



San Antonio Balakendram Guidelines

Sanskrita Bharati is a non-profit organization (501c3) supported by volunteers who are passionate about Sanskritam. The organization promotes use of Sanskritam. It offers classes for children and adults. In balakendram, classes are offered at various levels for the children based on the age and skill level. There are also classes for parents at the same location while the children are in the classrooms.

Please read the outlined policies below:

Attendance

Regular class attendance is necessary as a part of the learning process. Attendance is also a component of the final grade. Please note the following policies regarding attendance.

- The classes start sharp on time. If children arrive 10 minutes after the start of the class they will be marked late and lose half of attendance points for that class.
- Each class may have some class work or evaluation (dictation). Students that come late may miss these and lose further points.
- Each student who has full attendance will be given a special attendance reward on the last day of school. No more than one absence during the school year is considered full attendance.

Excused Absence

If the student is unwell, the parents must notify the teacher prior to class via email communication and the student will be marked as 'excused' for that day. Please refrain from sending children to class with flu-symptoms, or if they have been running a fever of 101 or higher in the last 24 hours.

Medical Emergencies

Student will be taken to the nearest hospital in case of a medical emergency. In case of non-life-threatening injuries only the parents will be notified (parents are responsible for ensuring correct contact information provided during registration). In case of emergencies, we will call 911 and notify the parents also. Sanskrita Bharati is not financially responsible for the expenses of medical treatment received.

Refunds

Because this is a long term initiative, all refund requests will be considered on a case by case basis, depending on situation, duration attended, and any other constraints.

Discipline

We believe that students benefit most in a positive and safe learning environment. We strive to create such an environment for all the children during the classes. We work together with parents and children to ensure that such an environment is maintained. Some guidelines and possible corrective measures are listed below. However, we reserve the right to take an



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appropriate action to preserve the safety and well-being of all the children in the class.

- *Profanity* - use of any vulgar language in the classroom is completely unacceptable. The students will be given at most one warning and then suspended from school if it occurs again.
- *Defiance* - the students are expected to follow the instructions of the teachers and the staff members. If the student does not follow this then he or she maybe be subjected to disciplinary action.
- *Vandalism* - the students are expected not to touch any article (books, pens, computers, wall mounted pieces, etc.) in the classrooms. If anything is damaged by the child despite warnings the parents are deemed responsible for the damages.
- *Food* - food or drinks (other than water) is not permitted inside the classrooms. Chewing gums are not allowed.
- *Electronics* - playing with gadgets in the classroom is not allowed.

Dress Code

There is no particular dress code but please try wear traditional India outfits as much as possible.

Communication

Parents are expected to provide a valid phone number and an email address that is regularly monitored (we do not send any unsolicited mail unrelated to balakendram). This is mostly important as we send home work through emails.

Pickup & Dropoff

The parents are responsible for dropping off their children in the respective classrooms at appropriate time. The students should be picked up after the class. In case of emergency, please contact the school administrator whose number will be provided to you during the first day of school.

Event Participation

To enhance the learning experience the children are required to participate in samskrita baalotsavaH and shloka spardhaa (chanting competition). In baalotsavaH the children perform skits, plays and songs. The shloka spardhaa is an opportunity to learn shlokas with correct pronunciation. The dates for the events will be notified soon. If the child is unable to participate, the parent should contact the teacher at the earliest. For baalotsavaH, extra practices are conducted about two weeks prior to the event.

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