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Encinitas, CA 92024  
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(760)-632-2262 fax: (760)-632-0112**

General Information and Policies:

Our Policies are:

Communication:

- Monthly written communication about your child's work and progress.
- Regular phone, email or personal communication to discuss progress and your child's program and progress.

Progress:

- Your child needs regular, consistent, punctual attendance for best results.
- Regular review and revision of program and materials for maximum results.
- You are guaranteed there will never be more than two students per teacher.
- An atmosphere that rewards positive attitude, hard work and student progress.
- Consistency from work with one qualified, experienced teacher.

Make-up and Extra Sessions:

- Advance notice of 24 hours is necessary in order to guarantee a make-up session.
- Please call to schedule a make-up session. Make-ups need to be used within 1 month of the missed session.
- We will try to schedule extra sessions for tests, reports or special projects whenever possible.
- Your child is guaranteed at least \_\_\_ sessions per month for \_\_\_ times per week attendance.

Tuition:

- Tuition is due on the first day of each month.**
- A \$30 late charge is added if not paid by the 10th of each month.
- If tuition is more than one month late, your student's reserved times may be forfeited and opened up to other students.
- Tuition will be prorated for the first month of attendance only.
- Special payment arrangements can be provided.
- Should you decide to withdraw your child from their program, please notify us at least a week in advance so you won't be billed for another month's tuition.

Safety:

- For your child's safety, please be prompt picking him/her up.
- Please notify us if someone else is going to pick up your child.
- Should special circumstances detain you, please call so special arrangements can be made.
- We ask that all children wait inside until their ride arrives for added safety.

Your child will receive the best instructional program available from highly qualified teachers. We will use a variety of materials and instructional techniques to provide your child with the best program possible.

Whenever you have a concern or question regarding your child's progress, testing, re-testing, communication with school personnel, etc., please give us a call. We look forward to helping you and your child reach the educational goals that have been set.

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Coordinator

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Parent

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Date

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Date