

## Enrichment Program Policies

### Registration

Enrichment classes are only for students enrolled at Mirman school. Registrations are on a first come first served basis. When classes are full, registrations will no longer be accepted.

### Refund Policy

- Refunds are based on when the cancellation is received. All class cancellations must be requested by emailing [rsmith@miran.org](mailto:rsmith@miran.org).
- Cancellation requests made one week or more prior to the class start date will receive a full refund.
- Within one week of the class start date, and through the first week of class - **IF THE SPOT CAN BE FILLED** - a prorated refund can be requested.
- There are no refunds or make-up classes offered for students who miss a class.

### Student Behavior

- All students in enrichment classes will be held to the same “classroom” behavior standards that apply during the school day, as outlined in the Family Handbook.
- In the event that a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from the class, without a refund.

### Class Schedule

All classes begin at 3:30 p.m. and end at 4:30 p.m.

### Make-Up Classes

- Any class may be cancelled due to unforeseen circumstances. Parents/Guardians will be notified of these cancellations as soon as possible. Extra time will be added onto existing classes to make up for classes cancelled.
- There are no make up classes for students who are absent.

### Student Pick-Up

- All students participating in enrichment classes must be signed out from the front office
- Please email [annex@mirman.org](mailto:annex@mirman.org) if you would like your child to be in Annex after their class
  - The Annex is free for students enrolled in enrichment classes