



ILLNESS, MISSED CLASS & WITHDRAWAL POLICIES

ILLNESS & MASK POLICY

MWEA is a mask respecting space. Adults and children over the age of 3 might wear masks while in our classrooms if they are presenting with mild, end of cold symptoms. Anyone who wishes to wear a mask as a precaution, or have their child wear one, will be supported and respected. We recognize that masks help prevent the spread of disease and treat their usage as a sign of caring about each other and the families of our students.

If your child is actively ill, please keep them 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 life sometimes conflicts with scheduled classes, however, please understand that we cannot offer refunds or shortened semesters for your choice to miss classes for non-essential reasons. Exceptions may occur in extreme circumstances, which may require supporting documentation. Please understand that your spot in the class is exclusively reserved for your child for the semester and our not-for profit model relies on families paying for their registration in its entirety.

You may request courtesy make-up classes 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 3 make-up classes in any given month, and
- Make-up classes must be used during your currently enrolled period.

PAYMENT COMMITMENTS & WITHDRAWALS

Once you have registered at My Whole Earth Academy and your application fee has been processed, you are financially committed for the registered 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 month notice before ending your time with us to allow the Teachers time to support the separation of your child from the group. As noted above, you may still be responsible for fees, regardless of when you give notice.

When you have reached the end of your time with us, 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 may result in forfeiture of your \$200 security deposit.