

Additional FLEX Information

- **Emergency Care Form (attached)**
Please complete and return the attached emergency care form to the FLEX instructor on the first day of FLEX class. This information must be received by the first day of class.
- **Parent and Student Online Survey**
An end-of-course survey is available for you to complete online. Let us know how we are doing by visiting www.fcps.edu/aceclasses/survey.htm. Please enter your child's course and section number. For example, you would enter FP08415-0023 if that is the class your child attended. This ensures that we know to which class you are referring and can properly assess your evaluation.
- **Refund Policy**
No refunds are granted after the second class. All refunds are for tuition only, and requests will be considered on a case-by-case basis. Refunds must be requested in writing. Contact your PTA representative for details. A \$15 processing fee is assessed for each refund.
- **Transportation**
Parents must provide before- and after-school transportation. Students must be picked up promptly at the end of the class. Your child's safety is our concern; however, your child's welfare is your responsibility if you drop them off early or pick them up late. There will be no administrative supervision before or after the class. Repeated situations where a child is picked up late could result in withdrawal from the program.
- **Absence from Class**
Please contact your child's FLEX instructor if your child will not be attending FLEX due to illness, vacation, etc.
- **Emergency Closing/Hazardous Weather Cancellation/Holidays**
If school is canceled due to hazardous weather, all FLEX classes are automatically canceled. In the event that hazardous weather develops early in the afternoon while school is still in session but school has not been closed early and FCPS has not canceled all after-school activities, the principal and the FLEX PTA representative will decide whether or not to cancel after-school language classes. If the principal or teacher decides to cancel classes, you will be notified, and an announcement will be made at school. Canceled classes will be rescheduled at the end of the course.

Classes do not meet when schools are closed for holidays and teacher workdays. In the case of a delayed opening, only morning classes are automatically canceled. If school has delayed opening on a Monday, morning and afternoon FLEX classes are canceled. Afternoon classes are canceled when school closes early or FCPS cancels all after-school activities.

Information is communicated by FCPS as soon as the decision is made in these ways:

- Posted at www.fcps.edu/news/emerg.htm.
- Posted on TV Channel 21 (Cox Communications, Reston Comcast, and Verizon cable customers only).
- Sent via e-mail to parents through the Keep in Touch e-mail notification system www.fcps.edu/kit/.
- Called in to area radio and television stations.

We at Adult and Community Education are very excited to have the opportunity to help your child learn a foreign language through the FLEX program. We trust this will be an enjoyable experience for you and your child. Please call the FLEX office at 703-658-1293 if you have any questions or concerns.