

AFTH Policies & Procedures



ENROLLMENT

Registration will be on a first come first served basis. Open enrollment will end about 1-2 weeks before the program begins or when maximum enrollment is reached whichever is sooner. New enrollments will not be accepted after enrollment has ended. Official confirmations will be sent.

PARTICIPATION

In AFTH enrichment classes, all students are required to participate in the weekly activities. Full participation enables students to do their best in our recitals and concerts for parents, family and friends. Therefore, it is expected that students attend all sessions, and participate in the finale concert.

ABSENCES

Attendance and participation in the weekly classes ensures your child will be confident and prepared for our school performances. If your child will be absent, please inform your child's teacher as well as the AFTH enrichment program staff via email or a phone call.

STUDENT BEHAVIOR

All students will be held to the same "classroom" behavior standards, as well as the AFTH standards. It is our hope that any behavior issues can easily be resolved by parents working in cooperation with the AFTH instructors.

Artz for the Harp Corporation is a nonprofit public benefit organization based in the Atlanta, GA area. We serve youth and senior citizen populations.

Got questions? We've got answers!

www.Artzfortheharp.org

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AFTH Enrichment program will help each child learn to discipline himself/herself through the following:

- providing an age appropriate environment
- reinforcing acceptable or desired behavior with positive direction.
- providing reasonable rules that are easily understood, consistent, and carried out. • giving a child an opportunity to make decisions concerning his/her behavior
- allowing a child to accept the consequences of his/her unacceptable behavior

AFTH 3- Step Behavior Procedures:

- Students will receive a verbal warning regarding unsatisfactory behavior the first time
- Second offense, parent is contacted, and student is placed in timeout no play section.
- Third offense, parent meeting, timeout no play section, possible withdrawal from the program.

If a behavior issue cannot be satisfactorily resolved, the parent/guardian will be required to withdraw their student from the AFTH after school enrichment class, without refund.

Students are responsible for the care of their instruments while in the classroom. Students who damage an instrument will be responsible for the cost of repair and will not be allowed to play an instrument in class until fee is paid.

*** Intentional instrument damage is cause for immediate withdrawal from the program, without refund, and parent will be responsible for the cost of the replacement instrument.**

REFUND POLICY

Refunds are based on when the cancellation is received. Cancellations received within the first week of the AFTH program will receive a refund of the remaining sessions, minus the nonrefundable registration fee. After the second week of sessions, there is a no refund policy for the remainder of the sessions.

INSUFFICIENT FUNDS

A service charge of \$35.00 will be charged for insufficient funds. If any account has more than two returned checks during a school year, payment will only be accepted in the form of cashier's checks, money order, or online via credit card, paypal or apple pay.

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MAKE-UP CLASSES

An individual class may be cancelled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible and a make-up class will try to be arranged.

CANCELLATIONS

A program may be canceled in its entirety due to lack of enrollment or unforeseen circumstances. In this case, a full refund will be granted to all participants.

STUDENT PICK-UP

Parents must pick up children immediately following the end of each class. Please respect the commitments of our instructors and arrive promptly for pick-up.

All authorized parent or guardian pick-ups of students after the AFTH enrichment harp session will be at the main entrance. AFTH instructors will walk ALL kids to the main entrance, who are not a part of the afterschool program.

Children will only be released to authorized guardians. If another adult is responsible for picking up your child, please note this on the enrollment form. If it becomes necessary for an adult not on the form to pick up your child, please send a note with your child to give to the class instructor or inform the program coordinator ahead of time. Written notification must always be provided if a child is permitted to walk home.

Students should be picked up promptly at the end of the program. Student who are picked up late will first receive a warning. After the warning, parents are charged \$1.00 per minute. Habitual lateness for pickup may also result in a required withdrawal from class, without refund.

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