

Meadows Driving School, Inc.

14 Baldwin Street
East Longmeadow, MA 01028
Office (413) 525-9555 Scheduling (413) 525-9515
www.meadowsdrivingschool.com

Thank you for choosing Meadows Driving School. With over 25 years of experience, you can be sure that we are able to accommodate all of your driver education needs. To ensure that your experience with us is educational, informative and positive, we are providing this outline of what you may expect of Meadows Driving School, as well as what we expect of our students and their parents/guardians. Please read the following outline carefully, sign and return the signature slip at your earliest convenience.

OFFICE HOURS

Monday 5pm to 8pm

Tuesday through Thursday 4-7pm

Saturday 10am to 1pm

Our office is closed on Friday and Sunday

DRIVER EDUCATION COURSE REQUIREMENTS AND FEES

The driver education course consists of thirty (30) hours of classroom instruction, twelve (12) hours of behind the wheel instruction with observation. In addition, completion of a two (2) hour parent class is required (see Parent Class section for further details).

The cost of the complete course is \$_____ IF PAID IN FULL AT TIME OF ENROLLMENT or \$_____ if you choose the PAY AS YOU LEARN option. If you choose to make payments, we require a down payment of \$_____ to enroll and \$_____ is to be paid at each of the twelve (12) one hour behind the wheel lessons. The balance must be paid in full prior to completing the course. The Registry of Motor Vehicles requires that the driver's education course must be completed within two (2) years of a student's start date.

Meadows Driving School also offers private, one hour behind the wheel lessons to limited participants, students ages eighteen (18) years and over. Limited participants are required to pay in advance for the number of behind the wheel lessons they would like to schedule. The cost of a private, one hour behind the wheel lesson is \$_____.

CLASSROOM

Our classroom schedule is Monday through Thursday, 7pm to 9pm. We also offer accelerated class schedules, which are designated five day programs to be announced/advertised, and are held in a five day format from 9am to 3:45 pm, allowing students to complete the required thirty (30) hours of classroom in a five day format. Classes are held at 14 Baldwin Street, East Longmeadow, Ma.

Students are required to provide their own transportation to and from Meadows Driving School for classroom sessions.

Please be on time for class. Our job is to educate and engage our students. We expect full participation and cooperation from our students. Lack of participation and/or cooperation may result in the student being

dismissed from that particular class and no credit will be given. We also have a zero tolerance policy regarding any inappropriate behavior. Students may be expelled without refund should behavioral problems arise.

All students should be picked up promptly at the time of dismissal from class. A fee of \$10.00 may be incurred by the parent/guardian of any student remaining on the premises after one half hour of class dismissal.

In the event that a student misses a class, the student must make up the specific class number(s) missed. A student may continue with all other classes, as the RMV does not have any restrictions on which order the numbered classes are completed.

General rules of the classroom:

1. No swearing
2. No smoking
3. Please pick up after yourself
4. Only one person in the restroom at a time
5. Please do not touch any of the equipment (tv, dvd player, cameras, etc)
6. No pets or animals permitted in the premises
7. Please do not deface any school property (books, desks, vehicles, etc.)
8. No outside food or beverages in the classroom. As a convenience for our students, we have a vending machine with approved products on the premises for students' use during breaks.

In the event a student is caught defacing any property of Meadows Driving School, the student's parent/guardian will be billed for the repair/replacement of the damage.

Please respect our school, our team members and our students. For quality control, simulator use and/or educational purposes, classroom and behind the wheel instruction are subject to video monitoring.

BEHIND THE WHEEL INSTRUCTION

It is our belief that obtaining your driver's license is a great responsibility, as well as one of the first major steps into adulthood. As such, we strongly recommend that students become involved in the process of obtaining their driver's license and schedule their own behind the wheel appointments. We also ask that parents/guardians encourage the student to take this responsibility upon themselves.

Our behind the wheel lessons are available Monday through Saturday. You may schedule behind the wheel lessons by calling our scheduling line, which is designated for this purpose. The telephone number is (413) 525-9515. If you call to schedule behind the wheel lessons during office hours and get our voice mail or, if you call during non-office hours, please leave your name and telephone number and we will return your call as soon as possible. If you don't leave us a message, we won't know that you are looking for us! Upon scheduling your appointment, please provide the pick up location (such as home or school) of where you are to be picked up. Also, please note that we have a fifteen (15) minute window for picking up and dropping off. This means that, if your appointment is scheduled for 3pm, we may arrive between 2:45 pm and 3:15 pm. Students may have up to three (3) behind the wheel lessons scheduled at a time.

IT IS YOUR RESPONSIBILITY TO WRITE DOWN YOUR APPOINTMENTS!

