

**TWIN OAKS COUNTRY DAY SCHOOL**  
**POLICIES**  
**(Please SAVE for future reference)**

**Tuition**

Annual tuition (and lunch if taken) is divided into ten equal Installments (payments). Your first installment is due upon registration. Remaining installments are due by the 5<sup>th</sup> of each month, September through May. Please send your monthly installments promptly. Invoices will only be sent if your payment is not received timely.

**Absence**

Please notify the school no later than **one hour** before your child is to be picked up by the bus so that we can inform the driver of the absence. This also holds true if your child is to be picked up at another child's house. Especially in inclement weather, we try to eliminate unnecessary stops.

**Make-up days**

As a courtesy Twin Oaks offers make-up days. The following are guidelines regarding our make-up day policy, please remember:

1. All make-up days must be scheduled in advance.
2. We will provide the **make-up only if there is room in the class** on the day requested.
3. Transportation will be provided **only** if there is room on the bus.
4. A child who attends school two, three or four days a week can make-up an absence on the day(s) they do not attend. Make-up days must be made in the same class and session that they are enrolled.
5. There is absolutely no refund of tuition for **unused** make-up days unless the absences have been consecutive and equal to two weeks of school attendance. (Ex. A child who attends school 3 days a week must have 6 consecutive days of absences before an adjustment will be considered.) The first week of absences will be lost when adjustments are computed.
6. There is absolutely **no refund** for scattered absences that have accumulated and not used as make-up days.
7. Twin Oaks is **not responsible** if you are unable to use the make-up days because of prior commitments such as **dancing school, karate lessons, etc.** **No refunds of tuition will be issued for unused make-up days.**

**Withdrawal**

The school must be notified at least **one month** in advance of the withdrawal of a child's registration. The school will refund monies due on a pro-rata basis, after the last day of attendance. No tuition refund will be made for withdrawal without notice.