



Please read this agreement in its entirety. Please be aware that as a condition of participation in the laboratory school, you are required to release the Conductive Learning Center of North America (hereafter CLC) for all claims for injuries sustained by you and/ or your child/ward, if any, arising out of the CLC conductive education program.

As a participant or as a parent/guardian/ward of a participant under the age of eighteen years of age in the CLC conductive education program, we recognize and acknowledge that there are certain risks of physical injury. Knowing these risks of physical injury, we agree to assume the full risk of any injuries, damages or losses that our child(ren) may sustain as a result of participating in any, and all activities in connection with the CLC conductive education laboratory school.

On behalf of ourselves, our children/wards, their heirs and successors, we acknowledge and agree to hold harmless CLC, their officers, trustees, employees and agents from and against any and all claims, actions, losses, liabilities, costs and expenses, including reasonable attorney fees, resulting from injury (including death) to the person or damage to or loss of the property of anyone arising out of or in connection with participation in the CLC laboratory school, whether such claims, actions, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of CLC, or their officers, trustees, employees, and agents.

We therefore, fully release and discharge CLC, their officers, trustees, employees and agents from any and all claims from injuries (including death), damage or loss, which we may have for myself individually and/or my children/wards, arising out of and/or in connection with, the CLC lab school.

WE ATTEST THAT WE HAVE READ AND FULLY UNDERSTAND THE NATURE AND CONTENT OF THIS PARTICIPATION AGREEMENT. OUR EXECUTION OF THIS PARTICIPATION AGREEMENT IS VOLUNTARY AND OF OUR FREE WILL.

Parent Signature

Date

Parent Signature

Date



Through this agreement with the Conductive Learning Center of North America (CLC), we, the parents of _____ expressly agree to have our child attend the CLC laboratory school for the following semester and session:

Semester:
Program:
Tuition:

Session No:

To enroll and hold a place in any of the programs, we agree to pay a non-refundable, **50% deposit of the listed tuition for the full session at least 60 days prior to start of the session** as outlined in the acceptance letter. We also agree that the remaining 50% of the full session's tuition will be paid on or before the first day of the session. **The CLC has no obligation to reserve a space for a student that has not submitted the 50% deposit by the date outlined in the acceptance letter.** Anyone 30 days in arrears on fees will not be permitted to enroll to a session until the previous balance is paid in full. **A written notice of withdrawal should be made 30 days prior to the date of withdrawal.** No refund will be granted if a withdrawal occurs without 30 days' notice.

We understand that the total cost of operating the program continues to be greater than can be covered from parent tuition fees. This means that essentially everyone receives a scholarship when attending the CLC. To receive this scholarship, we agree to talk with the Director about any potential supporters of the program we may know and to participate in Center-wide fundraising activities.

We understand and agree **there are no refunds/credit allowed for any time missed by the child**, whether for medical emergency, sickness, vacation, weather emergency, scheduled holidays or for any other reason. In the event that the Conductive Learning Center of North America cancels any sessions, the CLC will issue a credit/refund only for the sessions cancelled and CLC's liability is solely limited to the amount of money paid for that particular session. This does not apply to forces majeure such as weather and other circumstances outside of CLC's control. We understand and agree that CLC is in no way liable for consequential and/or incidental damages.

Parents are asked not to bring cell phones or cameras into the classroom areas. Cell phones can be disruptive to a child's shunt function and create a distraction to the routine in the classroom. Photos and videos are prohibited from being taken by families in the CLC classroom setting without first obtaining permission from the conductor teacher for photographing only your child.

WE ATTEST THAT WE HAVE READ AND FULLY UNDERSTAND THE NATURE AND CONTENT OF THIS ENROLLMENT AGREEMENT. OUR EXECUTION OF THIS ENROLLMENT AGREEMENT IS VOLUNTARY AND OF OUR FREE WILL.

Parent Signature

Date

Parent Signature

Date



PARENT/STUDENT GUIDELINES

Admission Policy

The Conductive Learning Center of North America (CLC) admits students of any race, color, and national or ethnic origin. In order to successfully meet the needs of the students for whom the CLC is organized, the following criteria for admission will apply:

1. Medical or educational diagnosis of a motor challenge, usually caused by cerebral palsy or spina bifida, brain and spinal injury.
2. Intellectual, physical, emotional and social compatibility with established program capability and success predictors.
3. Commitment of parents to support the success of their child in the classroom and at home.
4. Any other factor that the CLC, at its discretion, deems relevant for the best interest of the CLC and other attending students.

