



# **PARENT HANDBOOK**

**Version 040422**

## ***Welcome to EC Global Academy***

Dear Parents/Guardian:

Welcome to EC Global Academy! We are so excited to begin another wonderful school year and are pleased that your family will be a part of an exciting new year.

At EC Global Academy, we believe all children love to learn and that success in study and life depends on developing a strong foundation for learning early in life. Our instructors and administrative staff are committed to giving your child the best preparation for a lifetime of learning. EC Global Academy's programs feature an excellent academic curriculum including mathematics, personal development skills, art, science, etc. Through our stimulating and fun classroom environment, we encourage your child to achieve self-confidence, emotional maturity, and a lifetime love of learning

This handbook contains information about rules, regulations, procedures and an explanation of the services offered in our center. Please spend some time to read carefully the information and share the information with your child. We look forward to joining with each of you as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.

Yours Truly,

The Management of

**EC Global Academy**

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# *Admissions Policy*

EC Global Academy does not discriminate based on national or ethnic origin, gender, race, color, mental or physical disability, or religion in the administration of its educational programs and admissions policies. Students are admitted based on space and subsidiary availability in each class.

EC Global Academy will request personal interviews with applicants and parents and require placement tests to determine an applicant's grade level readiness.

Siblings who meet all admissions qualifications are given priority consideration. Students should be at least 6 years old and toilet-trained upon enrollment to the Academy's program.

EC Global Academy will make an admissions decision subject to the cooperation of parents, learning behavior of students, space and subsidiary availability.

If an applicant is approved for enrollment, EC Global Academy will provide an enrollment contract to the applicant's parents. The enrollment contract must be resubmitted to EC Global Academy along with payment for the designated prepaid Academy's operation cost and expenses in 4 months or annually basis in the stipulated time frame.

## ***What Do You Need to Do Before Study Begins?***

- 1) Sign and submit EC Global Academy registration form and prepaid payments.
- 2) Prepare the items that are stated in the parent's checklist, sign and submit.

## ***Parental Visitation***

Parents and other family members are always welcome at EC Global Academy, but you are required to fix an appointment before your visitation to stay respectful of the classroom environment and try not to disturb the students or teachers.

## ***Communication to Parents***

In our efforts to continually enhance communication to parents, we will post the study calendar, newsletters, memos, etc. on our web portal <https://www.ecglobalacademy.com> social media and email. Through this online community, parents will receive reliable and timely information.

Parent communications and updates are sent via email and WhatsApp, so please ensure that the Academy has your most current email address and cell phone number on file. Parents are requested to save the respective Academy's contact numbers (Mobile and Fixed Line) in phone in order to ignore any message delay and interruption.

Our goal is to keep parents up-to-date on important news and events while minimizing our impact on the environment by reducing the quantity of paper-based communications we send home to parents.

## ***Progress Reports***

Parents will receive **Monthly Updates on the Students' Progress via WhatsApp**. Please keep it for necessary records for your future reference. EC Global Academy will only keep track of the students' recent grade only.

Conferences with instructors and/or the management staff are available upon request. Please do not request a conference during the first two weeks of the Academy since it is very difficult to properly assess your child's progress soon. Children may take two weeks or more to adjust to the new environment.

Please take notes that students are allowed to take 3 attempts on their program lessons quiz and chapter test. Students must get 70% and above for each lesson quiz and chapter test. Students will receive a warning letter for poor academic performance if the student scores below 70%. If the student takes more than 3 attempts for a lesson quiz or chapter test for a certain subject, 1 point will be deducted from the subject GPA which will affect his/her CGPA.

### **GPA Calculation and Deduction are as follow:**

**For Grade 9 and below**

GPA Calculation for each subject (Year 5 to Year 9)

Details	Percentage
Assessment Test	40%
Offline Assessment Allocation - Workbook = 20% - Spot Check = 10%	30%
Attendance / Participation	20%
Behaviour / Attitude	10%

## Workbook = 20%

Students must get **at least a 60% score** on each page. If students **get below 60%**, **1 point** will be deducted from the workbook mark.



