

September 2018						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
<i>Sept. 3 (M): Quarter 1 begins.</i>						
<i>Sept. 3 (M): Closed (Labor Day). Make-up on Sept. 7 (F).</i>						
9	10	11	12	13	14	15
<i>Sept. 10 (M): Closed (Rosh Hashanah). No make-up is needed.</i>						
16	17	18	19	20	21	22
<i>Sept. 18 - 22 (T-S): Closed (Yom Kippur). No make-up is needed.</i>						
23	24	25	26	27	28	29
30						

October 2018						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
<i>Save 10% and save your child's seat! Pre-register for Quarter 2 now!</i>						
14	15	16	17	18	19	20
<i>Oct. 14 (Su): Pre-registration ends. Open registration starts Monday.</i>						
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	T	W	Th	F	S
				1	2	3
<i>Nov. 3 (S): Quarter 1 ends.</i>						
4	5	6	7	8	9	10
<i>Nov. 5 (M): Quarter 2 begins.</i>						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
<i>Nov. 19 - 24 (M-S): Closed (Thanksgiving). No make-up is needed.</i>						
25	26	27	28	29	30	

December 2018						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
<i>Save 10% and save your child's seat! Pre-register for Quarter 3 now!</i>						
16	17	18	19	20	21	22
<i>Dec. 16 (Su): Pre-registration ends. Open registration starts Monday.</i>						
23	24	25	26	27	28	29
<i>Dec. 24 - Jan. 5 (M-S): Closed (Winter Break). No make-up is needed.</i>						
30	31					

January 2019						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
<i>Jan. 19 (S): Quarter 2 ends.</i>						
20	21	22	23	24	25	26
<i>Jan. 21 (M): Quarter 3 begins.</i>						
<i>Jan. 21 (M): Closed (MLK Day). Make-up on Jan. 25 (F).</i>						
27	28	29	30	31		

February 2019						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<i>Save 10% and save your child's seat! Pre-register for Quarter 4 now!</i>						
<i>Feb. 18 (M): Closed (Presidents' Day). Make-up on Feb. 22 (F).</i>						
24	25	26	27	28		
<i>Feb. 24 (Su): Pre-registration ends. Open registration starts Monday.</i>						

March 2019						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
<i>Mar. 16 (S): Quarter 3 ends.</i>						
17	18	19	20	21	22	23
<i>Mar. 18 (M): Quarter 4 begins.</i>						
24	25	26	27	28	29	30
<i>Mar. 25 - 30 (M-S): Closed (Spring Break). No make-up is needed.</i>						
31						

April 2019						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
<i>Apr. 19 (F): Closed (Good Friday). Make-up on Apr. 17 (W).</i>						
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
<i>May 18 (S): Quarter 4 ends.</i>						
<i>Don't forget about IMACS Summer Camp!</i>						
19	20	21	22	23	24	25
26	27	28	29	30	31	



Policies and Procedures

Admissions

IMACS accepts students based on their talents and abilities and does not discriminate on the basis of sex, race, nationality, ethnic origin, or other irrelevant criteria.

Enrollment, Tuition, and Payments

Course schedules for the next quarter are available from the middle of the current quarter. Current students may enroll in the next quarter's class, at the same time slot, during the pre-registration period. Following the pre-registration period, spaces are filled from the waiting lists and, if spaces remain, on a first-come, first-served basis. Students must pay a non-refundable \$75.00 deposit to reserve their place. The balance is due in full on or before the first class. Early tuition discounts are available to parents of currently enrolled students if full payment is made during the pre-registration period. Multiple class and sibling discounts are available to all students if requested prior to the commencement of the quarter for which the discount is applicable. Please see the current enrollment form or tuition schedule for discounted prices.

If a student drops a course prior to the start of the first class, the full tuition less the deposit will be credited towards future classes. If a student drops a course immediately after the first class, **half** of the course tuition will be forfeited, and the other half will be credited towards future classes. If a student drops a course after the second class, the **full** tuition will be forfeited. **In order to receive a credit as outlined above, parents must notify IMACS by the appropriate date that a student will be dropping a class.**

Waiting Lists

For classes that are full, parents may register their child on the waiting list for that class by paying a \$75.00 deposit. This deposit is returnable if a space does not become available in the next quarter.

Attendance and Punctuality

Students should make every attempt to attend all classes. IMACS does not offer individualized make-up classes. However, if IMACS instructors determine that a student's understanding is compromised by his or her absence from a class, a member of the IMACS faculty may be made available to work with the student. **Neither credits nor refunds are available for missed classes.**

All IMACS classes start at the scheduled time. Students must be on time for each class. Tardiness is considered impolite and is disruptive to both the teacher and the other students. Additionally, tardy students may have difficulty understanding the parts of the lesson missed.

Conduct and Discipline

Students are expected to conduct themselves in an orderly manner and to treat those working around them with respect. Students whose behavior is disruptive to the class will be removed from the classroom and the parents will be notified.

Drop off

It is important that students do not arrive for classes more than ten minutes before the class begins. Teachers use the time between classes to make preparations for the next class and are not responsible for students who are dropped off too early. Students must wait outside the classrooms or in the reception area until the teachers instruct them to go in.

Pickups

It is essential that a parent or other authorized adult pick up students when classes are over. Parents who fail to pick up their children within ten minutes of the end of class are considered late unless a previous arrangement has been made with the IMACS staff. In case of emergencies or other situations over which parents have little control, parents should try to telephone IMACS in order to alert the staff.

For the safety of their children, parents must advise them to wait inside the IMACS building to be picked up. Parents must then come in to get their children. If an adult other than a parent is to pick up a student, IMACS staff must be notified prior to the pick-up, otherwise the student will not be released.

First Aid & Medications

It is the responsibility of parents to provide IMACS with emergency phone numbers and instructions. IMACS staff are not allowed to administer first aid or to dispense over-the-counter medications to any student without express prior written permission of parents. A first aid kit is available for any student requiring an antiseptic or Band-Aid.