



MY WHOLE EARTH ACADEMY

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

ILLNESS and MASK POLICY

Currently, MWEA is a Mask Friendly Space. We will request that all adults and children over the age of 3 wear a mask while visiting our classrooms if they are presenting with mild, cold-like symptoms. Anyone who wishes to wear a mask, or have their child wear one, will be supported and respected. (Some of our Teachers continue to wear masks, as well.)

Please keep children who are ill at home to recover and to prevent their illness from spreading. Classes missed due to illness may be eligible for a courtesy make-up class. Please send an email to registrar@mywholeearth.ca to apply for make-up classes.

Children presenting with any of the following symptoms will be sent home immediately in accordance with VCH regulations:

- Fever
- Pus or bloody discharge from eyes, ears, or nose (clear fluid from nose may be excused for allergies and teething)
- Pus or bloody discharge from open wounds
- Vomiting
- Diarrhea
- Undiagnosed rashes
- Significant coughing or sustained sneezing

VOLUNTARILY MISSED CLASS POLICY

We recognize that vacations will sometimes conflict with classes, however, please understand that we do not offer refunds for your choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation.

You may request a courtesy make-up class by sending an email request to registrar@mywholeearth.ca. Make-up classes for voluntarily missed classes are subject to the following:

- Sufficient class space. (Priority is given to those who missed their class due to illness.)
- No more than 1 make-up class will be granted in any given month, and
- Make-up classes must be used during your currently enrolled period.

PAYMENT COMMITMENTS and WITHDRAWALS

Once you have registered at My Whole Earth Academy and your application fee has been processed, you are financially committed for the Semester in its entirety, regardless of absence or withdrawal.

To notify us of your intention to withdraw your child, please complete the Withdrawal Form on the back of this Policy and submit it to your Teacher or scan it to registrar@mywholeearth.ca. Your notice is effective as of the date that the form is received.

We ask that you kindly provide 1 full months' notice before ending your time with us 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 when you give notice.

When you have reached the end of your registered program, with no fees outstanding, we will refund your \$200 Security Deposit, upon request. PLEASE NOTE: Our one-time, \$100 Family Application Fees are non-refundable.

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