

Leave & Make-Up Class Agreement

请假与补课协议

2026–2027 School Year · Fall term begins September 2, 2026 · 374 Millburn Avenue, Millburn, NJ

Children get sick and family matters come up — that's normal. **Tell us before class and the session can be made up:** either the same class in another slot that week, or a different class (e.g. Arts) within the same calendar month. Make-ups are booked ahead with the front desk, space permitting.

孩子生病或家中临时有事，属于常见情况。请在课前告知我们，缺的课可以补回来——可当周补同一门课，亦可当月补其他课程（例如 Arts）。补课须提前与前台预约，以该节课尚有空位为准。

1. Letting Us Know / 请假

- Please give the teacher or front desk (WeChat / **973-283-5028**) **2 hours' notice** where you can; a day's notice for planned absences.
 - **At the latest, tell us before class begins.** Anything we hear before class counts as leave — we will not decline a make-up because you could only give thirty minutes' notice.
 - For sudden illness, **message the teacher directly** rather than posting only in the parent group.
 - Please include: the child's name, class, date missed, and a brief reason.
 - **Arriving late or being picked up early is not an absence** and does not generate a make-up.
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- 请尽量提前 **2 小时** 告知老师或前台（WeChat / **973-283-5028**）；计划内的请假建议提前一天。
 - 最晚请在上课前告知。只要在课前告知，即视为已请假——我们不会因为家长仅提前半小时告知而拒绝安排补课。
 - 临时生病请直接发送消息给老师本人，不要仅发送至家长群，以免消息被遗漏。
 - 请注明：学生姓名、班级、缺课日期及简要原因。
 - 迟到或提前接走不计为缺课，不产生补课。

2. Two Ways to Make Up / 两种补课方式

Option	What it means	When
Same class 补同一门课	The same class in a different time slot 上同一门课的其他时段	That same week 当周
A different class 补其他课程	Another class with an open seat, e.g. Arts 上另一门尚有空位的课程，例如 Arts	Same month 当月

For a different-class make-up we place your child in a class **appropriate for their age and level**; sequential classes (e.g. Singapore Math) require the teacher's confirmation first. **The front desk will tell you which**

classes are open for make-ups each month. A make-up fills one open seat for that session only and does not constitute enrollment in that class.

Each absence earns one make-up. A make-up **replaces** that week's session; it is not an additional class.

补其他课程时，我们会安排年龄与程度合适的班级；进度连贯的课程（如 Singapore Math）需老师先行确认。每月可供补课的课程由前台告知。补课仅占用该节课的空位，不构成该课程的报名。

每缺一次课，对应一次补课。补课为替代当周课时，并非额外增加一节。

3. Window & Frequency / 有效期与次数

- **Valid within the same calendar month** (a September session is made up in September). An absence in the **last week** of a month may be made up in the **first two weeks** of the next.
 - Up to **2 make-ups per class per month**; each enrolled class is counted separately.
 - **The count is charged to the class that was missed** — missing Math and making it up in Arts uses the Math allowance.
 - Make-ups do not roll over, **carry no cash value, cannot be applied against tuition, and cannot be transferred to a sibling or another child.**
 - Used within the current term. For an absence in the final two weeks, if we cannot fit you in we will provide the session within the first two weeks of the following term — **no re-enrollment required.**
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- 当月有效（9月缺的课在9月内补完）。月末最后一周缺的课，可在次月前两周补。
- 同一门课每月最多补**2**次；报读多门课程的，各科分别计算。
- 补课次数计入“缺课的那门课”——缺一次数学、在Arts补课，占用的是数学的名额。
- 不累积至下月、不可折抵学费或折算现金、不可转让给兄弟姐妹或其他孩子。
- 须在本学期内完成。学期最后两周缺的课，若确实无法安排，我们将于下学期开学后两周内补上，无需续报即可使用。

