



# Spirit of Technology™ POLICIES & PROCEDURES

Releasing the Genius®

## REGISTRATION

1. A registration is deemed complete and students are enrolled with Spirit of Technology once the registration form and all registration fees and post-dated cheques per student are submitted and approved by administration. Places will not be held in classes until registration is complete.
2. Although every effort will be made to accommodate students, Spirit of Technology reserves the right to cancel a class due to insufficient enrollment.
3. One trial class per new student may be allowed prior to registration, at the discretion of your campus director. Contact your campus office for information.
4. The withdrawal procedure does not allow for partial refunds for a payment session. Should you need to withdraw from the program, please advise your campus before the next payment date and your post-dated cheques will be returned to you.
5. Priority is given to students who have completed the year with Spirit of Technology. Students who have withdrawn before the end of a previous year will be required to wait until the beginning of the new student registration period before registering.
6. All tuition cheques returned to the office as "Non-Sufficient Funds" will carry a **\$25** service charge paid to Spirit of Math Schools Inc. A two week grace period will be granted to make arrangements for the replacement cheque to be received at the office. After the two-week grace period, if cheques have not been replaced the student will not be allowed in class.

## ATTENDANCE

1. Classes that are regularly scheduled and fall on a holiday will continue as regularly scheduled. These include Labour Day, Thanksgiving Day, February Holiday, Easter Monday and Victoria Day, etc.
2. Should severe weather conditions occur on a class day, it will be the student's and/or parent's responsibility to call the office or check the website for information regarding classes. Spirit of Technology classes will continue on these days, but if conditions are severe enough to close the school, the students are welcome to attend, at no extra cost, another class of the same grade later that week or pick up any missed work from the office.
3. Switching to another regularly scheduled class in the same week due to a missed class is discouraged as this affects the child's learning. However, we will accommodate unforeseen conflicts by permitting a certain number of free make-up classes and free permanent switch(es) (please refer to the following chart). All make-up classes must be approved by your campus. Teachers cannot approve class changes. If the requested class is full, the student and/or parent will be unable to do a make-up or transfer to that class. This includes sitting at the back of the class and not participating.

Grade	Free make-up classes permitted	Free permanent switches permitted
K - 6	2	1
7 - 8	3	1
9 and up	Unlimited	Unlimited

- Free make-up classes and permanent switches between K-8 can be shared within a family.
- Any additional make-up classes will be subject to a **\$50** fee per class.
- Any additional permanent switches will be subject to a **\$75** fee per transfer.

4. If a student is absent from class due to illness or other circumstances, it is the responsibility of the student and/or parents to obtain any missed lessons or homework from the school. Teachers and staff will not fax or email handouts to students.

## STUDENT/PARENT RESPONSIBILITIES

1. Spirit of Math Schools Inc. personnel cannot assume responsibility for students who leave the campus after instruction or who arrive before their classes. It is the parents' responsibility to accompany their child to and from the campus. Parents will accept full responsibility for their child until his/her class begins and when it ends. Parents and guardians are to accompany **grade 1 - 4 students** to their classroom when dropping off before class, and picking up after class.
2. **STUDENT DRESS CODE:** Students are expected to dress appropriately for school. Clothing should be modest and in good taste and should not include, for example, such inappropriate attire as pyjamas, short shorts, muscle shirts, half shirts, mini skirts, tank tops, and t-shirts with inappropriate 'messages'.
3. Students and Parents must have read the Student/Parent Expectations Form in the Start Up Package.
4. Spirit of Technology is a challenging program and the class can not slow down for students who are struggling with the class work. If a student or parent is not keeping up with the expectations, they will be put on probation and it is up to the student and parent to ensure they are keeping to the guidelines of the agreement.

## PRIVACY POLICY

1. Spirit of Math Schools Inc. collects information about your family to provide the best and most appropriate care for your child. This information is also used for statistical analysis to develop programs required for the future.
2. Your information (including email address) is retained to enable us to communicate with you if we have new information that may be of interest to you.
3. All personal family information is processed and stored in a secure location with access controls.
4. Spirit of Math Schools Inc. will not sell or rent your family information to any person or organization. Information is only given to those directly involved in providing a service to your child, or as required by law. Registration forms are destroyed following each school year.

To promote cooperation, inspire confidence and release the genius in every child. To promote cooperation, inspire confidence and release the genius in every child. To promote cooperation, inspire confidence and release the genius in every child. To promote cooperation, inspire confidence and release the genius in every child. To promote cooperation, inspire confidence and release the genius in every child.

## 2018/2019 REGISTRATION INFORMATION

Dear Students and Parents,

Main-stream education systems are struggling with how to teach technology in the classroom and most often very little is done at any depth until students reach high school.

When looking at a program for technology we strongly felt that students should know how to work with technology, how to program it and create new capabilities, and we also felt that they should have a greater understanding of how technology is integrated within all areas of the world and how it is affecting humanity.

We believe that the key differentiators of Spirit of Math and other programs is our 4 elements: drills, core program, problem solving and collaborative work. Because of this, the two new programs, Spirit of Technology and Spirit of English have also been developed with the same 4 elements. This ensures that students properly learn and practice skills, develop an in-depth understanding of the material and have an opportunity to apply their understanding, skills and imagination to solving problems while learning with others.

Kim Langen  
Founder of Spirit of Math Schools Inc.

### PREVIOUS SoM STUDENTS

**1<sup>st</sup> Day of Registration:** May 12, 2018.

**Location:** HQ, Markham West, Richmond Hill North

**Time:** 8:00 am. to 12:00 pm

**Other Registration Days:** Returning students may register any time during office hours after April 30, 2018 at any of the above stated campuses.

### Non-SoM STUDENTS

**1<sup>st</sup> Day of Registration:** May 12, 2018

**Location:** HQ, Mississauga West, Corporate Campuses in GTA  
New students require an admittance interview prior to registration; please contact the office to schedule an appointment. Please have your child accompany you at this time. It is mandatory that a copy of your child's most recent report card be brought to this interview.

### PLEASE BRING THE FOLLOWING WITH YOU WHEN YOU REGISTER:

- Completed Registration Form (attached).
- Non-refundable registration fee of \$25 per family dated the day of registration.
- Post-dated cheques for August 20, 2018; October 15, 2018; December 17, 2018; and March 18, **2019**. See schedule below for amounts. Make cheques payable to **Spirit of Math Schools Inc.**
- Prices shown below are for 1.5 hour classes (grades 1-8).
- **NEW STUDENTS:** a copy of the most recent report card.
- The registration package can be downloaded from our website ([www.spiritofmath.com/SoT](http://www.spiritofmath.com/SoT)) for your convenience.

### FEE SCHEDULE:

Payment Dates	Amount	Sibling amount (20% discount) Applies to youngest sibling(s)	Number of Classes
August 20, 2018	\$469.33	\$375.47	September 2 - October 27, 2018 (8 weeks)
October 15, 2018	\$469.33	\$375.47	October 28, 2018 - January 5, 2019 ( 8 weeks)
December 17, 2018	\$586.67	\$469.33	January 6 - March 30, 2019 (10 weeks)
March 18, <b>2019</b>	\$762.67	\$610.13	March 31 - June 29, 2019 (13 weeks)

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