



Student Responsibilities

1. Children are required to arrive to classes at least five minutes before the class starts so that teacher can begin the class on time.
2. For educational continuity and knowledge, students are expected to attend all scheduled classes. Excessive absence will be discussed with parents and may result in suspension from the class.
3. Students are expected to complete homework assignments and be prepared for their classes with the appropriate books and school materials.
4. All children are expected to be respectful of other students, people and property.
5. Students are expected to wear attire that is considered appropriate for being at a temple or attending a religious ceremony.
6. Occasionally, a student will have difficulties adjusting to the school environment. Students who show consistent patterns of not conforming to Samspra guidelines will be called in for a parent-teacher conference. If the problems continue, student may be suspended from the class.

Parent Responsibilities

1. Students are expected to be at Samspra and seated in their class five minutes before class starts. Each class lasts for one hour. Timely drop-off and pick-up is expected.
2. Parents are responsible for ensuring that their child is prepared for class (having homework done, getting materials for next class ready, etc.).
3. Parents should make a concerted effort to attend any parent-teacher sessions or meetings conducted by Samspra.
4. Parents who are interested in observing their child's class should contact the teacher to arrange a mutually agreeable date.
5. Any concern related to classroom or learning at Samspra should be discussed with the teacher first and thereafter, submitted to Samspra Director for consideration.
6. If your child is going to miss a class, please notify the teacher as soon as you can.
7. Usage of cell phones, gaming consoles and other such distracting devices are not permitted in the classrooms during instructions.



8. Parents are expected to be respectful of other parents, people, property and events at Samspra and Capital View Center building.
9. The Building is secured and locked after 7:00 pm weekdays and during weekends for the safety and security of our students.
10. If you need to open the door, please text the teacher and arrive to class on time.
11. Parents are required to stay within the premises if your child is less than 12 years of age and or assign a guardian to pick up and drop your child.
12. Teachers are responsible of the student during class times. Timely pick up arrival is appreciated.
13. Parents are responsible for sending in a healthy snack and a water bottle for their child. Snacks must be strictly vegetarian.
14. Students are expected to wear attire that is considered appropriate for the school and for the classes they are in.
15. Please let the teachers know of anything in your child's life which may affect his/her school experience, e.g. death of a relative, illness, new sibling, death of a pet, etc.

Teacher Responsibilities

1. Teachers arrive to the class at least 10 minutes before student arrival and are prepared for the class.
2. Teachers are responsible for the safety, security and proper learning of the student during class.
3. Proper age and level appropriate curriculum should be in place and lessons plans and submitted to Samspra.
4. Parent and teacher communication is open and teacher periodically updates teachers of the student progress.
5. Teacher will offer make up classes upon teacher's absence or cancellation of the class, at a time that is mutually convenient.



6. Teachers are responsible of keeping record of student attendance and submitting to Samspra after each class.
7. Safety is our priority. Teachers will update and discuss with parents and students any change in plans to their class or access to the entrance door policy.
8. Teachers are required to be on time and attend all teachers' meetings and school related events.

Payments & Refund Policy

- One-time annual non-refundable fee is due at the time of registration.
- Both Monthly and Semester pay option is available. Semester pay has a small discount.
- Fees are not refunded after the 4th classes in a semester. Semester fee can be prorated before mid-semester. After which students will automatically fall under monthly pay.
- Fees are due in the beginning of each semester or each month
- Please see our acceptable form of payment for options.
- Some classes have supply fee apart from the class fee. Supply fee can be paid to the teacher directly.

We at Samspra believe in open communication and a good rapport among Parent-Teacher – Students. Please feel free to discuss any questions, concerns or suggestions with us. We are always available to provide you with a great learning experience.

We welcome parent volunteers and community support. Feel free to let us know ways we can improve.

Thank You for being part of Samspra.