## Spot Check = 10%

The Education Department will conduct weekly spot checks on students' workbooks and worksheets. Failure to submit the workbooks/worksheets pages will lead to the deduction of GPA according to the workbook available on that grade.

Formula =  $10\% \div \text{total workbook available} \div 6 \text{ months}$

Example: Grade 4 = 5 workbooks

$10\% \div 5 \div 6 \text{ months} = 0.33$

\* A total of 0.33% from the GPA will be deducted for failure to submit the workbooks/worksheets pages each time

## Attendance & Participation = 20%

Absence without **convinced reason** 1 point will be deducted (only medical certificate will be accepted). Webcam must **always switch on** when attending online classes. Failure to do so will result in 1 point deduction weekly for each subjects.

## Behaviour = 10%

1 point will be deducted for every **misbehave** which is justified by the class instructor.

High School students must take his/her final exam within a month (30 days) with a maximum of 2 attempts upon completion of the course (**If a student fails a subject for 2 attempts, RM450 will be borne by parents in order to resit the exam**). If a student does not take the final exam within the given time frame, he/she must take the initiative to approach the teacher and ask for guidance. Please take note that the examination booking date must be 5 working days in advance

High School results are calculated as the following:

Courses with Written Assignment	Courses without Written Assignment
Quizzes : 35%	Quizzes : 60%
Written Assignment : 25%	Final Exam : 40%
Final Exam : 40%	
Total : 100%	Total : 100%

## ***Family Involvement and Special Events***

Parents are invited to attend special events throughout the year, such as Charity Bazaars, community events, convocations etc by the invitation of the Academy. Please review the Academy calendar / Academy social media to remind you of these fun events. Birthday celebrations are welcome. If your child has a birthday that falls on a weekend or holiday, we can celebrate it on the closest study day before or after the actual birthday. Please make special arrangements with your child’s instructor or Academy admin, regarding scheduling and providing nutritious snacks or treats.



## ***Parent Partnership and Volunteering***

Building a strong and supportive partnership between home and Academy is the hallmark of EC Global Academy. We have always believed this relationship is an essential contributing factor to the positive development and overall success of its students.

EC Global Academy provides many opportunities and welcomes parents to become actively involved in any chosen area(s) of interest.

These may include:

- Planning and organizing class and Academy-wide events
- Classroom presentations and demonstrations
- Planning, organizing, and managing our annual book fairs
- Making costumes and props for play
- Serving as chaperones on field trips
- Volunteering for lunch and rainy day supervision
- Help advertise and support student council events and community outreach programs
- Academy beautification projects
- Promote and support principals' and parent gatherings
- Managing the uniform exchange
- Centre sponsored family events

EC Global Academy appreciates the willingness of parents to be an involved member of our Academy community and values its parent volunteers. Our Volunteer Handbook contains important information and guidelines for our volunteers and is available from the management team.

## ***Arrival and Departure Procedures***

To maintain safety and security, it is imperative that all parents follow EC Global Academy's arrival and departure procedures as discussed at the Parent Orientation. Children will only be released to parents and other authorized individuals listed on the emergency information form.

All students are required to be signed in and out, using our electronic system or by use of our paper system with a complete legible signature (no initials), on a daily basis upon their arrival and departure even if they are participating in extended care.

Please make every effort to have your child arrive and depart on time. If you need to pickup your child early, please go to the Centre admin to sign your child out.

Please notify the office of any changes in authorizations or emergency information.

## ***Study Times***

EC Global Academy office hours are from  
11:00 AM to 7:00 PM (Mon – Fri)



### **Study Hours**

#### **Primary School**

11:00 AM – 4:30 PM (Mon – Fri)

#### **Secondary School**

1:00 PM - 6:00 PM (Mon-Fri)

## ***Centre Calendar***

See the attached calendar to get more details about our Academy session.

## ***Arrival And Dismissal***

In an effort to improve school safety and security, we encourage you to drop off your child **no earlier than 10:30 AM** and pick them up during dismissal between **6.00 PM – 6:15 PM**. For safety reasons, it is the parents' responsibility to see that children do not arrive earlier than 10:30 AM.

