



No Child Left Behind  
Juper Smart & Fun

**Juperhero**  
EduFun Academy

**GUIDELINE**

<b>Student Name</b>	:	
<b>Age</b>	:	
<b>School</b>	:	
<b>Parent/Guardian's Name</b>	:	
<b>Contact</b>	:	

**JUPERHERO WEBSITE: [juperhero.com](http://juperhero.com)**

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**Juperhero EduFun Academy**  
J超教育学院

Why Innovative, Creative & Fun Learning Matters?  
为何创新，创意及趣味教学很重要？

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## **1.0 RULES AND REGULATIONS FOR PHYSICAL CLASS:**

1. Students and Parents are to keep yourselves updated with official notice in WhatsApp or being told by teacher.
2. Please call or message only within **office hour (8am-5pm)**.
3. Students have to be punctual according to the scheduled time and attendance will be recorded in the system (softcopy) & hardcopy specifically.
4. All scheduled lessons will be held as usual during all school holidays unless otherwise notified. (Please refer to the Juper Calender).
5. Any damages on classroom equipment that are caused by students must be compensated. These include but are not limited to whiteboards, furniture, teaching and learning aids and stationery etc.
6. The Academy is not liable for any student's loss or stolen belongings.
7. There will be **3 or 4 lessons per month** depend on the days of lessons. When a month has 5 weeks, we will still have lessons on the 5<sup>th</sup> week to fulfil the 44 lessons for the whole year calendar excluding the public holidays. (Please refer to the Juper Calender).
8. Informing the Academy to be absent from class **on the day itself** will **not** be granted any class replacement. So parents are advised to inform the Academy at least **2 days** earlier and during working hours for any absence from class in order to get class replacement. Otherwise, last minute cancellation of classes **WILL NOT** be granted replacement class.
9. Generally, each student is only allowed to have a maximum of **4 (four) times** replacement classes per year depending on the days of lessons taking place. This includes 2 (two) sick/emergency leave and 2(two) personal leave. Class replacements will be arranged for only these lessons. There will be **NO 2<sup>nd</sup> replacements** if the student is absent on the scheduled replacement class. Total replacement lessons

for each student is either 3 or 4 days within a year depending on the calculated number of lessons.

10. If the teacher in charged is unable to give lesson on any particular day, class replacement will be provided with further notice.
11. Students can only terminate or transfer classes with a **4 weeks advance notice**, only after they have finished one month's lessons (4 lessons) with the confirmation and approval of the administration office. Deposit of RM150 will be **forfeited** upon last minute notice.
12. Should the number of students in one class is less than the required number determined by the school, the school reserves the right to dissolve or regroup students to another class at a similar level.
13. The Academy reserves the right to revise or change the lesson schedule, classroom and replacement classes.
14. The Academy reserves the right to make amendments on the above said regulations when necessary.
15. Parents should send and fetch their children on time. There **WILL NOT** be extension of time for late comers. Parents should understand that teacher need to take time to prepare for the next lesson.

## **1.2 TO DO STEPS FOR PHYSICAL CLASS:**

1. Students have to be punctual according to the scheduled time.
2. Kindly get ready a file and stationery for the class.
3. Learning Materials or worksheets will be given during each lesson. After lesson put the learning materials or worksheets into their file as reference of progress and for future revision purpose.
4. Students must complete the given homework and **SUBMIT on the next coming lesson.**
5. Students must do revision weekly, especially task given.



### **1.3 PANDEMIC SOP FOR PHYSICAL CLASS:**

1. Students must wear masks reaching the premise and attending class.
2. Students must check body temperature.
3. Students must record their attendance by names and body temperature in the record book prepared.
4. Students must spray their hands with sanitizer before entering the premise.

### **2.0 RULES AND REGULATIONS FOR VIRTUAL CLASS:**

1. Students and Parents are to keep yourselves updated with official notice in WhatsApp or being told by teacher.
2. Students have to be punctual according to the scheduled time & attendance will be recorded in the system (softcopy) & hardcopy specifically.
3. Please call or message only within **office hour (8am-5pm)**.
4. All scheduled lessons will be held as usual on all school holidays unless otherwise notified. (Please refer to the Juper Calender).
5. There will be **3 or 4 lessons per month** depend on the days of lessons. When a month has 5 weeks, we will still have lessons on the 5<sup>th</sup> week as replacement classes for the whole year's public holidays such as Harvest Festival and Hari Raya Haji. (Please refer to the Juper Calender).
6. **✗** Informing the Academy to be absent from class **on the day itself** will **NOT** be granted any class replacement unless the student is sick. So parents are advised to inform the Academy at least **2 days** earlier and during working hours for any absence from class in order to get class replacement. Otherwise, last minute cancellation of classes **WILL NOT** be granted replacement class. **✗**
7. Each student is only allowed to have a maximum of **4 (four) times** replacement classes per year. This includes 2 (two) sick/emergency leave and 2(two) personal leave. Class replacements will be arranged for only these lessons. There

will be no 2<sup>nd</sup> replacements if the student is absent on the scheduled replacement class.

