



3-ALLOTTED ABSENCES POLICY

APPLIES PER STUDENT & WITHIN THE SCHOOL YEAR SEPTEMBER-JUNE

Application to teacher:

Since I allow the families to miss 3 lessons without any charges made, I will also apply this to myself. If ever I need to cancel a lesson (for personal reasons such as vacation, etc.) then I will also deduct from my 3-allotted lessons (during the school year) to keep things fair!

Exemptions:

I will give an automatic refund/credit transfer for the following exemptions (without deducting it from your 3-allotted lessons):

- Illnesses
 - o Cold, flu, anything!
- Weather
 - o If you're not home in time due to bad weather!
Please note this also means if I can't come to your house due to bad weather, this will not affect my 3-allotted lessons for the school year
- Family emergencies
 - o I leave this to your discretion to decide what is a family emergency, you do not need to provide the details in an email. Simply notify me to tell me there's a family emergency and I will refund/transfer the credit
- Spring Break/Winter Break/Summer Break
 - o Lessons during these times are optional based on your availabilities and mine. The lessons during these breaks are not mandatory, and if you need to cancel (with 24hr notice), it will not affect the 3-allotted lessons.

**There may be some exemptions I have failed to think of! Please send me an email for any questions you may have!

Notice Requirements:

I will need a 24hr notice on any lessons the student will be missing. If you fail to send me a notice and I arrive at your house, then this lesson will be charged.

Make-up Lessons:

After the 3-allotted lessons are used up, any missed lessons after that I will try my best to schedule a make up lesson. Please understand, these make-up lessons are not mandatory on my part as a teacher. Make-up lessons can be scheduled whenever possible from the start of the school year till the end of the school year. If my schedule does not allow for any make-up lessons (due to a busy schedule), then you will not get a refund. I apologize for any inconveniences!

I will be keeping track of how many allotted lessons you have left, and will send out an email to notify you when you've used up all 3-allotted lessons!

For any other questions related to these 3-allotted lessons please feel free to send me an email and inquire about this policy!

