

**TUITION:**

The Board of Trustees has approved the monthly (September-August) tuition for The Social and Learning Institute as **\$125** for the 2018–2019 program year; annual tuition **\$1,500**.

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 legal 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 If no attempt to meet with the Executive Director is made, the student may be considered withdrawn from enrollment at the Institute and further attendance disallowed.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 and Learning Institute by becoming adjunct members of the organization. The kindness and generosity 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 required of each student, parent, legal guardian, or legal caregiver participate in the Key Sustainability Program at the minimum \$10.00 Friends Club level. Annual membership information is distributed to the community each October.

## **ACCEPTED STUDENTS:**

Assuming that classroom availability has not been exceeded, those applicants who are accepted to attend The Social and Learning Institute may begin attending classes upon; 1) successful completion of the personal interview, 2) receiving a positive skills assessment, and 3) full payment of one month's tuition. 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 when space and staff becomes available based upon first-come-first-served, to be determined by the date on the student's enrollment form.

## **ABSENCE FROM SCHOOL:**

PLEASE do not bring students to school who are ill or running an elevated body temperature. Doing so exposes the other students, staff and volunteers to infection. This only results in more lost time at school and work for others. Please be considerate in this matter.

If it necessary for a student to be absent from school for any reason, please contact the Institute at 219-879-2200 or 219-344-7714 between 9:00 and 10:00 a.m.

## **EMERGENCY CONTACT INFORMATION:**

For the safety of all student's, 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. on school days so that classes can start promptly at 10:00 a.m. Students shall be picked up promptly at 3:00 p.m. on school days only by the individual 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. If the student is ill, or otherwise unable to attend school, the student, parent, legal guardian, or legal caregiver shall notify the Institute by telephone at their earliest opportunity.

## **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](http://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, The Social and Learning Institute will not be open if the Michigan City Area Schools are closed. Whenever the Michigan City Area Schools (NOT the La Porte Community Schools) announce on local radio stations that they will be closed due to the weather conditions, The Social and 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 closing.

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

The above procedure only applies to weather-related school closures. The Social and Learning Institute operates on its own calendar schedule and does not necessarily observe the same vacation breaks as the public school system (spring break, staff in-service days etc.). Refer to the Institute’s monthly calendar for its scheduled days of operation.

## **FUND-RAISING EVENTS:**

During the school year, the Institute conducts multiple fund-raising events. The proceeds of these fund-raisers provide most of the supplemental income upon which the Institute depends to cover the many costs of its program that are not covered by tuition. For this reason, students, guardians, caregivers, and their families are encouraged to participate in and are expected to help with conducting these fund-raising events. Refer to the school calendar and the Institute’s website SUPPORT SLI link at [www.socialandlearning.org](http://www.socialandlearning.org) for upcoming fund-raiser details.

## **WE RECYCLE DAY:**

The first program Thursday of each month is designated as “We Recycle Day!” at The Social and 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 the purchase of gasoline for our school vehicles. 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 shall be handled by the Program Coordinator. If the problem cannot be resolved in a satisfactory manner at school by the staff, the parents, legal guardians or legal caregivers may be contacted by the Program Coordinator or the Institute's Executive Director to resolve 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 the Institute's Board of Trustees for the resolution of this conflict or dispute. The decision of the Board regarding the resolution of the issue shall be final.

### **EXPULSION:**

The Institute 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.

Therefore, the Institute shall reserve the right to temporarily or permanently dismiss from class attendance any student whose repeated behavior poses a physical threat to others, causes emotional discomfort to other students or disrupts the learning environment in any way.