

Parent-Teacher Contract

Sarah Palmer, Teacher AACE, Inc.

Review and initial the following. Please let me know of any questions you may have concerning my policies.

____ Students must be registered with AACE, Inc. prior to enrolling in my class.

____ You are arranging for education on a weekly basis. The sessions are in addition to your home schooling, not a substitute for parent-led instruction. It is your responsibility as the home school parent to oversee your child's education and ensure that the work is completed prior to class on Friday.

____ Homework is the responsibility of the student. Parents will not be notified of missing work.

____ Tardiness will not be tolerated. Late students will not be allowed to participate and missed work may not be made up.

____ A student's failure to complete assigned work, failing grades, or lack of class participation may result in termination of our contract.

____ Due to our limited classroom time, missed classes impact your student significantly. When your child must miss class, it is your responsibility to notify me in advance, when possible, and to request the missed materials. Three or more missed classes, without special arrangement, will result in dis-enrollment.

____ Dis-enrollment by either parent or teacher requires notification in writing and tuition is due in full for the remainder of the semester. There are no partial refunds.

____ Classroom size is limited to 15 students for this class.

____ Photographs may be taken during class of students and/or their artwork for educational, publicity or archival purposes. Photos may be displayed on instructor's professional FB and website (www.mismatchedcreative.com).

____ I must be paid on the first Friday of each month, beginning in August and ending in April. A \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed.

____ Tuition payments are to be made one month in advance, starting in August, and made monthly until April. All class supply fees must be paid at registration and will not be refunded. Failure to pay tuition in a timely manner will result in your child's suspension from my class and the non-issuance of final grades.

____ NSF checks will incur a \$35 fee and future payments must be made by money order.

____ Should I become ill or have an emergency, I will provide instruction with an Emergency Lesson Plan by way of a substitute teacher. If I have to cancel class, I will notify you by email no later than the Thursday prior to class. Cancelled classes will be not be refunded, as the material will be covered in a future session.

____ I will provide final grades in class or by email at the end of the school year.

There are no formal grades or transcripts issued from AACE, Inc.

Parent: _____ Date: _____

I may be contacted by email at sarahpalmer.e@gmail.com or by phone/ text at (210) 274-5179 (please leave a voicemail) anytime you have questions or need to notify me of a student's absence.