



GENERAL INFORMATION

Students are expected to attend all classes on time and hand in homework on time.
Students are expected to respect the instructors, IDEA MATH staff, and other students.
Students are expected to take good care of the school's facilities and stay within the designated area for IDEA MATH students

Arrival and Departure

Students are expected to arrive after 1:15 pm, and be picked up by 4:45 pm. In case of an emergency when the student's parents can not arrive at school on time, please inform the IDEA MATH staff as early as possible. Charges (\$10 for each 20 additional minutes) may be applied for late pick ups.

Attendance

Since students are expected to attend all classes, please contact us as early as possible for any absences. The instructors are not responsible for make-up classes.

Cell Phone Usage

Please make sure all cell phones are turned off during classes. We recommend you to only use your cell phone after classes or in an emergency situation.

Class Cancellation

In case a class must be cancelled, we will make our best effort to notify each student about the cancellation. Class cancellations will be posted on our website and be emailed to each student. IDEA MATH will find appropriate times to make up any cancelled classes.

Tuition Refund Policy

Refund for students who withdraw after tuition has been paid, but prior to the first day of sessions, will be 80% of tuition. After the beginning of the sessions, but before the second week of classes, refunds will be 50% of tuition. No refund will be made after the second week of the session.