

Persian Cultural Club

Summer Classes 2009

Policies and Procedures

Registration

- Students will be accepted to register on a first come, first served basis.
- All registration forms for students under the age 18 must be signed by a parent or legal guardian.
- A separate registration form is required for each child.
- By signing the registration form, you acknowledge that you have read, understand and agree to the PCC summer class's policies and procedures including, but not limited to, tuition, payment and refund policies.

Tuition

- Tuition for each child \$200 per week; 4 days \$180; 3 days \$150; 2 days \$110 and one day \$60.
- Tuition must be paid in full two weeks prior to the first of the session for which the student is registered.
- Tuition is payable to cash or check. (PCC does not accept credit cards)
- A signed registration form must accompany payment.

No Shows and Missed Classes

- Make-up sessions will not be provided for students who miss classes.
- Credit will not be given for missed classes.

Refunds

- No Refunds will be issued unless classes are canceled by Persian Cultural Club.
- No exceptions can be made.

Arrival and Departure

- Students younger than 14 years old should be walked into the classroom by parent or adult chaperone.
- Parents must come into classroom to pickup students. Students will not be allowed to wait in the parking lot for their ride. Please make sure your child knows NOT to leave the classroom without you.
- If your child has your permission to leave PCC with someone other than the person who dropped them off, our instructors must be notified via a written and signed note from you.
- If you need to pick up your child when the class is in session, you must inform the instructors in advance.
- As a courtesy to all, parents are requested to arrive on time to pick up students. As a courtesy to all, students should arrive at class on time.
- If the student is excused from attending one of the classes they should either stay at home for that class or an arrangement must be made for the student to be chaperoned by one of the parents during that time.

Attire

- Appropriate attire (including clothing and shoes) is required.
- Students should wear the camp uniform.
- Children must bring their own bathing suits and towels for swimming.
- NO cell phone is aloud.
- A change of clothes is recommended (especially for younger children).
- Children should not wear jewelry that might interfere with their ability or the ability of others to participate in summer classes activities.

Food

- Children are not allowed to chew gum on the PCC premises.
- No food or drinks are permitted during class hours.
- PCC is not responsible for any food allergies that the students might have.
- Snacks will be provided twice a day by PCC. We will make every effort to make our snacks as healthy as possible. Please inform us in writing if you are aware of any food to which your child is allergic.

Consideration for others

- Respect for instructors and fellow students is mandatory.
- Everyone is responsible for cleaning up after him or herself.

Miscellaneous

- The Persian Cultural Club is not responsible for any lost or stolen items.
- The summer classes schedule is subject to change.
- The price for set of uniform is \$25, and is due with the first week's tuition.
- Persian Cultural Club reserves the right to refuse service to any student, parent or legal guardian for any reason, including but not limited to adherence to the rules set forth in these policies and procedures.
- By signing this paper you are giving Persian Cultural Club and Dehkhoda Institute of Persian Language the authorization to use the pictures and or video clips on the website, newspaper and television.

Initials: _____ **Date:** _____