

Suzuki Early Childhood Chicago

At SEC Chicago, our mission is to create a strong foundation for future learning through a joyful, loving, and fun music class. This mission has helped us shape our school policies. Please let us know if you have any questions or concerns!

CLASS STRUCTURE & CALENDAR

- Weekly classes are approximately 60 minutes in length and are taught by a team of two teachers.
- We are an annual program (September-May) consisting of 30 weeks.
- We will be featured on WSSTE and NSS's group class concerts! Participation is encouraged.
- All class dates, makeups, and holiday closings are detailed online at secchicago.com/calendar.html.

TUITION & FEES

- Our tuition is **\$25** per class, billable monthly **\$83.33** per month via Sawyer, or **\$750** for the year.
 - The semester booking can be split into smaller installments via Sawyer.
 - Monthly billing occurs on the first of the month. If you selected monthly billing prior to semester start, your first payment will be deducted at time of registration, and your second payment will come on the first of the next month.
- A once-yearly **\$35 registration fee** covers administrative and operating costs.
- Our tuition includes one makeup class at the end of the school year in case of student absence.
- We have open registration throughout the school year; tuition is prorated from your start date.
- Prenatal mothers and babies under 6 months are eligible to come for free!
- Siblings 6 months and older are eligible for a 10% sibling discount.

PAYMENT & REGISTRATION OPTIONS

SAWYER ONLINE REGISTRATION (CREDIT CARD)

- Access our easy-to-use registration through Sawyer at www.secchicago.com/register.
- Sawyer accepts all major credit & debit cards.

ZELLE REGISTRATION – FULL SEMESTER ONLY

- Families registering for the entire semester are welcome to send Zelle payments to vicki@secchicago.com. If you choose Zelle, our *\$35 registration fee is waived!*
- Once payment is received, SECC will work with your family to complete registration on Sawyer.

CANCELLATION & ATTENDANCE POLICY

- SECC is designed to be an annual program, and the fruits of class come from regular attendance over an extended period of time. We have witnessed the absolute joys of learning come to families and students who began as an infant, and left as a confident pre-schooler. For that reason, it's recommended to continue classes until your child is either preschool aged or ready for instrumental lessons. They are welcome to continue for as long as they like!
- **30 day notice** is necessary to cancel from the program. Future payments would be terminated after these 30 days. Families who opted to pay in full will receive a refund less the registration fee, classes already held, and classes during the 30-day period.
- **If you need to be absent for any reason**, including illness, you are welcome to use the makeup class date provided in our school calendar. No additional makeups will be provided or refunds in the event of student absence.
- Outside of the withdrawal process above and special circumstances as outlined in this document, class is non-refundable.

COVID-19 INFO

- We operate under the latest [CDC](#) guidelines for early childhood providers to offer the safest possible experience for your family.
- Our teachers are fully vaccinated and follow CDC guidelines outside of class.
 - If you, a member of your household, or your child are displaying any flu or Covid-19 symptoms, please **stay home** until you have negative test results. If anyone in your home is **directly exposed or positive** for COVID-19, please follow CDC guidelines and self-quarantine until it is safe to return to class.
 - **In the event of a lockdown**, SECC will assess. We may offer a limited number of Zoom classes for you to guide your child through class at home, or we may cancel our class. If classes are determined to be canceled, you will be credited for the classes lost.

PARENT PARTICIPATION

- From popping your child up high for “Zoom, Zoom, Zoom” or helping your child take a turn at the glockenspiel, parental involvement is a huge cornerstone of our philosophy, so it is necessary that **each child is accompanied by an adult.**

- If you have siblings and would like to bring both to class, we would love for them to join! To keep our classes effective, another adult should be present so we keep the ratio 1:1.
 - *Babies under 6 months in slings or car seats are welcome without an extra adult.*

ILLNESS POLICY (non-covid)

- Early childhood aged children are especially susceptible to illness, so please join us in helping keep our classes safe for everyone:
 - Please stay home if you or your child has had flu symptoms, nausea, vomiting, or fever, in the past 24 hours.
 - Teachers reserve the right to ask families to leave if presenting significant signs of illness.

CLASS CANCELLATIONS, WEATHER-RELATED CLOSURES

- In the event class is canceled by the school, e.g. dual teacher illness, weather closures, or facilities issues, we will contact families via email and message on www.secchicago.com.
- In the event of dual teacher illness, SEC Chicago will issue a credit for that class.
- For the **first** weather-related closure, SEC Chicago will absorb the loss of class time, and families will receive a credit.
- For the **second** weather-related closure on the same day of the week (e.g. a second cancelled Saturday), families will absorb the loss of class time.
- This pattern would repeat for any additional weather-related closures.

PHOTO/MEDIA CONSENT

- SEC Chicago reserves the right to photograph and video record students and parents for training and promotional purposes.

NOTICE OF NONDISCRIMINATORY POLICY

- SEC Chicago does not discriminate on the basis of race, color, national or ethnic origin, gender, age, marital status, financial status, privilege, sexual orientation, family status, or religion.