8. If the teacher in charged is unable to give lesson on any particular day, class replacement will be provided with further notice.
9. Students can only terminate or transfer classes with a **4 weeks advance notice**, only after they have finished one month's lessons (4 lessons) with the confirmation and approval of the administration office. Deposit of RM150 will be **forfeited** upon last minute notice.
10. Should the number of students in one class is less than the required number determined by the school, the school reserves the right to dissolve or regroup students to another class at a similar level.
11. The Academy reserves the right to revise or change the lesson schedule, classroom and replacement classes.
12. It is important for the parents to note that the Academy has **no right to interfere** with other school systems. So there should be no other requests to help the student with their virtual tests or schoolwork. You may ask questions if it is related to their learning.
13. The Academy reserves the right to make amendments on the above said regulations when necessary.

### **2.1 TO DO STEPS FOR VIRTUAL CLASS:**

1. **✗** ZOOM Link will be sent to your WhatsApp and just click to join class.
2. Students have to be punctual according to the scheduled time.
3. Make sure that there is no other noise near your children when they are having online lessons to reduce disturbance during class. (Eg. talking sound, television sound, radio sound etc.)
4. Kindly get ready papers and stationery for the class.
5. Learning materials or worksheets will be sent one day before the class. If student is unable to print out the learning



materials, just prepare papers to write down notes and exercise answers during class discussion. After lesson put the worksheets into their file as reference of progress and for future revision purpose.

6. Parents need to take photo of students' worksheet/ homework completed and **SEND** to Teacher Jem via WhatsApp **within 2 days or appointed day/date after lesson.**
7. Parents need to do recording of students on reading exercise with the weekly learning materials at home. This is to help students to improve and give them the chance to do correction as they watch back their videos.
8. Students must do revision weekly, especially task given.

### **3.0 RULES AND REGULATIONS REGARDING OF FESS**

1. Registration Fee of **RM50**, Contents, Materials & Functional fee of **RM50** (50% already discounted for the first year) & additional 1 month deposit of **RM150** will be collected upon registration.
2. Yearly collection of **RM100** for Contents, Materials & Functional fee.
3. Monthly lesson fee must be paid on the **FIRST week of every month.**
4. Unless otherwise notified, lesson fees must be paid in advance before classes commence. The Academy reserves the right to prevent students from attending classes until the fees are settled in full for the month.
5. Payment of monthly fee will be recorded in the system, excel & hardcopy.
6. Fees are subject to be **REVISED** without prior notice.
7. Only **ONLINE PAYMENT** will be accepted.
8. Parents need to send evidence of any payment through WhatsApp.
9. Payment receipt will be sent to your email for all payment.
10. Students can only terminate or transfer classes with a **4 weeks advance notice**, only after they have finished one month's

lessons (4 lessons) with the confirmation and approval of the administration office. Deposit of RM150 will be **forfeited** upon last minute notice.

**11. All fees paid except deposit are NON-REFUNDABLE.**

STUDENT'S NAME		DAY	
TEACHER'S NAME		TIME	

MONTH/YEAR	FEE(RM)	ATTENDANCE				
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						



#### 4.0 JUPERHERO CALENDER FOR LESSONS SCHEDULE

DAYS OF THE MONTH	NUMBER OF DAYS	HOLIDAYS OF THE MONTH	NUMBER OF LESSONS WITHIN A YEAR
Mondays	47	2 *31/5: Harvest Festival, 2 <sup>nd</sup> day *7/6 : Agong’s Birthday	45
Tuesday	48	4 *1/6 : Hari Raya Haji / Korban *10/8: Awal Muharram *31/8: National Day *9/10: Mulridul Rasual	44
Wednesday	47	2 *26/5: Weesak Day *21/7: Hari Raya Haji, 2 <sup>nd</sup> day	45
Thursday	47	3 *13/5: Hari RayaPuasa, 1 <sup>st</sup> day *16/9: Hari Malaysia *4/11: Deepavali	44
Friday	48	4 *1/1 : New Year Day *12/2: Chinese New Year, 1 <sup>st</sup> day *2/4 : Good Friday *14/5: Hari Raya Puasa, 2 <sup>nd</sup> day	44
Saturday	48	3 *13/2: Chinese New Year, 2 <sup>nd</sup> day *1/5 : Labour Day *2/10: TYT’s Birthday	45

1. Parents should notice that there would be a total of 44 lessons completed within a year for each student regardless on what day they are attending the lessons.
2. Juperhero will be **off** on all the public holidays fixed by the government while making sure that every student would complete the 44 lessons within the year. There will not be any replacement classes for these holidays.
3. Parents should make sure your children attend all the lessons available for them by **NOT** taking **LEAVES UNNECESSARILY**. Replacement classes would only be given for sick leaves or emergency leaves. Total replacement lessons for each student is 3 or 4 days within a year depending on the calculated number of lessons. Those who attend classes on Mondays, Wednesdays and Saturdays would only allow 3 replacement classes.
4. Replacement lessons would be carried out on another day by joining another group of students.
5. Students’ attendance will be recorded in the system(softcopy) & hardcopy specifically.
6. Lesson fees should be paid monthly regardless the number of lessons for each month. There will be no refund if there are less than 4 lessons for a certain month in the year. Juperhero would always make sure to fulfil 44 lessons for each student within the year.

**SIGNATURE:** \_\_\_\_\_