

Hello Parents of our Child Students,

Please find below Zhen Ren Chuan's school policies and protocol regarding the safety of your children. These policies are in place to instill awareness and discipline as well as to ensure a safe environment for your children.

- Children are to arrive no more than 15 minutes before their scheduled lesson.
- Pee Wee, Children & Advanced Children arrive and leave dressed in uniform. Please do not change in the waiting room.
- When children arrive at the school they should approach the office beads to bow in and to greet the Instructors in the office.
- If you are the first to arrive that day, parents should wait with your child in the waiting room, until other parents and children arrive before you leave the school.
- School Policy is to be given prior notice of any guardian assigned to pick up your child or to have a prior agreement for your child to walk home alone.
- Children bow out at the office beads at the end of the lesson and say goodbye to the Instructors before they leave the school.
- Please be at the school at the end of your child's lesson to pick them up. If you know in advance that you will be running late, please inform the Instructor of this before the lesson. It has been, and will continue to be, school policy to lock the school and take your child to a public place in Arlington Center if you are late picking them up and the Instructor is alone in the school with your child.
- We must have emergency cell phone numbers for all Guardians and Parents responsible for the drop off and pick up of your child.
- Please no food or beverages in the school.