



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

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

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 make-up classes 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 requires absence from class.*

During the Covid Pandemic: If anyone in your household, or who has visited with your child, becomes ill with COVID symptoms, we ask that you keep your child home for 5 days for observation. You may apply for Class Credit to cover these missed classes.

If your child contracts COVID, please keep them home for 10 days or until all symptoms have resolved, whichever is longer.

Click [HERE](#) for Covid Symptoms. Click [HERE](#) for Statements from the Chief Public Health Officer of Canada.

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 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 plan vacations during school closures 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 is 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 full or partial 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 still be responsible for current semester fees (which will be recalculated without any originally applied discounts) and your \$200 security deposit will be forfeit. Notice given with less than 3 weeks to the next semester may result in full or partial fees for the following semester.

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 Registrar.

Kindly provide at least 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 Pandemic is declared over*