

# Ruby Etiquette, LLC Contract

## Instructor Commitment

Ruby Etiquette, LLC builds poise and confidence, increases respect and value for self and others, and contributes to a more thoughtful and civil society.

## Products and Services

Ruby Etiquette, LLC is designed to introduce and reinforce etiquette skills by incorporating fun activities, insightful discussions, and hands-on practice that emphasizes the importance of manners.

- **2, 3, or 4** week packages, **2** hour weekly sessions for “Little Gems”, girls ages 5-12, “Precious Gems”, girls ages 13-18, and non badge earning Girl Scouts troops (Daisy, Brownie, Junior, Caddette, Senior, and Ambassador).
- *The “Radiant” Session* is offered separately for a **2** hour session for girls ages 10-15.
- Weekly “Polishing Practice” activities are provided to further establish etiquette habits.
- **2** hour badge earning sessions available for Girl Scouts (Daisy, Brownie, Junior, Cadette troops) [www.gsnetx.org/gps](http://www.gsnetx.org/gps)
  - Lupe Badge (Daisy) titled The Honest Daisy
  - Making Friends Badge (Brownie) titled Brownies Make Great Friends
  - Social Butterfly Badge (Junior) titled Social Butterfly
  - Netiquette Badge (Caddette) titled Netiquette Etiquette

## Curriculum

For *The Princess, Marquise, and Ruby Packages*, registration is limited to **10** “Gems” per session, providing a small group setting where lots of fun and learning can take place!

- *The Princess Package* requires the attendance of at least **6** “Gems”.
- *The Marquise Package* requires the attendance of at least **5** “Gems”.
- *The Ruby Package* requires the attendance of at least **4** “Gems”.
- *The “Radiant” Session* requires the attendance of at least **8** “Gems,” hosting up to **12** “Gems”. Each “Gem” is given the opportunity to invite one parent/adult as a guest to attend *The “Radiant” Session* only.

## Session Conduct

Each “Gem” is encouraged to be attentive, respectful of all in attendance, and show a willingness to participate in session activities and discussions. When necessary, discipline will be implemented in real time and addressed with respect and tact. During sessions, if a “Gem” exhibits consistent and disruptive behavior choices, termination of sessions may be eminent and a refund will not be rewarded. All disruptions and serious behavior issues will be discussed with a parent/guardian prior to termination.

## Parent/Guardian Commitment

- Scheduled payment(s)- Payment is made on time (Please see “Payment Policy”)
- Commit to timely arrival and pick up (Please see “Alternate Pick Up Policy”)
- Encourage ongoing “Polishing Practice” activities to establish life long manners
- Provide documented notice of scheduled absence(s) prior to a session (Refer to “Absence Policy”)

#### Payment Policy

After registration, your package price and payment date(s) will be e-mailed to you as an invoice. Failure to pay on time will result in termination of your registration and a refund will not be rewarded.

Option **1**: Pay in full at registration.

Option **2**: Two payments are scheduled.

- The first payment is due at registration.
- The second payment is due midway through the registered package.

#### Alternate Pick Up Policy

Unless documented notice of alternate pick up has been made by the legal parent/guardian to the Ruby Etiquette Instructor (phone call or e-mail, at least one day prior to a session), the Instructor will place a courtesy call to the legal parent/guardian. Upon obtaining permission from the legal parent/guardian, the “Gem(s)” will be released to the individual indicated by the legal parent/guardian. If contact to the legal parent/guardian cannot be made, the Instructor will then contact the emergency contact listed and seek permission to release the “Gem(s)” to the adult present at pick up (photo ID will be required).

#### Absence Policy

Please provide the Instructor with a documented notice of absence, at least one day prior to a session. When an absence occurs, a make up session will be available during the next cycle of **4** week sessions, upon availability. Approved absences that qualify for rescheduling include emergencies or illness.

#### Refund Policy

-If after attending the first session you choose to withdraw your “Gem(s)” from the remaining sessions, Ruby Etiquette will refund **25%** of your registration fee.

-If after attending the first two sessions you choose to withdraw your “Gem(s)”, a refund will not be rewarded.

-A refund will not be rewarded for *The “Radiant” Session*.

--A refund will not be rewarded for the Girl Scout badge earning sessions.

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Registering “Gems” confirms that you have read and agree to the policies and procedures of Ruby Etiquette, LLC and commit to paying in full and attending each registered session. Violations to the terms of the agreement, stated in the contract, will result in termination from Ruby Etiquette, LLC, and a refund will not be rewarded.

(Last updated 7/25/13)