



# Parent Handbook

Kewl Buddies Maker Labs LLC

*info@KewlBuddiesMakerLabs.com*

*(503) 841 3345*

[www.KewlBuddiesMakerLabs.com](http://www.KewlBuddiesMakerLabs.com)

**All parents are requested to read and sign this Handbook for adhering  
to policy and procedures of Kewl Buddies Maker Labs**

**[www.KewlBuddiesMakerLabs.com](http://www.KewlBuddiesMakerLabs.com)**

## Class Schedule

Current class schedules can be found on our website – [www.KewlBuddiesMakerLabs.com](http://www.KewlBuddiesMakerLabs.com). If you need any additional details, please call us at 503 841 3345 or email us at [info@KewlBuddiesMakerLabs.com](mailto:info@KewlBuddiesMakerLabs.com).

## Registration and Tuition Payments

Enrollment is not guaranteed until registration and tuition is received. Tuition must be paid in full for your child to attend their first class. A late fee of \$25 will be assessed to your tuition for payment received after the deadline date.

If tuition is not received by the first day of class, students will not be allowed to stay for class until payment is received.

Our preferred method of payment is by check. Please make check payable to **Kewl Buddies Maker Labs LLC**

There will be a fee of \$35.00 for any NSF check or returned checks.

## Cancellations and Refunds

Cancellations must be submitted in writing (email) and will be processed as follows:

- If you cancel less than **10 days** prior to the start of the class, you will be responsible for half of the total class fee. If you have already paid, you will be refunded half of the class fee.
- If you cancel less than **5 days** prior to the start of the class, you will be responsible for the entire class fee. If you have already paid, there will be no refund.
- Registrations and fees are nontransferable.
- Late Payments: Payments received after the deadline posted/announced are subject to a \$25.00 late fee.

## Class Supplies

Kewl Buddies Maker Labs will provide all electronics components required for the class. These components are meant to be used in the class for class exercises and need to be returned at the end of each class. If Students or Parents are interested in purchasing the component kits, they can contact us for details.

## Expected Behavior and Dismissal

At Kewl Buddies Maker Labs we are committed to providing a safe and respectful learning environment.

Any of the following behaviors will result in immediate dismissal from the course: theft, vandalism, violence,

language, bullying and repeated disrespect towards the instructor and/or fellow students.

Disruptive behavior cannot be tolerated in any classroom; it adversely affects the learning environment and is unfair to other students.

## Classroom Behavior

Kewl Buddies Maker Labs reserves the right to dismiss any student at any time for behavior that it regards as inappropriate or dangerous to other students, teachers, staff, equipment or facilities. There are no refunds for dismissals from Kewl Buddies Maker Labs.

## Holidays/No classes

Please see calendar at [www.KewlBuddiesMakerLabs.com](http://www.KewlBuddiesMakerLabs.com)

## Drop Off and Pick Up

We request parents drop off the students no more than 5 minutes before the scheduled starting time. Earlier arrivals result in unnecessary distractions for those still in the class.

We would like to have all parents come inside the building to pick up their children before the class ends. When you arrive, you may wait quietly in the hallway until your child is dismissed. Please be patient. However, please do not assume class will finish late! It is important that you pick up your child/children on time so that the next class is not delayed.

Kewl Buddies Maker Labs cannot be responsible for your child's safety following the completion of class.

## Please Do Not Disturb Class While Class Is In Session

Please be on time. If you are late, please wait outside. Instructor will let you in after 5 minutes once the class has settled. Please pick up your child/children on time. If you are late to pick up your child/children, instructor cannot provide childcare. She has a class to teach and cannot let your child/children wait inside the class.

Kewl Buddies Maker Labs is not responsible for providing care for students before or after class sessions. Students are **not to be left** for more than five (5) minutes before or after classes. There will be a charge of \$25.00 if Students are not picked within 5 min of class dismissal and additional \$25.00 per thirty minutes thereafter. No exceptions will be made. If you are unable to pick up your child/children, you need to provide a permission form to authorize another adult to pick them up from Kewl Buddies Maker Labs. No exception will be made!

[www.KewlBuddiesMakerLabs.com](http://www.KewlBuddiesMakerLabs.com)

Students may bring a drink if they need for after class. No eating or drinking is allowed in the class.

### **Injuries**

Parents or legal guardians of students waive the right to any legal action for any injuries sustained on Lab property resulting from normal classroom activity or any other activity conducted by the student before, during or after class time.

Instructor cannot answer any questions or talk to you before or after any class. If you have any questions or need to speak to the instructor, please call us at 503 841 3345 or email us at [info@KewlBuddiesMakerLabs.com](mailto:info@KewlBuddiesMakerLabs.com).

### **Photography**

On occasions, Kewl Buddies Maker Labs may photograph students enrolled in classes or participating in events. These photographs are for Kewl Buddies Maker Labs use only and may be included in future catalogs, brochures, pamphlets or flyers. We do not use student names with photos.

### **Photo Release**

Kewl Buddies Maker Labs is hereby granted permission to take photographs of students to use in its marketing materials

including, website, brochures, posters, flyers, ads and other promotional materials necessary for the operation of the Lab. Permission is also hereby granted for Kewl Buddies Maker Labs to copyright such photos in its name.

### **Facility / Building**

We are responsible for keeping the facility safe and clean so please be considerate and supervise your children at all times. Make sure the rooms are cleaned up at the end of the class. To avoid unwanted accidents, children are advised to walk (not run) both within and outside the building, especially when they walk in from the entrance door.

We are sharing this building so we need to respect the privacy and safety of others.

### **Non-Discrimination Policy**

Kewl Buddies Maker Labs admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Lab. Kewl Buddies Maker Labs does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies and class programs.

# Waiver Form

Please sign and return to



I have read the Parent Handbook and understand the policy and procedures stated there in. I will abide by them and will not hold Kewl Buddies Maker Labs responsible for any injuries during or as a result of participation of myself or my child/children in any Kewl Buddies Maker Labs class or workshop. I agree to indemnify and hold harmless Kewl Buddies Maker Labs LLC and its members and all employees, instructors and volunteers connected with Kewl Buddies Maker Labs LLC.

If I do not personally pick my child/children from inside the building, I do not hold Kewl Buddies Maker Labs responsible for them.

Student Name: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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