## ***Drop-Off And Pick-up***

For student safety, do not drop off your child at the opposite side of the street or far away from the Academy. If you have to park at the opposite side of the street or a few doors down from the Academy, please ensure to accompany your child to Academy.

When picking up your child, he/she must remain within the Academy compound until you pick him/her up. Do not make arrangements for your child to wait for you in any area within the Academy vicinity. This is to guard their safety as they will only be supervised while being in the Academy compound. We do not allow students to wait for parents to pick them up anywhere other than the designated area in Academy where they are supervised by the Academy administrator and instructors.

Should there be no parking lot available, please drive up as close to the Academy compound. Contact the Academy administrator **ONLY** when you have arrived at the Academy compound. The administrator will then release your child from the Academy.

Walk across the road and meet your child (never call out to them from the opposite side of the road).

**NOTE:** No students are permitted to be in any parking lot or on the street without an accompanying parent. Once you pick up your child, he/she is solely your responsibility, therefore, your supervision is required at all times.

Parent(s) should communicate directly with Center Admin/ Instructors in the morning if an alternative pick up plan is warranted (e.g. student walking home, going home with anyone else other than parents). **ONLY** those people listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick

up your child. Verification by the school administrator will be made before any child is released to a person not listed in the registration form.

## ***Student Attendance***

Regular study attendance is vital for a child to derive full benefit from the instructional program. Please make every effort to have your child in the Centre everyday on time. **If your child is absent, a phone call should be made to the Center before 10:30 AM (For Primary School) and 12.30 PM ( For Secondary School). It is necessary for parents to provide a reason for each child's absence.**

If a child is absent, and the Centre has not received notification of the absence, center administration will call home. Parental assistance in notifying the Centre of an absence will help us account for each child in an efficient and timely manner.

Regular attendance and punctual daily arrival is the key to academic success, and is ultimately the responsibility of the parents. Every attempt must be made to schedule appointments during season breaks. Absences and tardiest are recorded daily, and become part of a student's academic record. Late arrivals must report to the Centre admin to obtain a tardy pass before proceeding to the classroom. A student will have one day for each absent day to submit missed assignments. At EC Global Academy, we recognize the need for students to maintain optimum attendance in order to gain maximum benefit of class instruction time. Students benefit immensely from online and offline learning through daily instructor and student interactions, by participating in engaging and interesting discussions, and from opportunities presented in class to ask and answer questions. These experiences significantly contribute to a deeper understanding of important concepts. We, therefore, strongly encourage parents to plan vacations during season breaks, as excessive absences cause students to miss these valuable experiences, which could adversely affect their overall performance at school.

Although students may be able to make up written work, there is no substitute for the high-quality, conceptual instruction that our instructor offers in the classroom each day!

## ***Unusual Circumstances***

In the event that the centre is closed due to circumstances beyond EC Global's control (e.g., earthquake, storm, fire, power outage, etc.), EC Global may schedule make-up time at its discretion.

## ***Early Release Of Students***

To maintain the flow of instruction, leaving the Centre early is discouraged. We realize, however, there are times when leaving early are unavoidable. If an early dismissal is required, students must be picked up by a parent and signed out in the center. **Instructors are instructed not to release a student unless told to do so by the center administration.**

Students may be released only to parents or an authorized representative of the parents. Authorization must be in writing or via a phone call to the centre. Adults picking up students during the regular study day are asked to do so through the center administration. It is not reasonable for us to release a child to walk home alone during study hours. If a child is ill or has an appointment, we expect an authorized adult to pick him or her up at the centre and sign the leave form

## ***Health Information***

EC Global Academy will notify parents when students have been exposed to a communicable disease within the Centre. It is also important that parents notify the Centre office of any contagious illnesses or conditions, such as:

- Chicken pox
- Rubella
- Mumps
- Strep throat
- Covid
- Measles
- Head lice
- Fifth disease
- Whooping cough
- Pink eye

If a child becomes ill at the Centre, the child will be isolated from other students, and a call will be placed to the child's parent. EC Global Academy will contact the parent first, and if they are not available, a call will be placed to other emergency contacts as listed on the child's emergency form. Students are not permitted to re-enter the Centre until they are symptom free for 24 hours.

