

EFA Rules and Policies

Mission

Education Française Austin (EFA) provides French classes to children and teens. We offer programs for francophones (students from French-speaking families) as well as for beginners. EFA offers high-quality classes, taught by experienced instructors. We seek to develop EFA as a strong, dynamic organization and to take an active role in Austin's francophone community. As a non-profit organization, we rely on parent volunteers to help achieve these goals. We encourage all parents to take an active role in EFA.

Registering for Classes

To reserve a spot for your child, please send an initial payment of \$50. This payment is due each year for new and returning students, and for those who join mid-year.

Registration is required each year.

PLEASE REGISTER EARLY. Registration for the upcoming school year opens in May. By registering your student(s) as early as possible, you can support our efforts to plan and prepare for your child's class. Over the summer, EFA recruits instructors and buys books and materials for the coming school year.

Trial Class

If you would like your child to sit in on a class, please contact us.

Tuition

Tuition is set each year by the board. EFA seeks to keep tuition as low as possible, while also providing a high-quality educational experience.

Tuition can be paid in full at the beginning of the school year, or spread out in 3 installments. Parents paying in installments will be informed of the exact amount and due date of each installment, at 7 days in advance. A fee of \$35 will be applied to late payments and returned checks.

EFA accepts payment by check only. Please make checks out to EFA, with your child's (children's) name(s) noted on the Memo line. Families with more than one student can pay with a single check.

Because we set our tuition as low as possible, we are NOT able to offer a discount to families enrolling more than one child.

EFA accepts new students throughout the school year, if space is available and the student's abilities in French are appropriate. Each request will be considered on an individual basis. Tuition is pro-rated for students joining mid-year.

Refunds

- Withdrawals

If you cancel your registration and withdraw your child at to the beginning of EFA's school year or in the week following the first class of the year, tuition will be refunded, less the \$50 registration payment (per student).

If you withdraw your child during the school year, full tuition is due. To withdraw your child, you must inform EFA in writing.

- Cancellation of class prior to the beginning of EFA's school year

We open classes based on the number of students registered. If there are not enough students to open a class for your child you will be refunded in full.

Should EFA have to cancel a class for any reason, you will be refunded in full.

Cancellation of Classes

Class may occasionally be cancelled during the year due to circumstances beyond our control (such as a teacher's absence, inclement weather, or a problem at the classroom site). If a class must be cancelled, parents will receive notice by email as early as possible. It is your responsibility to check your email for class cancellation notices when severe weather occurs or is expected to occur.

EFA will do its best to make up any cancelled classes. Our school year may be extended by one week to allow for make-ups. No refunds are offered for cancelled classes.

If a teacher must be absent, we will do our best to find a qualified substitute. If we cannot do so, we will offer a make-up class on a different day.

If any issue arises with our classroom site, EFA will notify parents as quickly as possible to ask that they come pick up their children immediately.

Changing Classes or Levels

At the beginning of the year, students are assessed by EFA's teachers and placed in classes based on their language skills.

EFA seeks to meet the individual needs of each student. Teachers may recommend that a student change levels during the year. In this case, the teacher will discuss the move with the parents.

Class Attendance

Regular attendance is essential for language acquisition. We expect our students to attend all classes, for the duration of our school year.

If your child is ill or must be absent for any other reason, we ask that you inform the teacher as soon as possible.

Students will have a short break mid-way through each class. Please send a snack and water bottle with your student.

Behavior

Students must follow all rules set by the location where classes take place, as well as the rules set by their teachers. All students are expected to act with respect, courtesy, and self-discipline and to follow all instructions. At the end of each class, classrooms will be tidied and black/white boards will be erased.

Teachers will be in regular contact with parents to discuss students' progress as well as any discipline issues.

EFA reserves the right to suspend or expel a student whose behavior has a negative impact on other students or on the class. Tuition is not refunded for cases of suspension or expulsion.

Illness and Accidents

Should a student need medical attention during class, EFA will contact parents immediately. If parents cannot be reached, a teacher will call 911 and have the student taken to the nearest medical facility (unless parents have explicitly indicated otherwise on the Emergency Contact Form).

Students with a contagious illness or condition may not attend class. We ask you to inform EFA immediately if your child contracts any contagious illness or condition, so that we may inform all parents.

EFA is not responsible and is held harmless in any case of fire, catastrophe, or damage to the classroom site caused by students.

By registering, parents approve and accept all emergency measures that may be taken by EFA for evacuation, medical treatment, and/or transportation home or to the nearest hospital (or the facility specified by the parents). Parents agree to reimburse EFA for any expenses incurred by such measures.

Arrival and Departure

Parents are asked to bring children to their classroom(s) 5 minutes prior to the start of class. Please keep in mind that teachers need time prior to class to prepare the classroom. Late arrivals disturb other students and the rhythm of the class. Please ensure that your child(ren) arrive(s) on time.

The only people who may pick up children are their parents or adults who have been specifically authorized to do so. If you plan to have someone else pick up your child(ren), you must inform the teacher(s) in writing.

If no one is present to pick up your child(ren) when class gets out, you will be charged a late fee of \$1 per minute. Once class is over, EFA is not responsible for students.

Class Supplies

Teachers will give students a list of necessary school supplies at the beginning of the year.

All books provided by EFA are the property of the association and must be returned at the end of the school year. A fee of \$10 (for books) or \$20 (for textbooks) will be charged for any material that is not returned.

Students in CNED classes must order and buy their materials directly from CNED. The accompanying books (literary texts) will be provided by EFA and must be returned at the end of the year.

Communication with Parents

News and information about classes and events is sent by email, given in our monthly newsletter, and posted on our website. We ask you to ensure that EFA has a valid email address for you.

Parents may observe a class, with permission from the instructor. Observations must be scheduled in advance.

Please be aware that pick-up and drop-off are not good times to consult with your child's teacher. If you wish to meet with an instructor or our education coordinator, please make an appointment.

Photo Release

When registering, parents are asked to approve or disallow EFA's use of their child's photo. If parents agree, children may appear in pictures on EFA's website or in our newsletter.