

# EAST-WEST CULTURAL AND EDUCATIONAL CENTER

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## *Development Through Russian Language*

Educational Program

### Policies

Educational program *Development Through Russian Language* (Program) is designed by the East-West Cultural and Educational Center (EW Center) to advance the development of children who are growing up in the bi-lingual (Russian-English) environment. When a child is enrolled in the program, he/she becomes an EW Center student, so the terms "child" and "student" are used interchangeably in our program. The following EW Center policies apply for a child (student) to succeed in the program.

#### **1. Program Description**

**The Program** includes the following offerings: (1) educational courses, (2) private lessons, and (3) special programs, e.g., short-term educational modules, After School Program, Summer Camp, and others.

**Target Audience.** The Program is designed for children ages 2.5 through 15. Classes for adults are also available.

**Program Duration.** Our educational courses are offered during a ten-month period that is aligned with the School Year (September through June). Special programs may be offered during the School Year and the Summer. The duration of the special programs' offerings may be determined based on the specific activities.

**Schedule.** Programs' courses are conveniently offered on the weekdays after school hours and on the weekends. During the Summer, special programs may be offered on weekdays and weekends.

**Program Format.** Courses are offered in a hybrid format, such as in-person and online classes.

#### **2. Enrollment**

**Enrollment** for the Program starts on May 20. Enrollment completed between May 20 through June 30 is considered an Early Bird enrollment. Discounts on registration and tuition fees apply to the Early Bird enrollment (see details below).

Enrollment completed after June 30 before the School Year is considered a regular enrollment. No discounts are offered for the regular enrollment. A child may be enrolled during the School Year if places in the classes are available. The standard registration and prorated tuition fees are applicable for the rolling enrollment.

**The enrollment Package** includes (1) Enrollment Form, (2) EW Center Policies, and (3) Registration Fee and Tuition Fee Form. These documents should be completed annually for every student enrolled. The filled-out Enrollment Package and checks with Registration Fee and Tuition Fee payments should be sent to the EW Center by mail or hand-delivered to the following address: **East-West Center, 3655B Old Court Rd. #20, Pikesville MD 21208.**

**You can also send us a registration package by email at [eastwestschool@gmail.com](mailto:eastwestschool@gmail.com) and submit payment via [Zelle](mailto:Zelle) using [balto\\_kniga@yahoo.com](mailto:balto_kniga@yahoo.com).**

### 3. Class placement

**First Come, First Serve.** Every effort is made to accommodate the parent's desire to place a student into a class that the parent selects. However, we fill out our classes on a first-come, first-serve basis. Preferences for the class placement are given to the returning students.

**Semi-Private Lessons.** If only two students register for a class, it will be considered a semi-private lesson. If you would like to sign up, the class fees are charged at half of the private class fee schedule.

### 4. Fees and Discounts

**Annual Fees.** The following annual fees apply to the Program:

**Registration Fee** - an annual and non-refundable payment - is due at the enrollment. It includes a Processing Fee to enroll a child into the Program and a School Supplies Fee to provide a child with the materials and resources needed for the Program (e.g., papers, pencils, paints, etc., as well as copying of lessons materials).

**Tuition** - an annual fee to support course offerings - is due at the enrollment. For the ten-month Program, tuition payments are collected as one full payment or two semi-annual payments, or ten monthly payments as follows:

- *Full payment* is collected once at the enrollment (see tuition discount if enrolled by June 30).
- *Semi-annual payments:* 2 checks of equal semi-annual payments dated September 1 and January 1 are collected at once during the enrollment to be processed semi-annually.
- *Monthly payments:* 10 checks of equal monthly payments dated September 1 through June 1 are collected at once during the enrollment to be processed monthly.

The semi-annual and monthly payment options require Parents/Legal Guardians to bring all needed checks at the time of enrollment. If tuition is paid in 2 semi-annual or ten monthly installments, the registration fee should be paid separately.