Staff will check students daily. If the following symptoms are exhibited, the parent will be notified to pick up the child. Please make every effort to pick up your child within thirty minutes of notification.

- Green discharge from the eyes or nose
- Watery, inflamed eyes
- Crusty eyelids
- Deep cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unusual irritability
- Rash or other open sores
- Flushed appearance, clamminess
- Fever

Rule of thumb! If your child is not well enough to participate in class activities, he/she should not be at the Centre.



EC Global Academy instructors and staffs are only permitted to dispense medications/products (prescription and/or over-the-counter) to students who have a fully completed Prescription and Over-the-Counter Medication Consent and Instruction Record, a fully completed Physician's Official Statement or Food Allergy Action Plan (if the medication is for a food allergy), and a fully completed Nebulizer Care Consent and Inhaler/Nebulizer Physician's Instructions (if the medication is an inhaler or nebulizer) on file with the Centre. New forms must be completed and submitted at the beginning of each study year. The Physician's Official Statement must include all information as noted on the EC Global Academy Student Medication Guidelines for Parents and Required Paperwork Checklist. The medication/over-the-counter product will be maintained in the Centre office, unless requested otherwise in writing by the physician, and it must be in the original container with an unaltered label bearing the student's name. Students are at no time permitted to have any form of medication/lotion in their possession, including, but not limited to, vitamins, cough drops, and sunscreen. In the case of a medical emergency, depending on the severity, an ambulance may be called at the expense of the parent.

Please notify the Centre admin of any changes to your child's emergency information, and make sure your contact numbers are current and operable.

## ***Discipline Policy***

Children find security and direction where there is consistent guidance and routine. It is the instructor's role to assist the child in conducting his/her behavior in a positive manner. The instructor is a "classroom manager," facilitating, observing, and correcting behavior. Our goal is to teach students to exhibit self-control, while managing his or her emotions and anger. This can only be accomplished by consistent, firm, and loving methods. We use the following methods of positive discipline:

- Redirect behavior
- Teach children the classroom rules
- Encourage children to "talk out" their problems and discover a solution
- Use positive phrases to correct behavior
  
- If negative behavior happens, advice and counselling will be given by the instructor for the chances of three. If this continues to happen a warning will be given by the instructor as the fourth chance. If negative behavior still persists, the instructor will contact the parent to work out a solution for it. Come to the chance of a fifth, the instructor will implement the corporal punishment to discipline the student. In order to improve the proficiency of English, students are **ONLY** allowed to speak English in the Centre. (For new students, a one month grace period will be given in order for them to get used to English communication.) If a student is found to speak another language rather than English, a contribution of RM1 of **charity fund** will be incurred for every conversation. The **charity fund** will totally contribute to the underprivileged. At the end of the month "**The Greatest Contributor**" will face a severe chastisement but "**The Zero Contributor**" will be rewarded with encouragement.

- If a child's behavior does not improve, the child may be placed on detention, suspension, probationary enrollment, or expulsion.
- **Caning** is always the last resource but limit to palms and sole only (maximum of 5 canes). No other corporal punishment like spanking, hitting, slapping, tapping, and pulling on any part of the body, will be used in the discipline of children.

## ***Cellphone***

Students are **NOT ALLOWED** to bring cellphones to the classroom. Students are only allowed to bring a cellphone to the classroom upon getting permission from the administration.

Students may not use cellphones during study hours or allow other students to use their cellphones. In the event of bringing a cellphone to the Centre, students are required to hand over the cellphone to the class instructor or the center admin. Students are **NOT ALLOWED** to keep cellphones in their bag. Cell phones may be taken by the instructor or center admin if used in violation of this policy and kept in the office until picked up by a parent.

