is designed for children age 1.5 through 15. Classes for adult are also available.

**Program Duration.** Our educational courses are offered during 10 month period that is aligned with the School Year (September through June). Special programs may be offered during the School Year and the Summer. Duration of the special programs' offerings may be determined based on the specific activities.

**Schedule.** Programs' courses are conveniently offered during the weekdays after school hours and on the weekends. Some programs for the small children in the format (mummy and me) are offered on weekdays during the morning hours. During the Summer special programs may be offered on weekdays and weekends.

#### **2. ENROLLMENT**

**Enrollment** for the Program starts on May 15 of each year. Enrollment that is completed between May 15 through June 30 is considered as an Early Bird enrollment. Discounts of both registration fee and tuition fee are applicable to the Early Bird enrollment (see details below). Enrollment completed after June 30 before the beginning of the School Year is considered as a regular enrollment. No discounts are offered for the regular enrollment. A child may be enrolled during the School Year, if places in the classes are available. The regular registration fee and prorated tuition fee are applicable for the rolling enrollment.

**Enrollment Package** includes (1) Enrollment Form; (2) EW Center Policies; (3) Registration Fee and Tuition Fee Form. These documents should be completed annually for every student enrolled. The filled out Enrollment Package and checks with Registration Fee and Tuition Fee payments should be sent to the EW Center by mail or hand delivered to the following address: **East-West Center, 3655B Old Court Rd. #20, Pikesville MD 21208**

#### **3. CLASS PLACEMENT**

**First Come, First Serve.** Every effort is made to accommodate parent's desire for placing a student into to class that parent selects. However, we fill out our classes on first come, first serve basis. Preferences for the class placement are given to the returning students.

*Our small size classes are filled on the first come, first serve basis. Because places in the classes are limited, we encourage parents to enroll students as early as possible to assure the place in the class that you desire.*

**Initialize here:\_\_\_\_\_**

**Semi-Private Lessons.** If only 2 students register for a class, it will be considered a semi-private lesson. If you would like to sign up, the class fees are charged at the half of the private class fee schedule.

#### 4. FEES AND DISCOUNTS

**Annual Fees.** The following annual fees apply to the Program:

**Registration Fee** - an annual and non-refundable payment - is due at the enrollment. It includes a Processing Fee to enroll a child into the program and a School Supplies Fee to provide a child with the materials and resources needed for the Program (e.g. papers, pencils, paints, etc. as well as copying of lessons materials).

**Tuition** - an annual fee to support course offerings - is due at the enrollment. For the 10 month Program, tuition payments are collected as a one full payment or two semi-annual payments or ten monthly payments as follows:

- *Full payment* is collected once at the enrollment (see tuition discount, if enrolled by June 30).
- *Semi-annual payments:* 2 checks of equal semi-annual payments dated September 1 and January 1 are collected at once during the enrollment to be processed semi-annually.
- *Monthly payments:* 10 checks of equal monthly payments dated September 1 through June 1 are collected at once during the enrollment to be processed monthly.

The semi-annual and monthly payment options require Parents/Legal Guardians to bring all needed checks at the enrollment. If tuition is paid in 2 semi-annual or 10 monthly installments, a non-refundable Tuition Deposit of \$100 is collected during the enrollment. This deposit will be applied to the last month tuition payment.

*For the Summer program*, weekly payments are accepted. If student is joining the Program during the School Year, the tuition will be prorated in accordance with the number of classes remaining in the Program.

**Discounts.** Various discounts are offered as follows:

**Registration Fee Discounts:** 1) Early Bird registration by June 30; 2) Returning student; and 3) Sibling(s)

**Tuition Discounts:** 1) 5% off full tuition when paid in full at the Early Bird enrollment by June 30  
2) 5% off full tuition if enrolled in 4 or more classes.

No discounts are available for the Private Lessons tuition.

