

**2020**

# **VIRTUAL SUMMER CAMPS POLICIES**

**Alliance Française de Seattle**

Updated May 18, 2020

Student Name:

I have read and agree to the terms and conditions.

Date:

PRINT NAME:

Signature:

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## 1. CONTACT AND INFORMATION

### Alliance Française de Seattle

Address: 4649 Sunnyside Ave N #205, Seattle, WA 98103

Phone: 206-632-5433

Email: [school@afseattle.org](mailto:school@afseattle.org)

Office hours:

Monday to Thursday: 9am – 1pm & 2pm – 5pm

Friday: 9am – 1pm & 2pm – 4pm

**IMPORTANT:** The Alliance Française de Seattle is operating 100% remotely during the stay-at-home order. Visit our website [www.afseattle.org](http://www.afseattle.org) for the latest updates.

## 2. REGISTRATION

Registration is complete upon payment. Payment must be made at least 48 business hours before the start of each summer-camp week.

Registration on the first day of a virtual camp or after the camp has started is not recommended. To respect class planning, to avoid class disturbance, and to ensure that the class reaches the minimum of three (3) enrollments required, please register your child at least two weeks prior to the start of the camp.

## 3. COURSE CANCELATIONS & CHANGES

AFSeattle reserves the right to cancel camps, adjust curriculum, or change teachers at any time during the session. Camps are typically canceled due to insufficient enrollment—a minimum of three (3) enrollments is required to open a virtual camp—or unplanned unavailability of a teacher.

If your child is registered in a camp that is canceled, you will be notified by email with a 2-3-week notice and given the option to transfer your child to another course or to be fully refunded.

## 4. DISCOUNTS

AF members will receive a 10% discount on any additional summer camp taken in the same term.

Early Bird discounts are not applicable to summer camps. Summer camps benefit from their own early registration pricing between January 31 and June 8, 2020.

Discounts are not cumulative.

## 5. REFUNDS AND CREDITS

Cancelations are possible. The course will be refunded minus the \$30 non-refundable deposit.

Transfers are possible from one camp to another within the same term. Transfers can be requested at no extra fees until June 8, 2020. The non-refundable deposit of \$30 will be charged afterwards in case of transfer upon request from a parent.

If an instructor recommends transferring the student because the fluency level of the student is not appropriate for the class, the transfer will be made at no cost.

Please note that transfers depend upon seat availability.

## **6. TUITION PAYMENT**

AFSeattle accepts payments by credit card (online), check, or bank transfer. The easiest way to pay for the Summer Camps is online on the course catalogue: [www.afseattle.org/learn-french/summer-camps/](http://www.afseattle.org/learn-french/summer-camps/)

Registration can be confirmed only for payments made in full at the time of enrollment.

## **7. ATTENDANCE**

Virtual check-in: the instructor will open the virtual class up to 10 minutes before the start of the camp. Please let us know at [info@afseattle.org](mailto:info@afseattle.org) if your child cannot attend. Please arrive on time.

Detailed instructions on how to join the virtual camp will be provided a few days before the camp. Students will receive an invitation to the e-learning platform Apolearn, where they will access the protected videoconference meeting (Zoom), as well as learning resources, homework, and where they can get in touch with their instructor and classmates.

## **8. WHAT TO “BRING”**

Students are expected to attend their virtual class with a computer or tablet, including:

- A stable Internet connection for the duration of the virtual camp;
- A microphone, speakers/headphones, and a camera.

Please make sure that your child is able to attend camp from a quiet space at home so that they may concentrate as much as possible.

## **9. INSURANCE**

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all AFSeattle activities. AFSeattle does not provide any accident or health coverage for its participants.

## **10. SPECIAL NEEDS**

AFSeattle instructors are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at summer camps. We are not equipped nor staffed to work with

children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

Please contact AFSeattle office if you have any additional question.

#### **11. NON-DISCRIMINATION POLICY**

AFSeattle does not discriminate on the basis of race, color, religion, disability, gender, sexuality, and national or ethnic origin in the administration of its admissions, educational, or employment policies and programs.

#### **12. ZERO-TOLERANCE POLICY**

We want to make sure all children at AFSeattle's summer camps have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place, where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below.

The following will NOT be tolerated in our camps:

- Abusive, harassing and/or obscene language or gestures;
- Threats of harm, physical aggression, violent acts, or bullying;
- Weapons of any kind;
- Damaging or defacing property;
- Offensive conduct;
- Purposely leaving the area of supervision without permission;
- Improper exposure.

#### **13. DISRUPTIVE STUDENT POLICY**

AFSeattle reserves the right to dismiss any student whose behavior is inappropriate or disruptive to the learning environment and to other students. If AFSeattle receives such a complaint from a teacher and/or fellow students about a student, a meeting will be called with that student and their parents to notify them of the complaint and to request a change if and when warranted. If after that warning, the student continues to be disruptive, the student will be dismissed, and, when appropriate, AFSeattle will issue a prorated refund for any classes not yet taken.