## ***Electronic Devices***

Radios, tape players, CD players, video games, laser pens, iPods or other electronic items **should not be brought to school**. Please understand that the Centre is not responsible for lost and damaged items. Students are only allowed to bring their laptop and headphone to school for learning purposes.

## ***Codes of Conduct and Technology Responsible Use Agreements***

The Student Codes of Conduct and the Technology Responsible Use Agreements are located at the end of this Parent/Student Handbook. Parents are required to review these respective codes with their children. Students and parents are expected to adhere to these documents throughout the study year.

## ***Parent Responsibilities and Expectations***

EC Global Academy recognizes that effective parent partnerships are essential in building a collaborative and shared Centre community. As such, we recognize the importance of a shared commitment, open lines of communication, mutual respect, and a common vision. It is a joint responsibility and can build a rewarding home and Centre connection. In the spirit of respectful communication, all members of our Centre community have the responsibility to refrain from gossip, insults, inappropriate chat rooms, and other hurtful acts that can disrupt the learning and teaching environment. It is the parent's responsibility to:

- Ensure their children attend Centre regularly and on time.
- Convey to their children a positive and supportive attitude toward education and the Centre
- Help their children understand their Centre responsibilities and work with them to correct misbehavior.
- Participate in their children's education and Centre events.
- Establish a consistent homework routine.
- Inform the Centre of changes in the home situation that may affect student conduct or performance.

- Build a good rapport with instructors, staff, students, and other parents
- Treating them with dignity, respect, and candor at all times.

#### Protocol for Expressing Parental Concerns:

- Call our careline +6018-285 4188 to figure out the standard operating procedure.
- Make an appointment via careline to see the instructor and discuss the matter.
- If the parent is not satisfied after discussing the matter with the instructor, make an appointment to see the Management staff.
- The Management staff will discuss the matter with the instructor, and a meeting with all parties will be arranged if necessary.
- If the parent is not satisfied with the outcome of this meeting, the parent may email the educational board [enquiry@ecglobalacademy.com](mailto:enquiry@ecglobalacademy.com) for further discussion.
- All communication is expected to be direct, candid, timely, and respectful.

## ***Standard Uniform and Dress Code***

We expect children to come to the Centre / Online dressed appropriately for learning. Clothing should be comfortable, clean, and not a distraction to others. The following guidelines are based upon the idea that grooming and attire should coincide with the importance we place on learning:

- Students are required to wear Academy's Polo Tee from Monday to Friday (Physical / Online Class)
- Short pants is prohibited in the Centre's compound
- Uniforms should be worn tidily and correctly both at school and between home and Centre.
- All skirts must be worn on the knee.
- Polo Tee have to be tucked in all the time in school.
- Hair must be kept in a neat style all the time.
- No extreme haircuts allowed (i.e., mullets, fauxhawks, Mohawks, tails, etc.).
- No nail polish and makeup should not be worn.
- Boys – no earrings, body piercing, or tattoos.
- Girls – no dangling earrings, body piercing, or tattoos.
- Should not wear jewelry in the Centre.
- All outerwear must be free from inappropriate slogans or pictures.
- Hair accessories (clips, grips or hair bands with the purpose of tying back long hair) may be any colour provided they are of a plain style and colour. Large or elaborate clips with flowers or other embellishments are not allowed.
- Any sports socks and closed-toe athletic shoes are allowed in all Centre.

If the student does not perform proper attire, he/she will be asked to go home and change.

## ***GENERAL SCHOOL RULES***

Students are expected to comply with all Centre rules while they are at the Centre compound. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations.

Children who repeatedly exhibit inappropriate behavior, or engage in fighting or serious issues, are referred for counselling.

- Be polite, friendly, respectful, and considerate of both schoolmates and instructors.
- Avoid using abusive or profane language and gestures within the centre compound.
- Follow classroom/centre rules, procedures, and directions.
- Solve disputes constructively.
- Help keep the centre clean.
- Respect the school property. Do not vandalize.
- Keep my hands, feet, and other objects to self.
- Any form, verbal or physical, or any means of bullying or victimization is strictly forbidden.

