



EFA's Policy and Rules

Education Française Austin (EFA) is a non-profit organization providing 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.

In addition, we seek to develop EFA as a strong, dynamic organization and to take an active role in Austin's francophone community.

We rely on parent volunteers to organize cultural and community events. We encourage all parents to take an active role in EFA.

Registration

Registration for the upcoming school year opens in May and is required yearly.

You must fill in one registration form per student to register your child. All the information provided will remain strictly confidential.

A spot for your child will be reserved once we receive your payment for registration fees. This payment is due each year for new and returning students.

After registration, we will contact all new families, including the student, to schedule an interview via Google Meet or in person. We will assess the student's level and place him/her in classes based on their language skills.

You may register early. Registering your student(s) as early as possible can support our efforts to plan and prepare for your child's class. Over the summer, EFA finalizes recruiting instructors and buys books and materials for the coming school year.

Tuition

The board sets tuition each year.

Tuition is spread out in 3 installments. Our accounting department will email parents invoices in mid-October, mid-December, and mid-February. A fee of \$35 will be applied to late payments and returned checks.

Withdrawals

To withdraw your child, you must inform EFA in writing.

If you cancel your registration and withdraw your child until the week following the first class of the year, registration fees will not be refunded, and tuition won't be invoiced.

If you withdraw your child during the school year, full tuition is due.

Cancellation

Prior to the beginning of the EFA school year

- Should EFA have to cancel a class for any reason, your registration fees will be reimbursed.
- Furthermore, we may not admit your child if we can't offer him/her the proper class. In that case, your registration fees will be reimbursed.

During the school year

Classes may occasionally be canceled 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 canceled, parents will receive notice by email as early as possible.

You are responsible for checking your email for class cancellation notices when severe weather occurs or is expected to occur.

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

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, please inform the teacher as soon as possible.

Please note that no refund will be made for any absences.

Behavior

Students must follow all rules set by the location where classes take place and the rules set by their

teachers. All students are expected to act with respect, courtesy, cooperation, and self-discipline and to follow all instructions. Classrooms will be tidied at the end of each class.

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 negatively impacts other students or the class. Tuition is not refunded for 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 staff member 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

For safety reasons, parents can only enter the building wearing a visitor badge. Each parent's ID will be screened the first time, and EFA will provide the badge for the whole year.

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

Parents are asked to pick up children at their classroom's door. The only people who may pick up children are their parents or adults 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 organization's property 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.

Communication

News and information about classes and events are posted on our private website *MonEFA*, and sent by email. Please ensure that EFA has a valid email address for you.

If you wish to meet with an instructor or our education coordinator, please make an appointment.

For any other request, you can contact us at info@efaustin.org

Photo Release

When registering, parents are asked to approve or disallow EFA's use of their child's photo on its public website or public communications, including for purposes such as illustration, advertising, and Web content.

We keep the right to share all pictures on our private website *MonEFA*.