



## Attendance Policies

To make the chess club a great experience for all participants, we have set up the following policies. Please read them carefully to your child, so that he/she is aware of the importance and consequences of these policies.

### Attendance Policy

Students are expected to be on time for class meetings and ready to learn. It is the student's responsibility to arrive to each class on time and on scheduled days. Students are encouraged to ask questions about the lessons or schedules. Complaints, criticisms and suggestions can be asked either personally or anonymously. If a class must be missed, there are no repercussions with the exception that the class has been paid for and missed classes are non-refundable.

Late signups are only accepted if there is still room available for the student to participate. However, we do not generally accept a student after the second class. Signing up for one day or half the session is not allowed. We always have future classes available, so disrupting the learning flow of a class would make no sense and would not benefit either the student or the class.

### Pick-up Policy

Your child should be picked up promptly at the end of the club. If you expect that you will be late to pick up your child, please make necessary arrangements with a friend or family member to pick up your child. Please be respectful to the instructors and volunteers. We all lead busy lives. We cannot and should not expect instructors or volunteers to wait. There may be a fee of \$15 charged if a student is not picked within ten minutes of the class ending.