

RULES

To QTD's Parents and Students:

These Rules are intended to ensure the success not only of the Program, but each individual Parent's and Student's experience at QTD. By signing the Student Enrollment Agreement and/or the Private School Addendum (together, the "Student Contract(s)"), both Parents and Students agree to abide by these Rules, as well as the other "rules" contained in the Student Contract(s), which will not be included here (e.g., late pick-ups, returned and cancelled check fees, etc.).

If you have any questions or concerns regarding these Rules or their application, please inquire with QTD's management.

- Except as otherwise specified in the Student Contract(s), Parents shall not be entitled to any refunds of Program payments made to QTD. Parents shall pay late fees equal to 10% per year for all late payments.
- Parents and Students shall review and be familiar with the obligations and rights contained both in these Rules and the Student Contract(s) before Students begin the Program.
- While participating in the Program, a QTD sponsored function, and/or while in any building owned/leased by QTD, Student may not be in possession of *any* weapons (e.g., guns, knives, etc.) that are not otherwise necessary to engage in an approved Program-related activity (e.g., paintball gun or martial arts training).
- Students shall not engage in any illegal conduct while on QTD's premises or while participating in any Program/QTD sponsored activity.
- Neither Parents nor Students may smoke, vape, or use any tobacco products at any time while participating in the Program, while attending a QTD sponsored function, and/or while on QTD's property (except within the privacy of Students'/Parents' own vehicles). Such substances shall be subject to permanent forfeiture by QTD's staff.
- While participating in the Program, a QTD sponsored function, and/or while on QTD's property, Students may be in possession of, and neither Parents nor Students may be under the influence of, any alcoholic beverages. If a staff member reasonably believes that a Student is under the influence of alcohol, Parents agree that QTD may administer a breathalyzer test to the Student in question. The results of such a test will be shared with the Parent.
- While participating in the Program, a QTD sponsored function, and/or while on QTD's property, neither Parents nor Students may be in possession of, or under the influence of: (i) non-prescribed drugs; (ii) illegal drugs/substances; and/or (iii) marijuana. If QTD reasonably suspects that a Student has been using, or is under the influence of, such substances, QTD may require Student to undergo a drug test as a condition to Student remaining in the Program. In such cases, Parent shall be responsible for obtaining and paying for such a test from a lab designated or approved in writing by QTD. Parents shall also sign a Drug Testing Consent Form providing, among other things, QTD the right to review the test results.
- Students 12 and over may maintain possession of any prescribed medications that Students may need to take during a Program day. Students must never share their medications with anyone else. Students younger than the age of 12 may not maintain possession of their medications. If Student is younger than 12 and must take any medications during any Program day, Parent shall provide QTD with the required medication, along with written dosage and dispensing instructions.
- Parents and Students shall behave respectfully when interacting with QTD's staff. Foul language directed at another Parent, Student, or staff member is prohibited.
- No Student may bully another Student or staff member, or otherwise engage in any mean-spirited or disruptive behavior while participating in the Program. This includes cyber-bullying, regardless of where or on what platform such conduct occurs. Prohibited behavior shall include behaviors such as teasing, insults, physical abuse, racial/sexual slurs, unwanted physical contact, and/or objectively threatening gestures/statements. Parents and Students are strongly encouraged to report all instances of bullying to QTD so that immediate prevention measures may be taken to protect Students who are being bullied.
