

POLICIES

Cancellations: In order to provide the best program possible, we need a commitment at least **two weeks prior** to your scheduled class. **Refunds will not be given without two weeks' notice.**

Refund Policy:

- A \$15 processing fee is assessed to all refunds. Refunds are issued with two weeks' notice.
- Cancellations accompanied by a doctor's note will be considered. Please contact us as soon as possible. **Email:** continuinged@newtown.k12.ct.us

(Please be sure to review our procedures for Make Up Classes).

Discounts: The Senior Discount and Early Registration discounts may not be combined, and are for use on select programs. *Discounts do not apply to Ed2Go online classes, Driver's Ed, SAT Prep Courses, or Bus Trips. Discounts must be applied prior to payment processing, otherwise you forfeit your discount.*

Fees:

- A \$15 fee will be assessed for any and all cancellations, regardless of reason.
- Returned checks are subject to a \$10 charge.

Make Up Classes: Make up classes will be offered, either in-person or virtually, depending on circumstance. Neither refunds, credits, nor proration's will be given for your absence in a make-up class; regardless of reason. Make up classes are usually added on to the last week of your session date, or moved to another date.

Arrival for Programs:

- Please arrive no earlier than 5 minutes prior to your scheduled class. Should you arrive earlier; please wait in your car.
- There is no on-site registration, please pre-register online or via phone.
- Please do not wander the building.

Age Requirements:

- Most classes are open to students ages **16 and older**, unless otherwise noted.
- Bus Trips are offered to anyone over 14 years of age, unless otherwise noted or with special permission from NCE.
- Please consult with your primary care physician if you have any concerns attending classes.

Web Courses:

- You are to provide your own device. All Newtown Board of Education policies should be complied with while attending online courses.
- Materials will not be provided, unless previously specified.
- If you are asked to leave due to inappropriate behavior, neither a credit nor refund will be issued.

COVID-19 Response: *We take the safety of our participants and staff seriously. We have implemented safety guidelines and cleaning procedures in response to the COVID-19 circumstance. Please take a moment to review.*

Face Coverings: Face coverings are currently optional. Should circumstances change, you will be notified via email.

Visitors: Visitors will not be permitted in the building. Only those that have **pre-registered** for a program or are instructing, will be given admittance into the building. Childcare is not provided and children are not allowed to sit in on classes, nor outside in the hallway for their safety.

We appreciate your continuous support, understanding and cooperation during these unprecedented times.

School Closings & Policies

Weather Related:

- If day time classes are cancelled because of inclement weather, there will be NO evening classes. (please see make up sec).
- WLAD Danbury 800, FM WDAQ 98.3, FM WEZN 99.9 and WTNH News Channel 8 broadcast school closings.
- Our **Facebook Page:** *Newtown Continuing Education* is updated with closures.

Extenuating Circumstances:

- If schools are closed to the public at the discretion of the Board of Education or State of Connecticut, make up classes *will be* given. At times make up classes will be given virtually or in a blended learning style (computer, PSAT/SAT, Mind and Body, Personal Development, Communication, Photography, History, Driver's Ed, and crafting classes, etc.).
- We are not responsible for providing devices to attend virtual classes, some instruction will be given on access to the virtual "classroom," through Zoom or Google Meet, prior to your scheduled class. For seminars, you can join in via phone if another device is not available.
- Bus excursions are subject to cancellation, and will be at the discretion of Friendship Tours or any of their participants. *Refunds for bus trips will be on a case-by-case basis.*

Smoking & Board of Education Policies:

All public school buildings and grounds are non-smoking areas, per policy of the Newtown Board of Education. This policy also applies to virtual courses. Participants are expected to adhere to all District policies, regardless of whether they are attending programs in-person or virtually; with the exception of wearing a mask and social distancing for virtual programs.

Non Discrimination Policy:

Newtown Continuing Education does not discriminate on the basis of ethnicity, race, color, age, marital status, gender, disability, sexual orientation or religion, mental or physical disability or any other legally recognized protected status in any of its employment practices, school activities, or educational programs.