

## NOTICE TO PARENTS

### Kumon Fees:

- Registration fee and monthly programme fee are to be fully paid in advance upon registration.
- No deposit is required upon enrolment.
- Monthly programme fee must be paid by the 21<sup>st</sup> of the preceding month. Kumon is implementing the '**No Payment No Worksheet Policy**'. If the fee remains unpaid until the last day of the preceding month, Centre will not issue any worksheets and the student's enrolment will be terminated.
- Monthly programme fee is inclusive of eight lessons per month. Kumon Centres will be closed on public holidays and designated Centre holidays as indicated in the Centre Newsletter. There will be **no replacement class** if a class falls on a public holiday.
- In case of absenteeism, discontinuation or transfer to another Centre, all paid fees are non-transferrable and non-refundable.
- At least a **one month notice** must be given to the Centre should the child decide to discontinue the classes or transfer to another Kumon Centre. The monthly programme fee will be charged accordingly if otherwise.

### Attendance:

- Absenteeism is strongly discourage, unless for valid reasons.
- Please inform instructor in advance if the student is unable to attend classes. Instructor will make necessary arrangement for you to collect the homework from the Centre.
- **Replacement classes will not be given if student is absent from the Centre.**
- If the student is absent for a continuous period of four months, he/she will be automatically terminated. However, if the student chooses to return thereafter, procedures for new enrolment will be applied.

### Centre's Rules and Regulations:

- The student is required to be punctual for every class
- Stationary like pencils and erasers must be prepared for every class
- Misbehaviour in the Centre will not be tolerated.
- To ensure your child's safety, you are responsible for picking him/her up on time.
- In the event of a natural disaster or an infection outbreak, the Centre may close at the government's discretion.
- If the student acquires an infection, he/she is strongly advised to recuperate at home and parents can collect the homework from the Centre.
- All precautions will be taken for the safety of every student during class time but the Centre is not liable for any injury that may occur.

To Ensure Effective Learning:

- Student should attend Kumon classes twice a week.
- Students are encouraged to set 'KUMON TIME' daily to practise the Kumon worksheets at home
- Please return the unfinished worksheets to the Centre if the student cannot complete the homework.
- Please give feedback to Instructor about the student's learning situation at home, so that Instructor can guide more effectively
- Kumon study requires a high-level of consistency. Students are strongly advised to study all year-round, even during the school examination periods and school holidays. Please consult Instructor to adjust the volume of worksheets during holidays.