## ***Centre Operating Cost and Expenses***

EC Global Academy provides two options of learning plans, by term payment (3 Terms per year) / yearly payment. Parents are obligated to make all payments by the stated payment dates. The two plans require a single payment before 7<sup>th</sup> of each due date.

EC Global Academy offers sibling discounts for families with more than one child enrolled at EC Global Academy concurrently. EC Global Academy will charge payment for the oldest sibling at the regular rate and will discount tuition fee for the second sibling by five (5%) percent. Payment for the third or more siblings will be discounted by five (5%) percent as well. The sibling discount will be calculated based on the rates charged in the selected payment plan. To be eligible for the discount, siblings must attend concurrently, parents must make all payments on time and all siblings must complete the study year at EC Global Academy. The sibling discount, if applicable, will be credited only toward the final scheduled payment for the study year. The sibling discount applies to extended care as well.

## **Withdrawal and Refund Policy**

Parents may withdraw their student from enrollment upon prior written notice to EC Global Academy. If EC Global Academy receives written notice on or before the payment date, EC Global Academy will only charge for a month of written notice and the next calendar month. However, **ONLY** the balance of the Centre operating cost (**excluding public holidays and seasons break**) will be refunded but the **learning material expenses, foreign language sharing expenses and any other expenses will not refund**, it is due to the reason of budgeting and full settlement having been made upon registration of students.

Procedure of withdrawal must be 30 days before the payment date. Unless a longer period is expressly stated in the notice. Notification of withdrawal received after the payment date will not entitle parents to any refund of Centre operating cost.



Without exception, parents are responsible for all Centre operating costs due up to and including the month in which withdrawal is effective. No refunds will be granted for period(s) of absence from study prior to the effective month of withdrawal. Centre operating cost is not refundable in the event of an earthquake, flood or other acts of God or circumstances beyond the control of EC Global Academy.

Parents on the payment plan will be charged Centre operating cost for the month in which notice of withdrawal or a termination of enrollment is deemed effective, will not be entitled to a refund of Centre operating cost already made, which will be credited only toward the final scheduled payment.

Termination of Enrollment /Late Payments / Late Enrollments /Changes to Payment Plans  
EC Global Academy reserves the right to terminate a student's enrollment at any time for any violation by the student or the student's parent(s) of EC Global Academy's policies and procedures or if EC Global Academy, in its sole discretion, determines that a student's enrollment is not in the best interest of EC Global Academy and/or the student.

Reasons for termination shall include, but not be limited to:

- a) failure to make scheduled payments by the due dates;
- b) failure to be sufficiently toilet-trained;
- c) parental behavior that is uncooperative with EC Global Academy's policies and procedures;
- d) severe or persistent misbehavior.
- e) poor academic performance
- f) receive 3 warning letters within a grade.

In the event of termination, parents will be responsible for Centre operating cost through the effective month of termination, as determined in accordance with the Withdrawal and Refund Policy set forth above. Payments not received on or prior to the due date will result in a late charge of 10% of the amount due.

If the late payment and late charge are not received within 30 days before the due date, the student's enrollment shall be subject to termination, and EC Global Academy may pursue recovery of amounts due for services rendered.

Payments processed by EC Global Academy will be assessed a RM100.00 charge for all returned checks. Parents may change payment plans during the study year. However, the 5% discount available in the centre operating cost of switching from the education learning plan. Students who are enrolled prior to the beginning of the study date but who delay their start until after the study date has begun are still responsible for the full year of centre operating cost and the centre operating cost will not be prorated.

EC Global currently offers two learning plans:

1) **Term Payment Plan** (settlement to pay in every 4 Months)

Students have to complete a minimum two grades in 12 months but no limit to access or promotion to others grades within a year.

2) **Yearly Payment Plan** (settlement to pay before a new grade starts)

Students have to complete a grade within 12 months but can be shorter than the period of plan. If students who have completed their current grade before the next payment cycle of school fees, Parents have to settle all the payments within 30 days after receiving the upgrading notice.

If the student is taking other foreign languages such as Korea, French and etc, the sharing expenses will follow according to the learning plan that has been chosen.

