

International Mansion

Policies for All Programs

Dear Students and Families,

Welcome to International Mansion! Our students, families, and educational partners cherish us, not just for our programs, but for our unconventionally client-focused Policies and procedures. Because of the broad offerings our establishment provides some policies are written for our School and others for After-School Programs and Lessons. By signing this policy, the signing party does not have to come back and sign a separate policy for different programs they may participate in, as this policy covers all. For minors, this policy can be signed by parent/guardian or the educational partner representing a group of children. Thank you and we look forward to having you!

Best, Brando

Make ups: Private students are eligible for unlimited makeup lessons within an 8 week session, but only if provided 24 hours notice of a cancellation or before 9:30am on the same day if a weekday, or 8:00am if a weekend via text or email. If the lesson starts on or before 11:30am, we ask for 24 hour notice. Make ups cannot be applied as credits.

Not showing up to a lesson and lessons canceled on the same day during business hours cannot be rescheduled.

For semi-private and group classes, the same make up policy applies as long as the group participants or educational partners decide on an absence date, thereby canceling and scheduling a make up for the class for the group as a whole. Summer is the only session we allow proration. Please note that registering for at least 4 lessons in the Summer Session is the minimum amount of lessons to reserve a student's time slot for Fall.

Students participating in Pre-K through 8th Spanish Immersion at our school do not receive make ups for missed school days, as missed school work will be made up in the following weeks in a more intensive curriculum format. If an exceptional amount of time is missed, at our director's discretion, schoolwork may be made up before or after school. Despite our unlimited make up policy, we ask our students to please be courteous and cancel infrequently.

Commitment: The minimum commitment for any offerings is 8 weeks at a frequency of one hour per week, unless an exception has been attached to this contract stating otherwise- more commonly in the case of a custom intensive program. Every 8 weeks, the commitment period is automatically renewed on the "Registration Deadline". This date is 6 weeks into the 8 week session and is posted on our online calendar- it is the student, guardian, or educational partner's responsibility to keep track of it and inform us before the deadline if they do not plan to renew. Students cannot back out of an 8 week session once the registration deadline has passed. We reserve the right to cancel a student's lessons or participation in our programs at any time but rarely do so for difficult behavior or poor attendance. You may change your day, program or teacher at anytime during the session with 24 hour notice, but funds paid have to be used during the session that was paid for. We reserve the right to schedule a substitute teacher or change teachers when necessary. We do our best to offer consistency, is no guarantee that a teacher will have the same schedule and therefore the same availability at any given time. Students may change their subject of study, days, times, or teachers but must give 24 hour notice to the administration to make these changes. No refunds are given for any reason, no exceptions.

Our Teachers and Staff: Our Teachers and staff are highly trained professionals who have been rigorously screened before being accepted as teachers at our school. Physical contact with student will be used only when appropriate. Examples include High fives, helping finger placement on piano, adjustments for dance or karate etc. Students and families must agree to not have any outside contact with any teacher from our facilities during or after participating in lessons at LMS, regardless as to whether they are working on premises or not. Our teachers sign a non-compete agreement that keeps students exclusive to the school before and after participating in lessons at our school. This policy will be enforced to the fullest extent of the law.

Media release: By coming to our School, all students agree with the taking and use of any photos or video footage of students in