4. Booking / 预约

- Make-ups **must be booked in advance** — please do not bring your child without a reservation.
- Book with the **front desk**; a make-up is confirmed **only once we confirm it.** A teacher's informal agreement does not secure a seat.
- Bookings are taken in order until the class is full.
- A confirmed make-up may be **rescheduled once** with 24 hours' notice. A booked make-up that is not attended counts as used.
- Certain sessions (rehearsals, performances, assessments) cannot take visiting students; we will arrange another time.
- **If you book in time and we genuinely cannot fit you in that month, you receive priority the following month.** That shortfall is ours, not yours.
- When booking, please tell us about any **allergies and pickup arrangements.**

- **Bus and after-care are not automatically included** on a make-up day; please arrange separately if needed.
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- 补课须提前预约，请勿直接带孩子到校。
- 请与前台预约；经我们确认后方才生效，老师口头应允不作数。
- 按预约先后安排，额满为止。
- 已确认的补课可改约一次（请提前 24 小时告知）。已预约而未到的，视为已使用。
- 个别课节（彩排、演出、测评等）不接收补课学生，我们会另行安排时间。
- 若您已按时预约、当月却确无任何时段可安排，我们将在次月优先为您安排一次。此种情形不应由家长承担。
- 预约时请一并告知孩子的过敏情况与接送安排。
- 补课当日的校车与课后托管不自动包含，如有需要请另行安排。

5. When a Make-Up Is Not Available / 无法安排补课的情况

- An absence with no notice (we were not contacted before class).
 - The month's 2 make-ups for that class have been used (please contact us in exceptional circumstances).
 - A booked make-up was not attended.
 - During a suspension for behavioral reasons — we will always speak with parents first.
 - The window has passed, including the end-of-month extension.
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- 未提前告知即缺席（课前未与我们联系）。
- 该门课当月的 2 次名额已用完（特殊情况请与我们联系）。
- 已预约的补课未到。
- 因行为问题暂停上课期间——此类情况我们必定先与家长沟通。
- 已超过有效期（含月末顺延的两周）。

6. Classes We Cancel / 学校停课

Where **the school** cancels a class for weather, facility, or staffing reasons, we arrange the make-up or extend the schedule, and it **does not** count against your monthly make-ups. Holidays listed on the calendar (following the Millburn public school calendar) are not absences.

因天气、场地或师资原因由学校取消的课程，由我们负责补课或顺延，不占用每月补课名额。校历所列假期（依 Millburn 公立学校校历）不计为缺课。

7. Longer Absences / 长期请假

For an illness-related absence of **more than two weeks** with a doctor's note, please contact us directly and we will agree on an arrangement together. After **two consecutive** absences with no notice, the teacher will reach out — a check-in, not a penalty.

因病连续缺课超过 **2** 周并能提供医生证明的，请单独与我们联系，共同商定安排。连续 **2** 次未告知即缺席，老师会主动联系家长了解情况——此为关心，并非处罚。

8. Make-Ups and Tuition / 补课与学费

Make-up classes are an arrangement the school provides in addition to the enrolled schedule. They carry no cash value, cannot be applied against tuition, and do not constitute grounds for a refund. Refunds are governed by the school's separate Refund Policy.

补课是学校额外提供的安排，不可折抵学费，亦不构成退费依据。退费依学校现行《退费政策》执行。

✓ Parent Acknowledgement / 家长确认

- ☐ I have read and understood the leave and make-up rules above.
我已阅读并理解以上请假与补课规则。
- ☐ I understand make-ups are valid within the same calendar month, carry no cash value, cannot be applied against tuition, and are not transferable.
我理解补课当月有效，不可折抵学费或折算现金，亦不可转让。
- ☐ I understand make-ups are booked with the front desk and are subject to space, and that an absence with no notice cannot be made up.
我理解补课须与前台预约并以有空位为准；未提前告知即缺席的课时无法安排补课。

Student Name 学生姓名	Grade / Class 年级 / 班级
Parent / Guardian Name 家长姓名	Phone / WeChat 联系电话 / 微信
Email 电子邮箱	
Parent Signature 家长签字	Date 日期