



## Coding for Treasure Policies

### Arrival

- Please arrive on time.
- Sign in each day and leave a phone number in case we need to reach you.
- Students - wash your hands or use the hand sanitizer we provide prior to class, to keep our equipment clean.
- No food or drinks allowed in classroom.
- If your child is ill, contagious and/or running a fever, please do not bring them to class.

### Waiting Room

- Do not leave students unattended in the waiting room; we do not provide supervision.
- If your child plays with toys, make sure they put toys away in bins after.
- Please keep volume low in the waiting room, as there are classes in session.

### Pick Up

- Make sure to pick up child promptly, there is no supervision after class.
- Classes are 55 minutes; please plan accordingly.

### Make-up Classes

- Make-ups are available subject to availability; you can only attend a make-up in the same class/age group as the class you have missed.
- Please request make-ups 48 hours in advance by sending an email to [info@codingfortreasure.com](mailto:info@codingfortreasure.com) with your proposed make-up time.
- You can have up to 2 make ups per month.
- Make-up classes must be completed within 30 days of missed class.

### Behavior

In order to maintain an optimal learning environment, we ask all students to be respectful toward instructors and each other. The following will not be tolerated:

- Fighting with another student or staff
- Destruction or theft of any property or materials
- Disruption of activities and lessons
- Use of inappropriate language and/or innuendo
- Disrespect of oneself or others
- Racial or sexual harassment (including inappropriate physical contact)

If your child engages in the above behavior or otherwise threatens the safety of others or disrupts the class environment you will be contacted to pick up your child and he/she may be excluded from future classes. No refunds will be given in these circumstances.

### **Payment**

- Payment in full must be received prior to class start date.
- Class fees are non-refundable.

### **Media**

- We take photos and videos of our classes to be used internally and externally on our website and other promotional materials, including social media.
- By attending class and/or being present on our premises, you consent to you or your child's image and likeness to be used by coding for Treasure. You grant Coding for Treasure and its partners to use the images or video for any business purpose in any media.

### **Medical Conditions**

- If your child needs any medication during class hours, please be present to administer to your child.
- If your child has any other medical conditions or other special needs, please inform us in advance.
- If my child is injury in an accident or becomes seriously ill, and I cannot be reached, I authorize Coding for Treasure to arrange for the transportation of my child to a licensed emergency medical care facility and treatment that is in accordance with the protocols of standard medical practice. I accept financial responsibility, for all costs, charges, and fees associated with the foregoing and agree to indemnify and to hold Coding for Treasure harmless from all such costs, charges, and fees.