

# **CHUM Policies for Distance Learning**

## **Social Distancing:**

In order to continue with our face-to-face meetings it is important that all families stay at least 6 feet apart at all times. If you must get closer than 6ft to someone, both parties must be wearing masks. Adherence to this policy is important so that we may continue these meetings.

## **Late Kits:**

Please return your kits on time each Friday. This is very important so that the next student may enjoy the kit. If you are unable to drop off your kit at the prearranged time, please contact either Bethany Stevenson (269) 267-9944 or Amanda Molitor (269) 998-2087 as soon as possible. Each day a kit is returned late (without making arrangements with Bethany or Amanda) \$5 will come out of your security deposit. After 13 days of kits being late (whether consecutive or total) you will not receive your \$65 security deposit back and you will be dropped from the program.

## **Late Tuition Payments:**

Below is our policy as stated in our constitution regarding late payments. Please know that we understand that situations may arise where you are unable to pay on time. Please contact Bethany, or one of our treasurers if this is the case. We can usually come to some arrangement so that your child may remain in our distance learning program.

If tuition is not received by the 1st of the relative month, Treasurer B will notify the parent tuition is late. A \$50.00 late fee is due along with tuition if it is not received by the 5th of the relative month. Tuition and the \$50 late fee must be paid prior to the parent's child returning to school. If the tuition and late fee are not received before the 10th of the relative month, the President will speak directly with the parent and/or notify them by letter their child is withdrawn from the school. With approval from the Executive Board, the child may be reinstated upon receipt of the tuition and late fee, provided the child's place has not been filled by another student.

## **Withdrawal from the Distance Learning Program:**

Once you have paid for a month of the distance learning program, money will not be reimbursed except in extenuating circumstances. In that case, the board will review the case to determine if money will be reimbursed. If you do withdraw from the program, please let us know a week before the next tuition payment. Once we have your last kit, we will issue you a check for your remaining security deposit.

## **COVID-19**

If you are unable to have a kit due to COVID-19, you may make up the week(s) over Thanksgiving break and over winter break.