Prior to the admission of a child to the Conductive Learning Center of North America, the following steps will apply:

1. CLC receives a completed application form with a \$25 non-refundable application fee.
2. CLC receives copies of pertinent medical and educational records.
3. Participation in a scheduled assessment on site with the Director or her designee, or a mailed video following the Video Assessment Guidelines, either of which requires payment of a \$100 non-refundable fee.
4. The conductor staff will decide, in their sole discretion based on the factors outlined above, if the Conductive Education program holds promise of functional progress for the child. Parent(s) will be notified of a decision within one week of the assessment.
5. No child will be notified of admission until the fee for application and assessment are paid in full.

Provisional acceptance will be followed by a trial enrollment period. A subsequent evaluation will be conducted by the conductor staff to determine if continuation in the program will benefit the child. If the child does not continue, the unused portion of the tuition will be refunded.

Withdrawal Procedures

If parents decide to withdraw their child from the Conductive Learning Center of North America, the following procedures apply:

1. A 30 day written notice of intent to withdraw must be made. If 30 day notice is not made you will be required to pay fees associated with the program your child is enrolled in.
2. Tuition payment balances and any other fees are due on the first day of the scheduled class. There will be no refunds if a withdrawal or absences occur at any time during a scheduled class. Anyone

- 30 days in arrears will not be permitted to enroll to a session until the previous balance is paid in full.
3. A written notice of withdrawal should be made 30 days prior to the date of withdrawal. No refund will be granted if a withdrawal occurs without 30 days' notice.

Completion

Children will be deemed completers of conductive education classes offered at the Conductive Learning Center of North America when (1) a trial enrollment period has expired, (2) a plateau in developmental progress has been reached, (3) a class or program for a specific age or ability group was/is not available, and/or (4) the goals of a scheduled follow-up program have been reached.

A child will be terminated from the program if it is determined that the safety of the student or other students is threatened by continuance of the child in the program. Such determination will be at the sole discretion of CLC. Tuition will not be refunded.

Parents may apply for reconsideration of admission to the program if significant changes have occurred in a child's capability.

Exit Interviews

Whenever a child leaves the program whether by completion, withdrawal or termination, parent(s) of the child will be asked to complete a written or oral Exit Interview, based on the following questions:

1. Why is your child leaving the program?
2. Has your child progressed while in the program? If so, how?
3. What do you see as the strengths of the Conductive Learning Center of North America?
4. What areas of improvement would you recommend for the Center?
5. Would you recommend the Conductive Learning Center of North America to friends?

Communicable Diseases/Permission to Return

Protocols established by the Kent County Health Department (616-336-3028) will be followed in cases of apparent communicable diseases. The Conductive Learning Center of North America expects parents to exercise good judgment in not bringing their child to school when the possibility of a communicable disease exists. A child should remain home until without fever, rash, vomiting and diarrhea free for 24 hours. All communicable diseases must be reported to the center. When necessary, Kent County Health Department and/or school officials will provide appropriate information to other parents on any suspected communicable disease. If questions exist on the medical status of a child who was deemed to possibly have a communicable disease, school officials may request that parents of the child bring a doctor's statement authorizing the return of the student to the CLC.

I have read this document, understand it and agree to abide by the stated policies:

Parent Signature

Date

Parent Signature

Date



DISCIPLINE POLICY

CLC strives to help children develop a positive self-image. Staff will maintain positive interactions with the children for the purpose of building self-confidence and teaching each child to make good decisions when conflicts arise. Children are taught how to control themselves as they experience different emotions and are shown constructive ways to express their feelings and to exhibit self-control. In order to do this, children need the opportunity to build a healthy self-concept. This includes giving children respectful, but honest feedback, acknowledging their accomplishments, and helping them to work through their limitations.

Children need to learn to identify and express their feelings. This often requires the classroom personnel providing them with language to appropriately express these feelings. For example, if we see a child about to hit another child for taking a toy away, we will prevent that child from hitting the other saying, "That really made you angry when s/he took your toy. Instead of hitting, tell her/him "I'm playing with it; you can have it when I'm all done." CLC staff will lend guidance through positive redirection to other activities when situations of conflict occur.

With older preschoolers and school-age children the emphasis shifts toward teaching children how to solve their own problems and conflict resolution. Staff will facilitate communication and lead the children to make a decision as to what should happen. The staff will closely monitor, listen, and assess situations to guide their teaching and identify underlying causes for inappropriate behaviors when necessary.

Discipline Strategies Used by CLC Staff and Students

Although strategies may appear to vary, discipline throughout the CLC is practiced using the same type of methods.

- Maintaining realistic expectations of children
 - Providing clear and simple limits
 - Planning an environment that facilitates a caring atmosphere
 - Modeling appropriate behaviors
 - Redirecting inappropriate behaviors toward desired outcomes
 - Giving children choices between multiple appropriate alternatives
 - Encouraging children to work together to solve problems
 - Encouraging children to use their words to solve problems or to elicit peer cooperation
 - Providing logical and natural consequences for children's actions
 - Removing children from the situation until they are able to discuss the problem and calm down
- Conflict resolution (for older preschoolers and school-age children)

Consistency between the home and school is vital to resolving behavior problems and parent support and involvement is incredibly helpful to the staff.



