

Bilingual Pals™ POLICIES

*Tuition is due on the 10th of every month for all students.

* The only month we will pro-rate is the first month. Tuition is by month only, regardless of holidays.

*We ask you please notify us at least 2 weeks in advance if you plan on dropping classes.

- **Please arrive from 3-5 min before class time**, arriving earlier puts a little bit of a time constraint on the teacher. When the class is set to start, the teacher will come get your child. Class will start at the designated time.
- If you do arrive early and **there is a teacher in a tutorial**, please be courteous by keeping voices down (as long as you are downstairs). Parents are welcome to stay during their child's class but we ask the same of parents during their wait.
- If a child or parent needs something that is not within their reach (drink of water, paper towels, napkins etc) **please ask one of the teachers available**. The restroom downstairs is always available.
- Please take your child to the restroom before class, especially if you have a young child. Classes for the little ones are only **40 min** long so making sure they use the restroom before is best. They will always be allowed to use it during class if needed.
- Please do NOT drop off young children early and leave them unattended. Every child should go **directly from the parent to their teacher ONLY**. Once a child is in class, parents are welcome to stay or return promptly at the end of class.
- **We do not charge late fees and would like to continue not charging them**. You will receive your invoice via email at the end of every month (for the upcoming month).
- Children should not come to class with **food, drinks, snacks, gum**. Please leave all these things at home or in your vehicle.

THANK YOU