- Parents shall notify QTD in writing if Students exhibit any behavior, whether at home or at school, that might reasonably raise any concerns about the health or safety of other Students/QTD's staff. Likewise, Parents shall notify QTD in writing if Students are suspended or expelled from school, arrested for any alleged misdemeanor or felony, and/or cited and released on suspicion of committing any misdemeanor or felony.
- Parents and staff members may contract separately to arrange for additional tutoring or instruction at Parents'/Students' homes. In the event that a Parent engages a staff member for such a purpose, such activities shall NOT be deemed a part of the Program. Staff member's role in such cases shall be that of an independent contractor, and Parent shall have sole responsibility to pay the staff member whatever rate they mutually agree upon in exchange for services rendered.
- Except for the independent private tutoring referenced above, for as long as Students are enrolled in the Program, and for one year after such enrollment is terminated, Parents may not solicit any QTD staff member for employment in excess of 10 hours per week without first pre-paying QTD 10% of that staff member's gross annual compensation for the first year.
- Without a Parent's express *written* consent, only those adults listed in the Student Enrollment Agreement as "Authorized" may retrieve Students.
- Parents shall notify QTD in writing in the event of any change in legal custody that could affect a Student's participation in the Program.
- Students may not wear any clothing that defames, degrades, or is reasonably offensive to another Student. Students may not wear any clothing containing/displaying/glorifying drugs, alcohol, sexual innuendo, course language, profanity, racial slurs, violence directed at another person, and/or reasonably offensive symbols. [*However, simply because a Student might be offended by another Student's clothing does not mean that such clothing will be prohibited. The offensive nature of the clothing must be objectively reasonable, and that determination shall be made in the sole discretion of QTD's staff. For example, the US flag is an objectively non-offensive symbol, and thus Students are always welcome to wear clothing displaying that flag regardless of whether or not another Student may be personally offended.*]
- Subject to a Students' legitimate religious practices, Students may not wear any hats in the classrooms. Leggings, leotards, and tights must be covered by a skirt/dress with a hem at least fingertip length (when arms are resting at Student's side). The hem of all shorts must be at least fist length (when arms are resting at Student's side).
- Clothing must cover the entirety of a Student's stomach, back, and undergarments (e.g., panties, underwear, bra, etc.). Students are also not permitted to wear pajamas, spaghetti straps, or low-cut tops. Students in violation of any part of QTD's dress code will be sent home if no replacement clothing is available.
- At all times, Students must wear or have with them athletic shoes and socks.
- Students enrolled in QTD's private school must wear the designated uniform, consisting of either a QTD T-shirt/Polo, or black/blue pants/shorts.
- Students may only access their mobile/smart devices/gaming systems: (i) in an emergency; (ii) with consent of a staff member (e.g., to perform research); (iii) prior to the start of the Program day; (iv) during an authorized break; or (v) after the end of the Program day. If a staff member reasonably believes that a Student has violated this Rule, at the staff member's request,

