

SUMMER ON THE PRAIRIE

AT  THE PRAIRIE SCHOOL

2018 Policies

**Please download, print and review in detail.*

*****All Summer on the Prairie programs will be CLOSED July 2nd through the 6th in observance of the Independence Day holiday weekend!**

Registration, Payment & Deposits:

- Online registration is required for all programs, courses, and sessions. Please visit our website at www.prairieschool.com/summer
- Registration is not completed until a confirmation email with confirmation number is received. If you do not receive a confirmation email, please contact Jake Lipor: jlipor@prairieschool.com
- **To reserve a spot in Summer on the Prairie's Programs, a parent or guardian may choose to pay in full at time of registration or submit a 25% non-refundable minimum deposit.** Those who elect to submit a 25% deposit, enroll in an automatic-payment plan, splitting the balance in four equal payments to be paid April 27, May 11, May 25, and June 8, 2018.

Refund Policy:

The Prairie School reserves the right to change or cancel any course or program. Efforts are made to assign the students affected by such a change or cancellation to other available programs or to apply fees to other programs. A complete refund will be given in cases where another program placement is not possible. Summer on the Prairie is unable to offer a 100% REFUND if a student withdraws from any of our summer programs after registration. The Summer on the Prairie REFUND schedule is as follows:

- Withdraw by May 28, 2018: full refund, less 25% non-refundable deposit
- Withdraw on or after May 29, 2018: no refunds

Absences:

To report an absence, please call 262.752.2680. Please leave your child's name and the class or program that they will be missing so we can notify the instructor.

***Please note, there will be no reduction in fees for a child's absence.**

Confirmation Policy:

The Summer on the Prairie online registration generates an email confirmation as soon as enrollment is processed. The confirmation will list the course(s) your child has been registered for and the total fees paid, as well as any additional required documents for download. Please save the email confirmation and login information for your records. You can access help with the Active website anytime at <<https://help.active.com>>.

**If a class is full, the child will be added to a "waitlist" for that class, if desired, without fee.*

Medication Note:

Summer Program personnel must have a parent/guardian consent and physician's order to administer prescription and over-the-counter medication. This permission must be in written form and on record in the school office. For all medication, the most current, appropriately labeled original container must be provided.

All medication must be maintained in the school office and administered according to label instructions and at the discretion of the Summer Program staff. If it is necessary for the student to retain possession of medication (i.e. inhalers), the procedure must be discussed with the Director of Summer Programs in advance. Please do not send any medication with your child to keep on his or her person to self-administer. This policy is for the safety of all of our students, and we appreciate your cooperation. Please direct further questions regarding medication to the Director of Summer Programs.

Online Registration and Active Support:

Our online registration and ongoing program support is managed through the Active Network. This safe and secure system allows parents to register online but to also manage schedules and student information. If you are having difficulty with the online system, we encourage you to contact an Active support team member at 1.877.228.4881.

**All classrooms/locations are subject to change.*