



MY WHOLE EARTH ACADEMY

2021/2022 School Year

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

**Due to Covid-19, some of our policies have been adjusted to accommodate the needs of our school, students, and families*

ILLNESS POLICY

Children who are ill need to stay home to recover and to keep their classmates safe from also becoming ill. Classes missed due to illness may be eligible for a courtesy make up class or credit. Please send an email to registrar@mywholeearth.ca to apply for a make-up class or credits. Children with any of the following symptoms must be sent home immediately in accordance with VCH regulations:

- Fever
- Pus or bloody discharge from eyes, ears, nose, or open wounds (clear fluid from nose may be excused for allergies and teething)
- Vomiting
- Diarrhea
- Undiagnosed rashes
- Productive cough or sustained sneezing **During the Covid Pandemic, any cough or cold symptoms require absence from class.*

During the Covid Pandemic: If anyone in your household or who has visited with your child becomes ill with the above symptoms, we ask that you keep your child away from class for 5 days for observation. You may attend Zoom Class, or you may apply for class credit.

If anyone in your home travels by air, or if you have a guest who has travelled by air, please keep your child away for observation for at least 5 days after first contact with the traveler. Please check the Government of Canada website for Covid exposures on flights, as Health Authorities do NOT contact passengers. You may attend class on Zoom if it is offered, or you may apply for class credit.

Anyone discovered violating these restrictions risk being immediately expelled from the school without compensation of any kind.

VOLUNTARILY MISSED CLASS POLICY

We recognize that vacations will sometimes conflict with classes, however, please understand that we cannot offer refunds for your choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation. Please consider attending class via Zoom to avoid missing out on class experiences.

You may request a courtesy make-up class, however, make up classes for voluntarily missed classes are subject to the following:

- Sufficient class space, *priority given to make up classes for those who missed due to illness.*
- No more than 1 make-up class in any given month, and
- May not be applied against future enrollment, *except in cases of Covid related matters.*

PAYMENT COMMITMENT, WITHDRAWAL, AND REPAYMENT POLICIES

Once you have registered at My Whole Earth Academy and your application fee has been processed, you are financially committed for the upcoming semester, in its entirety, regardless of absence or withdrawal. Notice given with less than 3 weeks to the next semester may result in fees for the following semester. **Exceptions apply when related to Covid Pandemic issues.*

If you have registered for the full school year and withdraw early, you will also be responsible for any increased tuition fees as recalculated based on term rates.

Early withdrawal will result in forfeiture of your \$200 security deposit

To notify us of your intention to withdraw your child, please complete a Withdrawal Form and submit by Registered Canada Post or by email to registrar@mywholeearth.ca. Your notice is effective as of the date it is received by our staff.

Kindly provide 1 full months' notice to allow teachers time to support the separation of your child from the group and to compassionately manage the experience of the remaining children. As noted above, you may still be responsible for fees, regardless of notice.

When you have reached the end of your registered programs, with no fees outstanding, we will refund your \$200 Security Deposit upon request. **PLEASE NOTE:** Our one-time Family Application Fees are non-refundable.

*Class Credits accrued due to Covid related issues are fully transferrable with written consent and are valid for 1 full calendar year **after** the current Pandemic is declared over.*