



# The Gifted Child Society

## Saturday Workshop Program Policy

The information provided herein comprises **The Gifted Child Society (TGCS) Saturday Workshop Program Policy**, for all active and registered TGCS Member children, their parents, and/or guardians. This policy discloses the terms for The Saturday Workshop program. If our policy changes in the future, we will let you know by posting our revised policy on our website, from time to time. By registering your eligible gifted child for Membership with TGCS, you agree to the terms listed below.

### PROGRAM/EVENT POLICY

To participate in TGCS programming, a child must meet eligibility requirements and be a Member in good standing with TGCS (see TGCS Membership Policy).

Participation and registration for TGCS programs is on a first-come, first-served basis. Early registration is encouraged and availability of first course selections is not guaranteed.

Class sizes are limited as TGCS maintains an optimal student-teacher ratio for TGCS course delivery. Maximum class sizes will be upheld in support of these ratios.

All students are expected to attend classes as scheduled. Parents/guardians should communicate expected absences to TGCS Management via email to [admin@gifted.org](mailto:admin@gifted.org).

There are no makeup dates for any classes, programs, or events missed or cancelled.

### COURSE ADDITIONS/CHANGES

If a student wishes to add a course(s) after registration has been processed, additional course tuition fees will be prorated. Note: There will be an additional registration fee to process course additions after initial registration.

There are no course changes allowed after the first week of the session. Should a student wish to change a class, parents/guardians must contact TGCS no later than the first Monday after the start of the session to request a change. A change fee of \$35 will be charged for each class change. Change requests should be emailed to [admin@gifted.org](mailto:admin@gifted.org).

### COURSE/PROGRAM CANCELLATIONS

TGCS reserves the right to cancel any course, program, or event that lacks sufficient enrollment. Students will not be penalized if a course is cancelled for this reason. Although every effort will be made to deliver programming and events as scheduled, TGCS does not accept responsibility for staff, curriculum, or other conditions that are beyond its control.

### MEMBER COMMUNICATION

By registering your child(ren) for TGCS programs and/or events, parents/guardians authorize TGCS to use email(s) provided during registration for communications about TGCS programs, events, and all related activities, on an ongoing basis, at TGCS discretion.

### CLOSED SITE POLICY

TGCS closed site policy requires that no unauthorized persons, including parents and guardians, are allowed to remain onsite while classes are in session. It is of utmost importance that the safety of all students is secured at all times. Parents and guardians are expected to leave the venue promptly after dropping off their child(ren).

### DROP OFF/PICK UP PROCEDURES

Since all students are minors, all must be accompanied by parents/guardians during drop off and dismissal. No child may be left unattended and unsupervised inside or outside the venue at any time. Parents/guardians must park in the venue parking lot, accompany their child(ren) to their first class or designated area and pick up at

their last class or designated area. Attendance sheets must be initialed at drop off and dismissal. "Drop & Drives" are not allowed and may result in suspension or dismissal from program and/or Membership.

During winter months, parents/guardians should ensure that students bring their coats to class, in the event of school drills or emergency evacuations.

## **PARKING**

Parents/guardians must park in the venue parking lot. There is no standing or parking in the area in front of the main entrance. Violators may be ticketed by the Allendale police.

## **SUPERVISION OF CHILDREN BY PARENTS/GUARDIANS**

Parents must remain with their children in the venue lobby until the start of classes and must promptly pick up their students at dismissal of their last class. There is no extended care for students who are dropped off early or picked up late. Parents/guardians will be charged an additional \$35 for unexplained late pickups that are more than 15 minutes past dismissal time.

Parents/guardians must notify TGCS Management in writing if they plan to have a child picked up by an alternate individual(s). Students will only be released if written notification has been received. Notifications should be sent to [admin@gifted.org](mailto:admin@gifted.org).

Students are not permitted to leave the venue unaccompanied without a parent, guardian, or previously designated person(s), without the express written permission of his/her parent or legal guardian. Students leaving the premises without permission from parents, guardians, and/or TGCS Management will be dismissed from the program. TGCS is not responsible for a student's safety while off site/off program premises.

## **TGCS MEDICAL POLICY**

Parents/guardians must provide a student's updated medical information/completed TGCS forms at the time of registration, during each Membership year, prior to participation in TGCS programming.

Parents/guardians of students with severe to life-threatening medical conditions/allergies must provide an up-to-date Allergy Action Plan that has been signed by a pediatrician and dated for the year of TGCS Membership, prior to participation in TGCS programming.

## **TGCS MEDIA CONSENT POLICY**

By registering their child(ren) for TGCS programs and/or events, parents/guardians automatically authorize TGCS to use their child(ren)'s images for TGCS promotional materials and website. TGCS does not use names or personal information of any child without the consent of parent/guardian. Photos of children in classes and other program activities are taken during TGCS program sessions. All photos are property of TGCS.

## **REFUND POLICY & PRACTICES**

Because The Gifted Child Society (TGCS) must hire staff, procure course materials, and secure space for program operations well before the start of any TGCS program, the TGCS Refund Policy for all TGCS programming is as follows:

- 1) Annual TGCS Membership dues, registration fees, materials fees, applicable change course fees, credit card fees, and other related fees are non-refundable.
- 2) There are no refunds for any classes or days missed by a registered individual during or after the duration of any TGCS program or event.
- 3) There are no refunds for facilities closures resulting from inclement weather, unforeseen emergency, and/or other unexpected events.
- 4) There are no refunds for registered students who are suspended or dismissed from TGCS programs and/or TGCS Membership due to Member Not in Good Standing status (see TGCS Membership Policy).
- 5) If TGCS cancels a program or event before the session begins, TGCS will issue a refund of tuition paid.
- 6) The refund policy for The Saturday Workshop is as follows:

- a. Refund Policy 1-5 above, plus
- b. There are no tuition refunds for course or program withdrawals after the first week, once the program session begins.
- c. A 50% fee per class will be charged if a student drops a class/classes during the first week of the session. After the first week, there are no refunds for dropped classes or program withdrawals.
- d. If a student wishes to add a course(s) after registration has been processed, additional course tuition fees will be prorated. Note: There will be an additional registration fee to process course additions after initial registration.
- e. There are no course changes allowed after the first week of the session. Should a student wish to change a class, parents/guardians must contact TGCS no later than Monday after the start of the session to request a change. A change fee of \$35 will be charged for each class change. Change requests should be emailed to [admin@gifted.org](mailto:admin@gifted.org).

## HOW TO CONTACT US

If you have any questions about the above Policy, you can contact us at:

The Gifted Child Society  
1 Myrtle Avenue, 2<sup>nd</sup> Floor  
Allendale, NJ 07401  
Phone: (201) 444-6530  
Email: [admin@gifted.org](mailto:admin@gifted.org)

Thank you for visiting our site!

***Last Update: 2/2/17***