

TUITION:

The Board of Trustees has approved the monthly (September-August) tuition for The Social & Learning Institute (SLI) as \$150 for the 2019–2020 program year; annual tuition \$1,800.

Our tuition payment policy shall be as follows. The monthly tuition fee noted above shall be due on the **first program Tuesday of every month**. The full tuition amount is payable even if the student has missed days of attendance due to illness, vacation, or other reasons. In the event of a long-term illness or injury which will prevent the student from attending classes for an extended period of time, a suspension of payments may be arranged by contacting the Institute’s Executive Director.

Payment of the tuition fee after the third program Tuesday of any month shall be considered past due, and shall incur a late fee of \$5.00 in addition to that month’s regular tuition fee. In the event that tuition and late fees remain unpaid at the time that the next month’s tuition fee becomes due, the student, parent, legal guardian, or caregiver must meet with the Executive Director to establish a mutually acceptable payment schedule. If no attempt to meet with the Executive Director is made, the student may be considered withdrawn from enrollment at the Institute and further attendance disallowed. This action may only be taken with the approval of the Institute’s Board of Trustees. Should a temporary financial emergency arise, making it impossible to pay tuition on time, prior arrangements with the Institute’s Executive Director may exempt the student from late fees or temporary suspension of enrollment.

KEY SUSTAINABILITY PROGRAM:

Members of the community are asked to support the mission of The Social & Learning Institute by becoming adjunct members of the organization. The financial support of our community is “KEY” to the sustainability and growth of the Institute. Our Key Sustainability Program offers three levels of membership:

The Founders Club: \$40.00/month or \$480/annually
The Key Club: \$20.00/month or \$240/annually
The Friends Club: Annual donation of \$10.00 or more

Because we expect our students and their families to participate fully in the mission of the Institute, it is requested of each student, parent, legal guardian, or legal caregiver to participate in the Key Sustainability Program at the minimum \$10.00 Friends Club level. Annual membership information is distributed to the community each October.

HOURS OF OPERATION & SCHOOL CALENDAR:

The Social & Learning Institute operates on a September-August program calendar approved annually by the Board of Trustees. Each school day (Tuesday-Wednesday-Thursday) begins at 10:00 a.m. and concludes at 3:00 p.m.

ACCEPTED STUDENTS:

Assuming that classroom availability has not been exceeded, those applicants who are accepted to attend The Social & Learning Institute may begin attending classes upon; 1) successful completion of the personal interview and site visit, 2) completion of enrollment process including all required forms and documentation, and 3) full payment of one month's tuition. Each new student is accepted on a probationary basis for a minimum of 90 days. In the event that more students qualify for admission than our facility's space or staff can accommodate, a waiting list will be maintained. Additional students will be accepted as space and staff become available based upon the maintained waiting list.

ABSENCE FROM SCHOOL:

PLEASE do not bring students to school who are ill or running a fever greater than 100°. Doing so exposes the other students, staff and volunteers to infection. If the student is ill, or otherwise unable to attend school for any reason, the student, parent, legal guardian, or caregiver shall notify the Institute by telephone at 219-879-2200 prior to the start of the program day at 10:00 a.m. Students should not return to school until they have been 24 hours fever free without the use of fever reducing medications.

EMERGENCY CONTACT INFORMATION:

For the safety of all students, it is critical that the Institute has up-to-date emergency phone numbers on file. If an email address, cell, home or work telephone number should change, PLEASE notify the Executive Director.

TRANSPORTATION:

It is the responsibility of each student to arrange for transportation to and from school. The Institute requires that students arrive at school no earlier than 9:45 a.m. Students shall be picked up promptly at 3:00 p.m. only by the individuals or agencies authorized to transport the student from the Institute. Any delays regarding the student's arrival or pick up should be reported to the Institute as soon as possible.

STUDENT LUNCHES:

All students shall bring their own lunch to school each day except on those days noted on the school calendar. Periodically, staff and students will prepare and serve a meal from the school's kitchen. No lunch from home will be required on these days and beverages will be provided (students may bring their own preferred beverage). In addition, if the school calendar indicates "sack lunch" we will be eating our lunch off-site and will not be able to accommodate items requiring a microwave. It is also preferred that each "sack lunch" includes all disposable containers so that we eliminate the potential of leaving a lunch or beverage container at our off-site location.

WEEKLY NEWS and SCHOOL CALENDAR:

Each Thursday the "Weekly News" will be sent home with students providing a summary of the next week's schedule and upcoming events. On the last program Thursday of each month, a calendar of upcoming school events for the next month will be attached. Unanticipated situations, bad weather or other problems sometimes arise that require a change to our scheduled plans. You may also consult our website's MY SLI page for a printable copy of each "Weekly News" and current month's calendar at www.socialandlearning.org.

FIELD TRIPS and SPECIAL FUNCTIONS:

The “Weekly News” will notify parents, guardians and caregivers of dates on which a field trip or a special function is planned for students. Consult your monthly school calendar for these scheduled events. Students will be transported to these functions at no charge; however, they will need to provide their own spending money. An additional charge may be assessed to the student if an admission charge, an entry fee, or other expense is involved in the special function.

WEATHER-RELATED SCHOOL CLOSINGS:

During the winter months, whenever the Michigan City Area Schools (MCAS) (NOT the La Porte Community Schools) announce on local radio stations that they will be closed due to the weather conditions, The Social & Learning Institute will also be closed. It is the responsibility of each student, parent, guardian, or caregiver to listen to radio stations for announcements of the Michigan City Area Schools closings. SLI does not follow two-hour delays announced by MCAS.

Closure announcements are broadcast on: WEFM FM 95.9, WIMS AM 1420, WCOE FM 96.7, WLOI AM 1540

FUNDRAISING:

During the school year, the Institute conducts multiple fundraising events. The proceeds of these fundraisers provide supplemental income upon which the Institute depends to cover the many costs of its programs not covered by tuition. For this reason, it is imperative for all students, guardians, caregivers, and their families to participate in our fundraising events. Refer to the school calendar and the Institute’s website: at www.socialandlearning.org for upcoming fundraiser details, click SUPPORT SLI link.

WE RECYCLE DAY:

The first program Thursday of each month is designated as “We Recycle Day!” at The Social & Learning Institute. Students consolidate donated aluminum cans and prepare them for transport to a local recycling facility. All proceeds from the sale of collected aluminum are utilized for SLI services. Donations of aluminum cans (in a secure plastic bag) are accepted during school operating hours. Pick-up service may be available for large loads by contacting the Executive Director.

CONFLICTS and DISPUTES:

In the event of a conflict or dispute between two or more students, or between a staff and a student, the matter should be directed to the Program Coordinator for resolution. If the problem cannot be resolved in a satisfactory manner at school SLI, the parents, legal guardians, or legal caregivers may be contacted by the Program Coordinator or the Executive Director to assist in resolving the issue. If a satisfactory solution cannot be attained at this point, the student, parents, legal guardians or legal caregivers have the right to request a meeting with SLI Board of Trustees for the resolution of this conflict or dispute. The decision of the Board regarding the resolution of the issue(s) shall be final.

EXPULSION:

SLI strives to maintain a safe and nurturing environment for its students. Thus, it is necessary for all students to exhibit behavior that is acceptable for meeting the objectives and purposes of the Institute as set forth by the staff, the Executive Director, and the Board of Trustees.

Any participant whose behavior poses a physical threat, causes emotional discomfort to others, or disrupts the learning environment in any way may be dismissed. Therefore, SLI shall reserve the right to temporarily or permanently dismiss participant(s) from the program.