

## Summer at Norwood Home Adventures Policies

### Registration and Enrollment

Registration begins June 15, 2020 and closes for each class on the Monday prior to the class start date. Full payment is due at the time of registration. A non-refundable \$25 registration fee is included in each class fee. A Zoom meeting invite will be sent to the primary guardian on the account the Friday before the session begins.

### Cancellations and Refunds

Cancellation requests must be made in writing and should be sent to [summer@norwoodschoo.org](mailto:summer@norwoodschoo.org). Cancellation requests made by the Wednesday prior to the class start date will be refunded the class fee, less the non-refundable \$25 registration fee. Cancellation requests made after the Wednesday prior to the class start date will not receive a refund.

The minimum enrollment for most classes is three campers. Summer at Norwood reserves the right to cancel classes that do not meet the minimum enrollment requirement. Should a class for which you are registered be cancelled by Summer at Norwood due to low enrollment, you will be entitled to a full refund, including the \$25 registration fee, or you may transfer any fees paid toward a different class.

Refunds or prorates will not be issued for missed or unattended classes or portions of classes. Refunds will not be given for technological issues on the part of the participant. This includes but is not limited to Zoom login errors, computer compatibility issues, internet connection failure, electrical power outage, or speaker/microphone functionality.

### Materials

Most Home Adventures classes will not need extra materials or will utilize materials that can be found in most households. For classes that do need extra materials, a materials list will be provided in the class description on the Home Adventures page and families will be responsible for providing the materials. Class descriptions will also provide links to sites where materials can be ordered in order to make securing materials as convenient as possible. It is not required that new materials are purchased if a household already has the material or it can be borrowed.

### Requirements

Campers must have access to a capable PC or Mac computer, or a capable tablet device in order to participate in Home Adventures classes. A strong and reliable internet connection is required to participate in Home Adventures classes. Certain classes may require specific software and it is the participant's responsibility to ensure this or software is available on their machine prior to the start of the class. Software requirements will be listed in class descriptions if they apply.

## Class Rules and Conduct

1. Campers are expected to abide by the rules and guidelines of each class and follow directions given by the instructor.
2. It is recommended that parents create a Zoom account for their campers to participate in Home Adventures classes, unless a camper account has already been created by the parent.
3. It is expected that parents are in the same room with campers as they participate in classes to attend to any issues that may arise.
4. Campers must have their name properly written on screen (first name, last initial).
5. Campers must have their cameras turned on during classes, unless instructed otherwise by the instructor.
6. Campers should be looking at the screen at all times, unless instructed otherwise by the instructor.
7. Campers must properly use the mute button.
8. Campers and parents appearing on screen must be dressed appropriately. Clothing should cover the torso and all forms of undergarments. Clothing should be free of statements or pictures that are offensive in nature, including but not limited to, statements or pictures referring to violence, drugs, alcohol, sexual suggestions, or racial slurs.
9. Campers and/or Parents may NEVER:
  - Share screens or do screen annotations without permission from the instructor.
  - Share Zoom meeting links to the public or other users that are not registered for the class.
  - Record any portion of classes and/or post recorded content online.
  - Share inappropriate material, including but not limited to, sexual content, violence, racism, drug/alcohol use, and bullying during classes.
  - Attempt to access the accounts or machines of other campers or instructors.
  - Contact instructors on social media or in any other form outside of online classes.
  - Share personal information with instructors or ask instructors for their personal information.
  - Engage in conduct detrimental to the program, including but not limited to, threatening violence, bullying, harassment of any kind, use of inappropriate language, or use of drugs, tobacco, or alcohol.

All campers are expected to follow the stated class and program rules. If a camper is not following the rules and not responding to repeated attempts to address behavior, Summer at Norwood has the right to remove the camper from the class without refund.

## Force Majeure

In the event of any failure or delay in Summer at Norwood's performance resulting from causes beyond our reasonable control and occurring without our fault or negligence, including, without limitation, Acts of God, fire, pandemic, government restrictions, wars, and insurrections, the tuition obligations shall continue, and Summer at Norwood shall not be liable for any such failure or delay in its performance.