Student shall turn over possession of the mobile/smart device/gaming system until the end of the Program day.

- Students shall not access age-inappropriate content (e.g., pornography, violence, etc.) while participating in the Program or on QTD's premises (except in the privacy of their own vehicles). If a staff member reasonably believes that a Student has violated this Rule, at the staff member's request, Student shall turn over possession of the mobile/smart device/gaming system until the end of the Program day.
- Students shall not take photographs or video of other Students or staff without their express consent.
- All Program fees and costs, including deposits and enrollment fees, must be paid on or before the deadline(s) contained in the Student Contract(s). Failure to do so may, in QTD's sole discretion, result in a late fee of \$30 per Program day, unless a different amount is specified in the Student Contract(s).
- Parents shall not permit Students under the age of 16 to remain unattended on QTD's premises (e.g., prior to the start of any Program related activity). At least one QTD staff member must be present before Parents drop off such Students under the age of 16.
- Parents may drop Students off no more than 30 minutes prior to the start of each Student's Program. Parents shall pay QTD \$30 if a Student is dropped off 31-60 minutes prior to the Start of Student's Program, and an additional \$60 per hour, in minimum increments of 30 minutes, for each additional hour. Late pickups are further addressed in the Student Contract(s).
- In addition to paying the agreed upon overtime fee set forth in the Student Contract(s), Parent shall repay QTD for the costs of any meal(s) supplied to Student, as well as the staff member(s) waiting with Student. Parents' responsibility for such meals shall be limited to \$30 per Program day, and must be paid within 48 hours of QTD's notice to Parent.
- Students are free to use the microwave at QTD, and upon written request from a Parent, QTD can store food designated for a Student in the staff refrigerator.
- Parents are solely responsible for ensuring that Students' nutritional needs are being met, both prior to and during the Program day. This may include ensuring that Student has access to adequate snacks while participating in the Program.
- Students 11 or older are free to purchase snacks and drinks from QTD's vending machines. It is Parent's sole responsibility to ensure that Student is aware of his/her own allergies and/or household rules.
- For a Student under the age of 11, if Parent provides QTD with a written request that Student not be permitted to purchase snacks, QTD will make all reasonable efforts to monitor Student's snack purchases. If a Student under the age of 11 suffers from any allergies, Parent must notify QTD in writing of the specific nature of the allergy.
- Students shall refrain from inappropriate displays of public affection (e.g., making out) on QTD's premises (including the parking lot), or while participating in the Program.
- Parents are solely responsible for ensuring that Students have the requisite supplies necessary to participate in the Program (e.g., school books, pens, pads, computer, reference material, etc.). Parents shall immediately reimburse QTD for any supplies provided to Students.
- With the exception of siblings, unless a licensed driver over the age of 25 is present in the vehicle, Students under the age of 18 may not drive any other Students to or from QTD or a Program activity.
- QTD is not responsible for any Student's lost or stolen property. While QTD will maintain a "lost and found" box, after 30 days, all items in the "lost and found" box will be donated to charity. Any perishable goods left with QTD after the end of a Program day shall be thrown away. It is Parent's/Student's responsibility to search the "lost and found" box for personal property that may have been lost.

- For Students whose Program consists of credit recovery related services, it is Parents'/Students' sole responsibility to determine whether their local school district will accept the credits earned at QTD (i.e., whether the credits earned at QTD are transferable).
- QTD reserves the right to suspend Students from any aspects of the Program that QTD does not feel Students are capable of safely completing.
- Parents shall not distribute literature or otherwise market the services of other tutoring businesses or private schools while on QTD's premises.
- If a Program payment is returned for insufficient funds on two (2) or more occasions, then QTD reserves the right, in its sole discretion, to refuse to accept personal/business checks from the Parent. In such cases, Parent shall pay all Program fees via credit card, cash, wire, or certified check.
- While Parents will not be charged for missed Program days that fall on a holiday if QTD is not in session, if QTD is in session on a given holiday, Parents will be charged for that day regardless of whether or not Students attended the Program.
- In the event a Student damages the personal property of another Student, the Parent of the Student who caused the damage shall be solely responsible to the other Student/Parent for the replacement value of the damaged property. Payments to the Parent of the Student whose property was damaged must be made directly to such Parent.
- In the event a Student damages QTD's personal/real property, Parent shall be solely responsible to QTD for the replacement value/repair costs (whichever is applicable). Payments to QTD for such damaged property must be paid within 48 hours of demand.
- It is Parents' sole responsibility to determine the specific start and end times of their Student's Program.
- Students may only participate in off-site Program activities if Parents timely sign and return the requisite permission slips.
- QTD's normal business hours are:

After School—Group

Monday-Thursday 3:30pm – 6:30pm
Friday 3:30pm – 5:30pm

After School—Private

Monday-Friday 3:30pm – 7:30pm
Saturday 9:00am – 12:00pm

Private School—Fall/Spring Semesters

Monday-Friday 8:30am – 2:30pm

Private School—Summer

Monday-Thursday 8:30am – 11:30am
12:30pm – 3:30pm
4:00pm – 6:00pm
Friday 8:30am – 11:30am
12:30pm – 3:30pm

- A Student's actual end time shall depend upon the specifics of each Student's Program (e.g., single session, half-day, full-day, etc.).
- For Students attending the private school during the summer, the last day of summer school for all sessions shall end at 11:30am.
- Normal business hours do not apply to field trip days. The relevant business hours on such field trip days will be provided to Parents and Students at the time permission slips are distributed for each field trip.