6 Months : 60 hours (RM 650)

12 Months : 120 hours (RM1500)

Malay language (Bahasa Malaysia) : 6 months per level (RM480)

12 months two levels (RM960)

## ***Guidelines For Payment***

1. All the payments have to be made 30 days before the respective month.
  - Example For payment of **Term Payment** (4 months) –
    - Enrollment Date: 04<sup>th</sup> April 2022
    - Payment Date : 31<sup>st</sup> July 2022
  - Example For payment of **Yearly Payment** (12 months) –
    - Enrollment Date: 04<sup>th</sup> April 2022
    - Payment Date: 31<sup>st</sup> March 2023
2. Payments may be made in the following ways:
  - a) **Preferred** - Bank transfer into the EC Global's bank account
  - b) Ringgit Malaysia (MYR) cheque drawn on a bank in Malaysia

**\*Please note that payment by cash for payment is no longer accepted.**

Note 1: Transferring party is responsible to pay all bank transfer charges

Note 2: Any cash note determined to be fraudulent- whether by EC Global Academy or by our registered bank- is the responsibility of and shall be replaced by the family who supplied the note for payment.

3. Sibling discounts may be offered where two or more children from the same family attend the program - 5 % sibling discount for the 2<sup>nd</sup> child and onward. The percentage discount is available to younger siblings' Centre operating cost only. If the elder child has graduated from the program, he/she will not be counted in the total number of children from the same family.

4. Term Payment Plan or Yearly Payment Plan the payment must be paid on time which stated in the payment reminder ( Payment Date ). Without any reasonable notice, it will auto charge 10% late fee on total payment.

### Payment Information for Tuition and Fees

If you wish to transfer from a bank or issue a cheque, please make it payable to

**Account Name: EC GLOBAL ACADEMY**

**Account Number: M A Y B A N K 5147 2173 5721**

Parents kindly submit a clear copy of the transaction confirmation slip to our care department via Email : [enquiry@ecglobalacademy.com](mailto:enquiry@ecglobalacademy.com)



## ***Homework Policy***

At EC Global Academy, not taking homework is an essential part of the educational process because students are supposed to complete their assignments during the learning hours. However, students are allowed to do their extra or complete their **offline assignments** at home. For fostering individual responsibility, we do not allow the students to practice their spelling for all subjects and prepare their public speaking during the learning hours. We recognize that children need time to participate in non-academic activities as part of their healthy growth and development. For this reason, EC Global Academy focuses primarily on the goal to make sure that EC Global Academy's students can read, write, and count as well as anyone; however, also have time to play and enjoy their hobbies. We want excellent students and well-rounded children.

Students are responsible for the care of all technology equipment, workbooks, worksheets and curriculum materials. If lost or damaged, parents are required to reimburse the centre for replacement of technology equipment, books and/or curriculum materials.

## ***Confidentiality / Sole Ownership of Curriculum Language***

We hereby acknowledge that the curriculum and related materials supplied to students at EC Global Academy are considered and/or contain intellectual property and are, and remain, the sole and exclusive property of EC Global Academy. We also acknowledge that in some instances, certain information and materials provided or used by EC Global Academy constitute or contain intellectual property owned by third parties, and that EC Global's use and distribution of such information and materials is pursuant to a license. We understand that because of such license, neither we nor any of our family members may use or distribute such information or materials other than for use in connection with our children's attendance and participation in EC Global classes and activities. In addition, we understand that from time to time, EC Global may provide us with access to or distribute

certain additional information, documents, or materials. We understand that we are receiving these materials only because one or more of our children is enrolled in and attending EC Global. Accordingly, we agree to keep this information and these documents and materials confidential and to use them only for authorized EC Global purposes. These confidential materials include such items as the parent/student directory, which is distributed or made available as a convenience to parents and their children attending EC Global Academy. Unauthorized distribution of any such materials could result in invasion of another family's privacy, and/or result in action against us.

