POLICIES & PROCEDURES

We are so glad that you have joined the League, and hope that your child will have a great time and learn a lot through our program! Please review our **Program Overview** which describes our program's unique features, opportunities, and long-term learning goals.

MONTHLY TUITION: Payment is due on the **first of each month**. You may have a credit card on file, or pay by check. The **monthly tuition is $240** except during the months of July, November and December when it drops to $180 to account for the July 4th, Thanksgiving and December holiday weeks. Contact **Diane at diane.wintriss@jointheleague.org for all billing inquiries.**

CLASS SCHEDULE: Classes meet for 1.5 hours each week and go **year round** (except for the 3 week breaks mentioned above). If your student's schedule needs to change or you need to take a break, please contact **Operations Manager, Vickie Barks, at scheduling@jointheleague.org.**

FINANCIAL AID: Our mission is igniting young minds with coding and we believe that all children should be afforded this opportunity regardless of their financial standing. As a non-profit organization, we are happy to offer **financial aid** to qualifying families. If your child qualified for financial aid for their workshop, then their ongoing class tuition will also be covered. However, we require that all financial aid students maintain an 80% attendance rate and responsibly adhere to our other policies or they will be at risk of losing their financial aid standing.

REPORT AN ABSENCE: Please **notify us of an absence at least 24 hours in advance**. To report an absence, login into the parent portal *LeagueHub* (**hub.jointheleague.org**), go to the student's schedule and cancel the class or just email us at: **scheduling@jointheleague.org**.

MAKE-UPS: We understand that scheduling these days is a complicated task and that your child may occasionally need to miss a class. When this happens, they can view their missed assignments and attempt independent make-ups from home or attend a **free Drop-in Lab at the Carmel Valley Classroom (Monday 6:30-8pm and Saturday 10am-12pm)** to receive additional support.

MOVING THROUGH LEVELS: The pace of a class is based on the students, there is no set curriculum week by week. When a student has demonstrated mastery of a level, they will take a brief written and coding test. As the students will move to the next level - they will stay in the same time slot, usually with the same teacher

If you have any questions or concerns, please contact **Operations Manager, Vickie Barks, at scheduling@jointheleague.org**. Should you ever need to speak with someone by phone, please call **858-284-0481**.