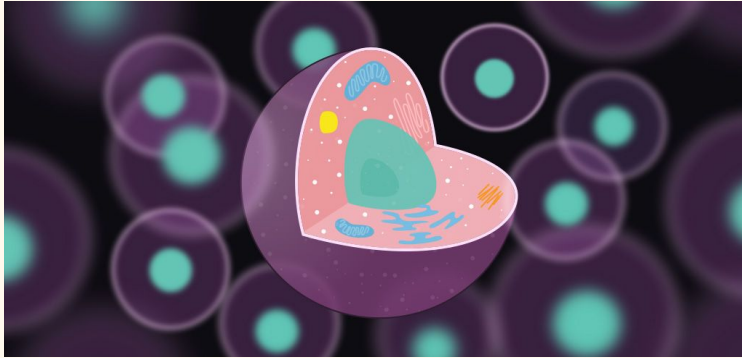


# Good Job Angels Classroom Policy



## Goals and Philosophy

In addition to providing unique classes for children with all abilities to learn Social skills, Computer, Music, Painting, Dancing and proper behavior, we recruit lovely and experienced Teachers, Big Buddies and Helpers to create an integrative environment on a special learning component to enhance the children's cognitive and comprehension qualities to cultivate their potential. Your child will learn knowledge and developing friendships with other children, and experience God's wonderful love.

## Enrollment

Any participants want to be enrolled in Good Job Angels Programs need to register on Good Job Angels Website: [www.goodjobangels.org](http://www.goodjobangels.org) or contact by phone 516-200-1011 or email: [info@goodjobangels.org](mailto:info@goodjobangels.org). After making the tuition payment and filling up the required basic information, our admin staff will send out confirmation receipt. RSVP is required in every program. Three ways to make a tuition payment: 1) Credit Card or Paypal on [www.goodjobangels.org](http://www.goodjobangels.org) ; 2) Write a check payable to "Good Job Angels" then mail to: 33 Great Neck Rd, Suit4, Great Neck, NY 11021; 3) Pay cash in person before the first session of the program.

## Class Absence

Good Job Angels encourages participants join a whole series of programs, at least attend six to eight weeks consistently to see their progress. Absences due to illness, vacation or other conflicting event, parent/student need to give at least 24 hours absence notice are eligible to attend our group make-up session in next season. [Parent/student who give less than 24 hours advance notice of an absence or do not give any notice for a missed lesson are not eligible for make-up lesson.](#) Tuition is not refunded for missed lessons.

## **Discipline Guidelines**

When a discipline incident occurs, the student will be given a description of the behavior change required. If a series of discipline situations occur, the child's parent or guardian will be contacted. This is to be done by Good Job Angels teachers or Director. If the child's behavior remains unacceptable, and there is no solution or learning plan we can do for the child, then the parent or guardian will be informed and the child will be dropped from the program.

## **Accident & Emergency**

In the event of fire or natural disaster, staff would follow the written instructions posted in the Written Safety Plan. The Written Safety Plan describes the emergency evacuation routes and procedures to be followed to ensure that children have arrived at the designated spot. Parents would be notified as soon as the evacuation is complete.