



EARLY CHILDHOOD EDUCATION SEMESTER SERIES

CANCELLATION & WITHDRAWAL POLICY

Irvine reserves the right to cancel a program due to insufficient enrollment. If Irvine cancels a session, all fees will be fully refunded. If you remove your child from a session before it begins, membership fees are non-refundable, and the refunds are as follows:

# Days Before Session Starts	Refunded Amount (minus a 10% processing fee)
21 or more days	50% of session fee
20-14 days	25% of session fee
13-0 days	0% of session fee

Irvine Nature Center's Early Childhood Education programs strive for inclusion and access to all that seek to enroll. After careful consideration, our refund policies were created towards this end and are in place in order to ensure robust programming for our youngest learners and participants in nature.

INDIVIDUAL CLASS MAKE-UP POLICY

Each semester series has **one** contingency class scheduled for the end of the semester. The contingency class will be used if Irvine needs to cancel class (for example due to weather or staff illness). Once it is used, there will not be another contingency day and no refund will be given for weather-related closures. Irvine will provide refunds for additional missed classes due to staff illness.

Little Birds Semester Series Make Ups

If you must miss a class session due to a family event, conflict, travel, or illness, you **may** be able to attend a different session that same week as space is available. Such arrangements must be made **2 business days prior** to your normal class day and approved by the Lead Little Birds Teacher. We understand that emergencies arise and will do our best to accommodate, but we cannot guarantee the ability to do so. **Each family is allotted no more than 3 individual make-up opportunities.*** Please note, **a spot in another session may or may not be available depending on the class load.**

Saturday Series and Winter Mini-Series classes are allotted no more than 2 individual make-up opportunities.

Earth Friends Semester Series

Please note, Irvine does **not** provide refunds or make-ups for missed days due to travel or illness.

EARLY CHILDHOOD EDUCATION SINGLE DAY CLASSES

CANCELLATION & WITHDRAWAL POLICY

Irvine reserves the right to cancel any program due to insufficient enrollment or extreme weather. **If Irvine cancels a program, all registrants will be notified via the email they registered with,** and all registration fees will be fully refunded.

Full payment is required at the time of registration. If you need to withdraw for personal reasons and notify us more than 48 hours before event, you can request a full refund minus a 10% processing fee. **No refunds for no-shows or last-minute withdrawals** (less than 48 hours notice) will be awarded.

For Nature Preschool cancellation and withdrawal policies, please see the enrollment contract.