



## ATTENDANCE

Students are expected to attend all classes. The curriculum and activities build from class to class and teachers plan activities for a certain number of students. When students are absent they may find it difficult to follow the lessons. When an absence is unavoidable, please email both the target class (if applicable) and homeroom teachers in advance so that they can adjust their plans if necessary.

Should a last minute illness or other condition prevent attendance on the day of class, please text the Keisho Center phone (703-868-3241) stating the name of the student, the name of their teacher(s) and the reason for the absence.

In the case of a planned substantial absence, generally six or more consecutive class sessions, or substantial absence due to circumstances beyond the control of the family, parents may request a prorated tuition for that term. Requests must be made in writing (email is acceptable) to the teacher General Manager or President. Whenever possible, requests are to be made prior to the planned absence or as soon as possible under the circumstances.

When re-enrolling in Keisho Center, students will be charged the enrollment fee in effect at that time. If there is not an immediate opening, students may be put on the enrollment waiting list with "sibling priority." Due to high demand, re-enrolling students may not be able to begin classes until the next academic year.

Space in Keisho Center may be reserved by paying 50 percent of the prorated tuition for the period of absence. Upon return, the student may need to be evaluated and a new class placement made. Payment of tuition does not guarantee that a student will be placed in the same class.

Students absent more than four consecutive sessions or who miss a substantial number of sessions during a term or school year may need to be re-evaluated and placed in a different class.