## ***Publication Rights***

At EC Global, we are very proud of our students and their many academic and personal accomplishments. Over the course of the learning year, students and their learning works may be included in pictures, videos or articles promoting EC Global Academy. EC Global Academy reserves the right to use photographic images (video or still), verbal statements and Centre related work (e.g., art, written work) of students, parents and staff in Centre publications, the Centre website, social media, Blog, other marketing collateral or Centre related materials. Parents and students recognize that they will not receive monetary consideration and that EC Global may continue to use such collateral in subsequent years after the student has graduated. Also, while we do our best to monitor media coverage of EC Global Academy, please be aware that from time-to-time media companies and individuals over whom we have no control may take photos or videos of the Centre, students, faculty, and parents, both on and off campus. If asked by the media to speak about EC Global Academy, please politely explain that you are not a spokesperson for the Centre and refer them to EC Global Academy's home office.

## ***Video Release***

Posting of any videos showing or depicting EC Global Academy, its students, instructors, or other Centre personnel by any person or company on the internet via sites such as, but not limited to, YouTube, is strictly prohibited unless a video release form has been received from EC Global and all persons shown in said video.

## ***Miscellaneous***

- EC Global will refer to a chargeable food caterer for daily lunch, if your child has food restrictions or allergies, please note it on the Parent Checklist and notify the Centre administrator and the student's class instructor.
- EC Global enables students to arrive as early as 10:30 a.m. and depart as late as 6:30 p.m. with no additional fees but if exceeded to the stated hour of 6:30 p.m. Every time slot of fifteen (15) minutes will be charged RM5 and it is applied to the continuous time slots.
- Students are expected to adhere to EC Global's comportment code during the various Centers sponsored after learning activities, extended care and extracurricular club activities.
- Students are not permitted to bring electronic devices such as iPods, video games, MP3 players, or CD players to Centre. All types of trading cards should remain at home.
- EC Global does not provide transportation to and from the Centre for students. However, students can ask for the letter of student pass application for public transport from the Centre administrator.
- Students may either bring lunch or cater lunch from our optional lunch service provider (available at all Centres). Information on the optional lunch program is

available in the office. EC Global, at its sole discretion, may provide information to the Centre lunch caterer regarding the names of students, their classroom numbers, instructors' names, and contact information for purposes of daily lunch lists and collection purposes of lunches. Parents whose children receive lunches agree to promptly pay the amount to the lunch caterer.

- EC Global, at its sole discretion, may provide information to third party vendors, such as but not limited to, centres yearbook companies, centre photography companies, and third party tuition management services, regarding the names of students and parents, students' classroom numbers, instructors' names, and email information for purposes of setting up accounts for viewing of items for purchase by parents or the set up and maintenance of account information.
- EC Global uses no outside consultants or community resources, but reserves the right to do so based on the individual needs of the students.

## ***Handbook Changes***

EC Global reserves the right to change its policies at any time and will notify parents of changes as soon as reasonably practicable.



## ***Student Code of Conduct***

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve a minimum of 70% of my score and be the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be always courteous and respectful. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing staff, instructors, and other students. I will not disrupt the learning of others in words or actions.
3. I will attend study every day unless excused by illness. I will be a well-groomed EC Global student by arriving at the centre in a clean EC Global uniform.
4. I will arrive to centre on time, prepared to learn. My work will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the centre. I will take great pride in keeping the centre grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restroom cleaned and keeping my work environment clean.
8. I will exhibit self-control. I will not engage in violent behavior such as: hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others. I will promote safety.

9. I will obey the Centre rules, setting an example for others to follow.
10. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.
11. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.
12. I will not run in the hallways.
13. I will not bring portable electronic devices to class (cell phones, iPods, MP3 players, electronic games, etc.). It is the goal of EC Global to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the instructor's ability to coach and the students' ability to learn, the student will be removed from the classroom. Depending upon the offense, other disciplinary measures include the following:
  1. Verbal warning and/or redirection
  2. Removal from the classroom or Centre activity
  3. Written notification to parents
  4. Detention - Instructor and/or staff impose an assignment or duty, usually during recess time.
  5. Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
  6. Expulsion – Students are dismissed from the program. Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or parents.