The Conductive Learning Center of North America is a **nonprofit** organization that operates through gift and grant funding and program fees. Program fees or tuition, are based on the overall operational costs for a 12-month period from July to June. A portion of the cost of the program is borne by the parent, with a substantial amount of the cost of the program covered through scholarship that the CLC is able to provide through fundraising and donations. Tuition is in part based on the residency of the family of the child, with additional scholarship given to residents of the state of Michigan.

The family of the student must meet the following requirements to qualify for ***In State tuition***:

- The family must be legal residents of Michigan for at least 6 consecutive months prior to the session the child is scheduled to attend.

Proof of Residency

The CLC will accept as proof of residency a valid driver's license or State of Michigan ID plus one of the following:

1. A dated voter registration card.
 2. A dated Lease Agreement.
 3. Proof of purchase (copy of Buy-Sell Agreement) of home for residence within the State of Michigan.
 4. Verifiable rent receipts. If rent receipts are not available, a notarized letter from the landlord will be accepted.
- In all cases, the date of residency must be six months prior to the start date of the session in which the child is enrolled or six months prior to attendance.

ADMISSION REQUIREMENTS

A completed application form must be submitted with a non-refundable \$25.00 application fee.

Participation in a scheduled assessment or mailed video assessment per the guidelines on the website and payment of a \$100 non refundable fee for the assessment.

PAYMENT OF TUITION

A letter of acceptance will be sent out 6 weeks prior to the start of the session. This letter will outline the group your child is accepted to participate in, the dates and times of the program they are accepted into, and tuition rate.

Payments: 50% is due 4 weeks prior to the start of a session
50% is due on the first day of the session

The CLC has no obligation to reserve a space for a student that has not submitted the 50% deposit by the date outlined in the acceptance letter. CLC will not be able to run groups without a minimum of three children enrolled for that group.

Anyone 30 days in arrears will not be permitted to enroll to a session until the previous balance is paid in full. A written notice of withdrawal should be made 30 days prior to the date of withdrawal. No refund will be granted if a withdrawal occurs without 30 days notice.

It is essential that your fees be paid promptly and consistently as described in your letter of acceptance. All fees must be paid for the session your child is registered to attend by the first day of that session. A child will not be admitted to a session if any fees are outstanding. If your child is absent, the fees are still due in full.

Tuition will remain the same during periods that contain closings for holidays, snow days, and staff documentation days.

Payment may be made with cash, check, or credit card and you may enroll in automatic billing with a VISA or MasterCard. Please send all payments to The Conductive Learning Center of North America at 2401 Camelot Ct SE, Grand Rapids, MI 49546.

Parent Signature

Date

Parent Signature

Date



HEALTH AND NUTRITION POLICY

HEALTH POLICY

Please see page 18 of our Parent Handbook in order to view information about Health and Illness/Immunizations, as well as our Sick Child Policy.
We would also like to ask that only healthy persons accompany your child into the school building.
If this is an issue, please call the office and we will be happy to assist you.

NUTRITION POLICY

The Conductive Learning Center of North America wants to assure that children receive appropriate meals and snacks while in attendance.
In order to do this, children will need to receive meals and snacks that are healthy and meet nutritional needs in accordance with the child's age, size and physical condition.

Nutrition Guidelines for CLC Students

- Parents shall provide lunches for their children that require minimal equipment and not more than 1-2 minutes of preparation
- The Center shall provide snacks that are healthy and appropriate to the children's needs, and when parents bring snacks, they will be asked for nutritional foods that meet those needs.
- Children in attendance 4-6 hours shall be provided with a minimum of one meal and one snack
- The Center shall assure that a child is not deprived of a snack or meal if the child is in attendance at the time when the snack or meal is to be served
- The Center shall assure that a child with a special dietary need is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parents
- Adequate staff shall be provided so that food service activities do not detract from direct care and supervision of children

Parent Signature

Date

Parent Signature

Date



I consent to my child being interviewed, photographed or videotaped during participation in the Conductive Learning Center of North America (CLC). I understand that audio, video, photographs or slides may be used for educational, research or publicity purposes, including web site and Facebook use. Any product or funds generated from such material will remain the property of the CLC.

Child's Name: _____

Parent(s)/Guardian Signature(s):

Signature #1: _____

Signature #2: _____

Date: _____



PARENT SIGNATURE FORM

I, _____, have received the Conductive Learning Center of North America's parent information packet and have completed all forms necessary for _____'s enrollment at the Conductive Learning Center of North America.

Parent Signature: _____

Date: _____



I, _____, have received the Conductive Learning Center's Parent Handbook by email. I have read and understood the terms and conditions as provided in the Handbook.

Parent Signature : _____

Date: _____