

# Policies & Procedures - Effective 6/2019

## Fee Policy

Tuition is the same every month—regardless of how many weeks/classes are in that month. There are 52 weeks in a year, but there will only be 44 weeks of classes each calendar year (we take 8 weeks off per year - *Spring Break, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, Christmas and New Year*). Because these 8 weeks off each calendar year are built into the monthly tuition, the classes for these weeks will not be credited or rescheduled.

Payment is expected for all students enrolled for the **month, whether they attend class or not**. We have a specific class time reserved for each student, thus payment must be made regardless of attendance. This includes illness, holidays, vacations, etc.

**Please remember that all payments are non-refundable and due in advance!**

## Cancellation Policy

We require at least 1 calendar month notice if you decide to stop the ALOHA Mind Math program for your child. So, for example if you give us notice anytime in January, we will be able to stop your payment effective March. No exceptions.

## Attendance

Consistency is very important in the study of mind math. Regular attendance at students' weekly classes and practicing between classes is crucial to their development within each program.

## Makeup Class

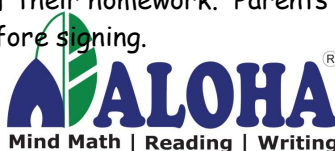
There is a regular makeup class scheduled for a specific day/time. Please check the calendar for when these makeup classes are scheduled. If for any reason your child misses his regular class, you are welcome to use the makeup class to make up for the missed classes. Makeup classes are only 1 hr long.

## Cell Phone Number

If you need to reach us for any reason, call me/text me directly on my cell phone at (214) 870-6672. If you prefer to email, I am available at [allen@aloha-usa.com](mailto:allen@aloha-usa.com).

## Parent's Roles/Responsibilities

Practice is key to the ALOHA Mind Math method, therefore working on homework daily is better than rushing through the homework all in one evening. Parents are an invaluable part of the ALOHA Mind Math process and need to encourage their children to do all of their homework. Parents need to sign the back of each workbook and are encouraged to review the workbook, before signing.



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## Join Remind

We use Remind for most of our communications since it is quick and easy. Please ensure that you are subscribed to receive notifications from **Remind**. Instructions to sign-up is available on the webpage.

## How can you help?

Here are some ways you can help your child receive the full benefit of the ALOHA program

1. Ask him/her what was taught after every class
  - a. Having them show you on ABACUS the technique that was covered in the class that day helps them cement their understanding of the technique.
2. Encourage the child to not finish the homework in one sitting
  - a. The homework is meant to solidify the learning and hence a child should not spend more than 15-20 minutes per day.
3. Discourage your child from moving forward in the homework book.
  - a. Although a child may be able to do the homework, he/she may not be doing it in the correct format and will defeat our purpose to teach the right technique.

