

POLICIES AND PROCEDURES FORM

- Books are given to students on the first day of the class. They must bring that book, a notebook, a pencil, and an eraser to every class. Lost books will have to be purchased at an additional cost of \$5.
- Students earn **Debate Dollars!** for bringing all the required things and their homework. They could also earn Debate Dollars for their presentations, being good audience, good behavior, listening skills, participation etc. We will have a Prize Store where students could shop for prizes with their Debate Dollars.
- Students earn ribbons based on the rubric in the class. Rubric and standards are listed clearly in the books.
- Google group is made for each of our classes. Teachers use these groups to send weekly emails to update parents about the classes, upcoming tournaments and other relevant information. This is a great way to keep yourself updated about your child's progress. If you do not receive emails, please contact the teacher or call the main office. Please return the stub below with your preferred email address to receive teachers' emails.
- Parents are not allowed to sit in the classroom during the class. We understand parents are keen to know about the progress of their children. We keep parents up to date by sending weekly emails as described above. If you have any questions specific to your child's progress or special needs, please email the teacher or set aside a time before or after the class with the teacher. We also invite parents during the last class when students give their end of session presentation.

-----PLEASE RETURN THIS FORM IN THE NEXT CLASS OR TO THE TEACHER ASAP-----

CHECK OUT PROCEDURES:

Name of the Student: _____ Grade: _____ Class Location: _____

Day of the week for the class: _____

- ☐ #1 Self-Check-out/Walk home on own/ No escort required
- ☐ #2 Must be escorted till the parent/guardian comes in (Late Fee Policy applies, please read below)
- ☐ #3 Must be escorted to an onsite day care

Authorized Guardian/s to Pick Up child: _____ **Contact Info:** _____

LATE FEE POLICY: If you have chosen the option#2 above, please be prompt in picking up your children after the class. There is a late fee policy. After 10 minutes of the scheduled end time of the class, there will be a \$1 charge per minute directly payable to the teacher.

EMAIL SIGN UP: Preferred email address for weekly correspondence from the teacher _____

SPECIAL CARE NEEDS /ALLERGIES: _____

☐ I have read and I agree on the policies above.

Signature

Date

Name

Relationship