



Center Confidentiality Policy

All student records are kept confidential. Review of records can be requested by parents on behalf of minor. Staff is not free to discuss student details with other staff members unless it for safety purposes or as it pertains to the student's advancement. Staff is not free to discuss student details with other children or parents enrolled in the center. Student progress may be highlighted in a positive and enriching manner as a motivational factor if student/parent agrees.

Center Student Progress Policy

Parents receive periodic progress reports, at minimum, on a quarterly basis from the center. Parents may receive additional reports at their request at any time throughout the year. Progress Reports must be explicit in defining achievable goals or acquisition of skills. Goals or skill acquisition are consecutive and individualized. Progress Reports must indicate a beginning point and a goal with projected time frame. Parent conferences may be arranged by the center formally or informally, depending on parental preference. Parents may request student progress meeting at any time.

Center Student Reporting Policy

For the first year as a Program Candidate, centers will report the number of students who attended their centers along with data which includes;

1. Student Name
2. Student Grade
3. Subject Enrolled
4. Starting Point/Assessment Measures
5. Summary of Progress/Length of enrollment
6. Ending Point/Assessment Measures

Details concerning the background of each student will be obtained at the time of admission. Additional data is collected and interpreted as the student progresses in the instructional program. A folder is used for each student and contains pertinent information which is easily available, objective, complete, and confidential.

Annually, member centers will report the number of students who attended their centers organized by grade, age, or skill level

Center Parental Participation & Notification Policy

Parents will receive a newsletter, at minimum, on a quarterly basis. Parents are given Center Policies and Procedures at the time of enrollment. Policies and Procedures shall include the following

Center Safety Policy

The Children's safety is of the utmost importance at all TEEI centers. Children will only be released to adults indicated on the enrollment application. A parent waiting area must be provided at each center. Center staff are mandated Child Abuse Reporters. All centers must obtain a Certificate of Occupancy from the local municipality and must be in compliance with all state and local laws regarding the safety of their patronage. TEEI visiting teams ensure the center's safety through a vigorous checklist which will evaluate parking lots, lighting, and the overall child-friendliness of the center.

**Center Tuition Policy**

Tuition rates will be printed on promotional material. Centers must adhere to the published rate with no hidden cost or fees. At the time of enrollment, signature is required regarding tuition and payment schedule.

Center Calendar Policy

Each center must provide an annual and current monthly calendar in print at the time of enrollment.

Center Class Attendance Policy

Each center must clearly state class attendance expectations in print at the time of enrollment.

Center Absence Policy

Each center must clearly state its absence policy in print at the time of enrollment. Provisions for assignments missed must be clearly stated.

Center Workload/Assignments Policy

Each center must clearly state its workload/assignment schedule in print at the time of enrollment. Work assignments must be individualized with the acquisition of skills or an achieving goal defined.

Center Vacation Policy

Each center must clearly post any scheduled vacations and state its policy regarding family vacations at the time of enrollment.

Center Withdraw Policy

Each center must state its withdrawing policy at the time of enrollment. Financial responsibilities of all parties must be clearly defined and disclosed with no hidden fees.

Communication with parents and students

Each center must clearly define how it will communicate with parents and students at the time of enrollment regarding student progress. An enrollment interview with formal assessment is required as well as quarterly progress reports at minimum. Parents may request progress reports at any time.

Center Discipline Policy

Each center must state its discipline policy at the time of enrollment. Discipline policies will be respectful of the children, maintaining integrity at all times while free from humiliation and physical force. The discipline policy must define under what circumstances a student will be withdrawn from the center.

Center Closing Policy

Each center must state its closing policy due to inclement weather conditions.