If the student is joining the Program during the School Year, the tuition will be prorated per the number of classes remaining in the Program.

Total payments are required if paid by Zelle **using the email [balto\\_kniga@yahoo.com](mailto:balto_kniga@yahoo.com)**.

**Discounts.** Various discounts are offered as follows:

**Registration Fee Discounts:**

- 1) Early Bird registration by June 30
- 2) Returning student
- 3) Sibling(s)

**Tuition Discounts:**

1. 5% off total tuition when paid in full at the Early Bird enrollment by June 30

5% off total tuition if enrolled in 3 or more classes. No discounts are available for the Private Lessons tuition.

**Credit Card Payment.** A fee of 3% applies to payments made with credit cards (Visa, MasterCard, and Discover only).

**Late fees.** A fee of \$25 is applied to every payment made one week after the program's start.

**Returned Check.** A fee of \$25 is applied to returned checks.

### 5. Class Cancellation and Withdrawal

**Insufficient Registration.** We reserve the right to cancel a class for insufficient registration. You will be notified promptly so that you may choose another class or receive a full refund of Registration, Supplies, and Tuition fees.

**Weather.** EW Center does not follow the Baltimore County Public Schools (BCPS) delays and closures for inclement weather for in-person classes. Class status information will be available by calling **410-653-4160** or 443-570-6820.

**No refund will be given for** classes canceled because of the inclement weather.

**Holidays.** EW Center is closed on the following holidays: Yom Kippur, Thanksgiving, Baltimore County winter breaks, and New Year (January 1). Classes will not be offered on these days.

**Withdrawal.** If you decide to withdraw your child from the Program, cancellation of enrollment must be provided in writing to the EW Center. The tuition fee will be prorated for the number of classes attended, and a portion of tuition for the remaining classes will be refunded. The Registration Fees (Processing fee, School Supplies fee) are not refundable.

**6. Attendance**

Regular attendance of classes is a crucial factor in your child's education. There is no opportunity for makeup classes under any circumstances. No refunds will be given for missed classes due to absences.

**7. Dress Code and Food**

Comfortable attire is appropriate for the classes. To prevent class distraction, children should not wear shoes with light and sound. Children are not allowed to wear shoes with built-in wheels to avoid injury. Students may not consume any food inside classrooms. Desserts are permitted only on special occasions upon EW Center's approval.

**8. Child's Release, Arrival, and Pick UP EW Center's Responsibilities.** EW Center does not provide childcare services and has neither the facilities nor the staff to care for children when they are not in class. EW Center is responsible for children/students only during the hours they are registered for the Program. A child will be released only to the Parent/Legal Guardian specified in the Enrollment Form.

**9. Parent/Legal Guardian Responsibilities.** Written permission with Parent/Legal Guardian's signature is required to release the child to a third party. Parent/Legal Guardian or designated third party must personally bring in and pick up a child/ren to and from the EW Center building. Children are not allowed to leave the EW Center building without Parent/Legal Guardian or a designated third party.

It is essential to arrive on time to the class and to pick up a child from the class. Students arriving late may be denied admission if the classes have already been started. Late pick-up disrupts class schedules. Parent/Legal Guardian must bring a child/student to the class no later than 5 minutes before the class start time and pick them up at the time of the class completion. Parent/Legal Guardian will pay the teacher \$1 for every minute of being late to picking up a child.

**10. Child's Health**

**The Health Statement** section must be completed by the Parent/Legal Guardian on the Enrollment Form, indicating the child's health problems and actions in an emergency.

**Sick Child.** All students must be clear of fever, diarrhea, and vomiting for 24 hours before attending the class. If any of these symptoms are noticed in class, your child will be respectfully asked to leave. If your child has green mucus or a bad cough, please keep your child home until such illnesses are cleared up.

East-West is committed to the safety and health of your children, our teachers, and the larger community. We will be complying with all CDC, State of Maryland, and Baltimore County regulations and guidelines.

**I agree to the terms of the EW Center's Policies stated above.**

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date