**Credit Card Payment.** A fee of 3% applies to payments made with credit card (Visa, MasterCard and Discover only).

**Late fees.** A fee of \$15 is applied to every payments made 1 week after the start of the Program.

**Returned Check.** A fee of \$25 is applied to returned checks.

#### 5. CLASS CANCELLATION AND WITHDRAWAL

**Insufficient Registration.** We reserve the right to cancel a class for which there is insufficient registration (one student only). You will be notified promptly so that you may choose another class or receive a full refund of Registration, Supplies and Tuition fees.

**Weather.** EW Center does not follow the Baltimore County Public Schools (BCPS) delays and closures for inclement weather. Class status information will be available by calling 410-653-4160 or 443-570-6820.

No refund will be given for classes cancelled because of the inclement weather.

**Holidays.** EW Center is closed on the following holidays: Yom Kippur, Thanksgiving Day, Baltimore County winter breaks and New Year (January 1). Classes will not be offered on these days.

**Withdrawal.** If you decide to withdraw your child from the Program, cancellation of enrollment must be provided in writing to the EW Center 30 days before the date of withdrawal. Tuition fee will be prorated for the number of classes attended, and a portion of tuition for the remaining classes will be refunded in full. The Registration Fee (Processing fee, School Supplies fee) are not refundable.

#### 6. ATTENDANCE

Regular attendance of classes is a crucial factor in your child's education. There is no opportunity for makeup classes under any circumstances. No refunds will be given for missed classes due to absences.

**Initialize here:\_\_\_\_\_**

## 7. DRESS CODE AND FOOD

Comfortable attire is appropriate for the classes. To avoid injury children are not allowed to wear shoes with built-in wheels. To avoid class distraction children should not wear shoes with light and sound. Students may not consume any food inside classrooms. Desserts are allowed only on special occasions upon EW Center's approval.

## 8. CHILD'S RELEASE, ARRIVAL AND PICK UP

**EW Center's Responsibilities.** EW Center does not provide child care services and has neither the facilities nor the staff to care for children when they are not in class. EW Center is responsible for children/students only during the hours for which they are registered for the Program. A child will be released only to the Parent/Legal Guardian specified in the Enrollment Form.

**Parent/Legal Guardian Responsibilities.** Written permission with Parent/Legal Guardian's signature is required to release the child to a third party. Parent/Legal Guardian or designated third party must personally bring in and pick up a child/ren to and from the EW Center building. Children are not allowed to leave the EW Center building without Parent/Legal Guardian or designated third party.

It is essential to arrive on time to the class and to pick-up a child from the class. Students arriving late may be denied admission if the classes has already been started. Late pick-up disrupts class schedules.

Parent/Legal Guardian must bring a child/student to the class no later than 5 minutes before the class start time and pick up at the time of the class completion time. Parent/Legal Guardian will pay to the teacher \$1 for every minute of being late of pick up a child.

## 9. TRANSPORTATION

Transportation may be provided by the EW Center's designated transportation company for the special programs, e.g. After School Program, dance performances, etc.

## 10. CHILD'S HEALTH

**Health Statement** section must be completed by the Parent/Legal Guardian on the Enrollment Form indicating child's health problems, if any, and the actions to be taken in emergency.

**Sick Child.** All students must be clear of fever, diarrhea and vomiting for 24 hour before attending the class. If your child has green mucus or bad cough, keep your child home until such illnesses are cleared up. If any of these symptoms are noticed in class, your child will be respectfully asked to leave.

## 11. TAKING PHOTOGRAPHS AND/OR VIDEOTAPING

EW Center may take photographs or videotape educational activities for the purpose of the Program marketing, promotion, use in publications and/or other reasons related to educational activities. Options (opt-in or opt-out) regarding taking photographs and videotaping must be indicated by the Parent/Legal Guardian on the Enrollment Form.

**I agree to the terms of the EW Center's Policies stated above.**

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Initialize here:\_\_\_\_\_**