Due to the fact that we are limited with the number of hours per day we are able to work with our students, we do have a very strict cancellation policy regarding behind the wheel lessons. We do require a twenty-four (24) hour cancellation notice from our students. This allows us the opportunity to offer another student that appointment time.

When cancelling or rescheduling behind the wheel lessons, students may leave a message on the Meadows Driving School voice mail. Again the number is (413) 525-9515. If a student fails to give Meadows Driving School twenty-four (24) hours' notice to cancel a behind the wheel lesson, a fee of \$45.00 may be charged. Monday appointments must be cancelled by 12pm (noon) on the Saturday before. We don't work on Sundays and need the opportunity to offer another student a behind the wheel lesson before our offices close at 1pm on Saturdays.

CANCELLATION NOTICES

In the event Meadows Driving School decides to cancel classes and/or behind the wheel lessons due to inclement weather or an emergency, we will leave an outgoing message of cancellation on the Meadows Driving School's scheduling line voice mail. Again that telephone number is (413) 525-9555. We will also post a notice on Meadows Driving School's Facebook page.

PARENT CLASS

The Registry of Motor Vehicles requires, as part of the driver's education curriculum, a parent/guardian participate in a two (2) hour Parent Class. If a student is eighteen (18) years old or older, the Parent Class is not required. Meadows Driving School offers the Parent Class once a month. Dates and times are posted in our office for our students' benefit and are also available on our website's calendar.

We encourage participation of the Parent Class at the beginning of a student's enrollment with us for both their maximum benefit, as well as yours.

Attendance of the Parent Class is only required every five (5) years. As such, you are not required to attend a Parent Class more than once in a five (5) year period.

Both parents/guardians are welcome to attend, however, only one is required. The fee for the Parent Class is \$25.00, cash or check, due the day you attend said class. If both parents attend, the fee is still only \$25.00. Upon completion of the Parent Class, you will receive a Certificate of Completion from Meadows Driving School. Keep this document with your childrens' birth certificates for future reference.

Meadows Driving School is not required to keep copies of the Certificate of Completion. If you return to Meadows Driving School with your next son or daughter, we will have our attendance record to determine if the Parent Class was completed timely or must be completed again. If you attend another driving school, they will require a copy of the Certificate of Completion. The fee for a duplicate certificate is \$20.00.

Massachusetts Registry of Motor Vehicles Driver Education Certificate (DEC) Requirements

Upon completion of the requirements of the driver's education curriculum, Meadows Driving School will collect a fee in the amount of \$25.00, which includes our administrative fee, cash or check, payable to Meadows Driving School, for the student's Driver's Education Certificate. Meadows Driving School will submit documentation and the RMV fee to the RMV in Boston, Ma by mail and, upon receipt of same, the RMV will enter a student's DEC electronically into their data base. A student's DEC must be in the RMV's data base before a road test can be scheduled. Any unpaid balance due to Meadows Driving School must be paid in full before the DEC fee will be accepted.

It takes three (3) to five (5) business days for the RMV to process the DEC request from the date Meadows Driving School submits the request. Meadows Driving School is not responsible and has no control over the RMV's processing time. We make every effort to request DEC's within a few days of a student completing the course requirements.

You may go to our website, www.meadowsdrivingschool.com for the direct link to the RMV's website to use their online services to determine if a student's DEC is in their data base.

ROAD TEST APPOINTMENTS

Road tests can be scheduled with the RMV once a student's DEC is in their data base. Meadows Driving School provides written, detailed information regarding road test options and costs to students at Class #14, at the Parent Class and on our website. The link is entitled Road Test Options.

Registry of Motor Vehicles Fees

Learner's Permit	\$30.00
Road Test Appointment	\$35.00
Driver's License	\$50.00
Saturday Road Test Convenience	\$20.00

Additional Optional Road Test Fees

Meadows Driving School Road Test Sponsor	\$85.00
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Additional Required Fees

Missed Appointment	\$45.00
Short Notice Cancel	\$30.00
Returned Check	\$30.00

MEADOWS DRIVING SCHOOL

Please sign and return at your earliest convenience. Meadows Driving School must have the signature portion below on file before a student can schedule any behind the wheel lessons.

I have read and understand, and therefore, abide by the rules and policies of Meadows Driving School. There are no refunds given by Meadows Driving School. We also reserve the right to dismiss any student due to inappropriate behavior and/or disrespect of other students and/or inappropriate behavior by a parent /guardian in failing to abide by the rules and policies of Meadows Driving School.

Are there any medical conditions and/or medications that may affect your teen's ability to safely operate a vehicle and follow directions? No _____ Yes _____ If yes, please explain below.

Dated _____

Parent/Guardian Signature

Print Parent/Guardian Name

Dated _____

Student Signature

Print Student Name