

Welcome to Amy's Driving School!

Dear Parents/Guardians,

We are so glad that you are here and have entrusted us to provide your child with drivers education. This handout should help with common questions and important policies, and they will be reviewed regularly with students both in class and during driving lessons. Please note that most of these are requirements of the Secretary of State and it is our responsibility to follow their guidelines.

Classroom Policies

- Students must arrive within 10 minutes of the start time. If students arrive late, they will be marked absent and not permitted to stay.
- Students are allowed to leave during break. If they do not return within the designated time frame, they will be marked absent for the entire class and have to make it up.
- Students are allowed to miss up to 4 days of class. **Every day of class that is missed must be made up. If more than 4 days are missed, students will be dropped from the program and need to re-enroll (\$220 re-enrollment fee)**
- Missed a Class? Every class is posted on our Calendar on AmysDrivingSchool.com must make up the same class you missed. For example if you missed Day 10, you have to make up Day 10 with another class. Text: 847-416-0999 to sign up for make up days
- Final Exam:
 - 50 questions (true/false and multiple choice)
 - Must have **75% to pass**
 - You are allowed 2 attempts (One on Day 15 and one after if needed) before you must repeat the class
- Cell phones are not allowed during class, other than during breaks. If this becomes an issue, a phone may be taken and a parent/guardian may be required to retrieve it after class
- No Headphones on while class is in session
- Participation is expected, which includes small group/whole group instruction and taking notes (bring a notebook and pen/pencil to each class)

Behind-the-Wheel (BTW) Policies

- Students must complete the first two days of classroom instruction prior to their first BTW lesson
- Students should have 5 hours of practice with parents/guardians PRIOR to their first BTW lesson and in between lessons, and must be paid in full.
- Students must have their original permit with them for all BTW lessons (no photocopies, pictures, or incomplete permits will be accepted). A rescheduling fee applies for students who do not have their original permit.
- Students cannot drive with open-toed shoes, **sandals**, high heels, slippers, heavy boots (gym shoes are preferred). A rescheduling fee applies for students who wear improper footwear
- For students living in Cary and parts of Fox River Grove and Crystal Lake home pick up is an option (10 minutes from our school). When scheduling drives please put in your address if you'd like this option. All other students must come to Amy's Driving School for lessons. Just as with classes, students must arrive within **10 minutes** of their scheduled start time. If students arrive after 10 minutes, lessons will be cancelled, even if the instructor/vehicle are still in the parking lot. If a student is getting picked up at home please be ready when we get there. It is not our responsibility to call, text, or knock on the door, student's should be ready.

There is a **\$50 fee for rescheduled/missed lessons or if cancelled within 48 hours of the drive.**

- Regardless of which driving program you signed up for, all students are given a driving exam on Lesson 6.

Permit Information

- Permits must be held for 9 months and are valid for 2 years
- Students must be 15 years old to obtain their permit
- The permit test at the DMV is 35 questions (15 signs / 20 true/false & multiple choice)
- To obtain a permit, you need:
 - Permit application (provided by your instructor)
 - \$20
 - Birth certificate
 - Social security card
 - Proof of address

Prepping for Written Exam

- On AmysDrivingSchool.com there is a **Study Guide** posted (Under Print-outs), it is recommended students use this while studying for the Exam
- **Rules of the Road** book is also posted (Under Print-outs)
- Final will be on last day of class, Final Day/ Day 15 is still a 2 hour class.
- Games and apps are also available online (not on our website)
- Retakes Dates will be posted on AmysDrivingSchool.com, on the top of the homepage, at least once a month. Contact us if you need a different time.

Program Completion

- ☐ **Complete all these steps within 9 months from start of class: Fee will be added if it's over 9 months (\$160)**
- ☐ Turn in Grade Verification Form
- ☐ Complete all 30 hours of classroom instruction (15 days)
- ☐ Pass Written Final Exam
- ☐ Complete all Behind-the-Wheel lessons
 - ☐ 6 hours of driving & 6 hours of observation
 - OR
 - ☐ 8 hours of driving instruction
- ☐ Pass BTW Evaluation
- ☐ Copy of Permit on File (Front/Back)

To Get Your License

- ☐ Complete everything from "Program Completion" list above
- ☐ Practice 50 hours (or more) with your parents including 10 hours at night
- ☐ Hold your permit for at least 9 months
- ☐ 16+ years old

Thank you for choosing Amy's Driving School! We are here to help!

AmysDrivingSchoolCary@gmail.com

847-416-0999 (Call/ Text Available)

