



## ANCHOR

### FRIDAY ENRICHMENT PROGRAM

#### Procedures & Policies

#### **CARPOOL**

##### Drop Off:

A faculty member will open the doors at 8:20am, for those attending chapel. Doors will close at 8:35 to begin chapel and reopen at 8:50 for the first class. For classes beginning at 9:00, 10:00, or 11:00, students may be dropped off no earlier than 5 minutes prior to the start of class.

##### Pick Up:

Please have your pick up tag visibly displayed.

Please arrive no later than 12:00 noon. Students will begin dismissing at that time. If your child is running late (bathroom, missing item, etc), you will be asked to pull forward and wait.

Students must be picked up by 12:15 pm to avoid being charged a Late Fee (see Late Fees below).

If a student's last class ends at 10:00 or 11:00, a faculty member will walk the student to the doors for dismissal.

#### **TUITION**

Tuition is typically due each month on the first Friday that we are in session; two exceptions are listed below.

In months with five Fridays, we will collect tuition on the fifth Friday. On months where a break falls on the first Friday, we will collect tuition the last Friday of the previous month. **This allows us to pay our teachers in a timely manner.**

Tuition can be paid online through your family account, by check, or by cash (make sure cash is labeled by name). A faculty member will have a Tuition Bag at the front door, and students may drop payments off in the bag. If you prefer to bring it in yourself, you are welcome to bring it to the office.

Receipts will be sent home that day at carpool pick up.

#### **LATE FEES**

A \$10 late fee will be charged to your account per week that tuition is late.

A \$10 late pick up fee will be charged to your account for students not picked up by 12:15 pm. This will accrue every five minutes.

## **ABSENCES**

Please notify the Director in advance if you have a planned absence. This way the teachers can be notified.

For illnesses, please email as soon as you know your child will be out.

## **BEHAVIOR**

Students are expected to follow directions given by instructors and to respect the rights and property of others. Students who cannot control themselves will be asked to step into the hall for a conference with the teacher. Students who remain disruptive will be removed to Study Hall or the office for the remainder of the class, and a parent will be notified. Continual disruption will warrant permanent dismissal from our program.

## **T-SHIRT**

Please make sure each student is wearing an Anchor t-shirt. You can place orders throughout the year if your child has a sudden growth spurt or if the shirt becomes lost or damaged. If we have to provide another t-shirt for a student who comes to class without one, a \$15 fee will be charged to your account.

## **School Year Schedule**

We follow the Henry County school system for breaks and inclement weather.

## **Peanut Free**

In order to ensure the safety of our students with allergies, we ask that all students wash their hands with soap and water before being dropped off. Any snacks should be clearly peanut-free. We appreciate your help!