

September 2019						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
Sept. 2 (M): Quarter 1 begins.						
Sept. 2 (M): Closed (Labor Day). Make-up on Sept. 6 (F).						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Sept. 30 (M): Closed (Rosh Hashanah). No make-up is needed.						

October 2019						
Su	M	T	W	Th	F	S
		1	2	3	4	5
Save 10% and save your child's seat! Pre-register for Quarter 2 now!						
6	7	8	9	10	11	12
Oct. 7 (M): Pre-registration ends. Open registration starts Tuesday.						
Oct. 8 - 12 (T-S): Closed (Yom Kippur). No make-up is needed.						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

December 2019						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Save 10% and save your child's seat! Pre-register for Quarter 3 now!						
15	16	17	18	19	20	21
Dec. 15 (Su): Pre-registration ends. Open registration starts Monday.						
22	23	24	25	26	27	28
Dec. 23 - Jan. 4 (M-S): Closed (Winter Break). No make-up is needed.						
29	30	31				

January 2020						
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
Jan. 18 (S): Quarter 2 ends.						
19	20	21	22	23	24	25
Jan. 20 (M): Quarter 3 begins.						
Jan. 20 (M): Closed (MLK Day). Make-up on Jan. 24 (F).						
26	27	28	29	30	31	

February 2020						
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
Save 10% and save your child's seat! Pre-register for Quarter 4 now!						
Feb. 17 (M): Closed (Presidents' Day). Make-up on Feb. 21 (F).						
23	24	25	26	27	28	29
Feb. 23 (Su): Pre-registration ends. Open registration starts Monday.						

March 2020						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Mar. 14 (S): Quarter 3 ends.						
15	16	17	18	19	20	21
Mar. 16 (M): Quarter 4 begins.						
22	23	24	25	26	27	28
Mar. 23 - 28 (M-S): Closed (Spring Break). No make-up is needed.						
29	30	31				

April 2020						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
Apr. 10 (F): Closed (Good Friday). Make-up on Apr. 8 (W).						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
May 16 (S): Quarter 4 ends.						
Don't forget about IMACS Summer Camp!						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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# POLICIES & PROCEDURES

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**Pre-registration for Current Parents** For quarters 2, 3, and 4, there is a pre-registration period in which current IMACS parents can reserve their children's class seats. Early tuition discounts are available to those who pay in full 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.

**Enrollment, Tuition, and Refunds** A **non-refundable** \$75 deposit is required. The balance is due in full by the first class. 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.**

**Attendance and Make-ups** Students should make every attempt to attend all classes. Math Enrichment classes must be made up within the same week as the absence. Lab classes must be made up within the same quarter. **Neither credits nor refunds are available for missed classes.**

**Conduct and Discipline** Students whose behavior is disruptive to the class will be removed from the classroom, and the parents will be notified. **Children are required to behave orderly and respectfully whenever they are in the IMACS building, whether during class or not.** IMACS reserves the right, at its sole discretion, to permanently expel any student or family whose influence or actions are deemed unsatisfactory or detrimental to the IMACS program or who will not abide by IMACS rules and policies. If this occurs, no reduction or return of fee, or any part thereof, will be made.

**Drop-off** It is important that students do not arrive for classes more than ten minutes before the class begins. Teachers 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 alert IMACS.

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** 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.

**Snacks** Snacks and drinks are available for purchase at IMACS for \$0.75 each. Students may also bring their own snacks. Eating is permitted during breaks and during Math Enrichment classes only.