



After School Learning Tree

<http://www.yucalearningtree.com>

11525 Sorrento Valley Road, San Diego, CA 92121 Phone: (858) 603-2211, (858) 736-6006 Fax: (858) 259-0066

Enrollment Agreement for After School Learning Tree

1. Enrollment and Waiting List

For the consistency of learning foreign languages and math, we strongly suggest you enroll your child in our program at least 3 days a week. Returning students that were enrolled for more than 3 days a week have first priority; whereas new enrollments or students enrolled less than 3 days a week are subject to be placed on the waiting list due to the overwhelming interest in enrollment for the current school year.

2. Monthly and Late Payments

It is the responsibility of parents to pay the tuition, which is due at the beginning of each month on the 5th. A \$25 late fee is required for any late payments.

3. Refunds

The registration fee, material fee, and tuition are not refundable. If your child would like to leave our program, parents are required to notify Learning Tree two weeks prior.

4. Absence and Credits

If your child will be absent, please inform us prior to the day of absence. Tuition is not refundable. If your child attends five days a week, credit will be given if you send us an e-mail 24 hours before the scheduled pick-up time. Please note that credit can only be used for camps. (i.e. Summer Camp, Winter Camp, Spring Break, and School Holidays) If your child attends less than five days a week and will be absent, you must send an email to notify us 24 hours before the absence to receive credit for the missed days. The credit can only be used within 30 days.

5. Pick up Procedure

Parents or authorized personnel are allowed to pick up your children anytime during our business hours. The signature and the sign out time are required on the daily Sign In/Sign Out Sheet. Parents should wait at the front while the front desk staff escorts your child from his/her classroom before 6:00 pm. Please note: Late pick-up will incur a \$15 charge for the start of every 15-minute interval (starting at 6:30 pm). The After Hour Care will be available upon request. Please contact us and check the applicable fee.

6. Illnesses

Your child should stay home if he/she is sick in order to keep the other children and teachers safe. If your child has a fever of 100 degrees or above, he/she should not attend ASLT until they have been fever-free for at least 24 hours. If your child becomes ill while

attending ASLT, you will be immediately notified. Your child must be picked up promptly.

7. Referral Fee

To show our appreciation of new student referrals, you will be rewarded with a referral fee. The payment will be 5% of the total tuition (not including enrichment classes) for the first three accumulated months of the referred student. The referral fee can only be used for the tuition payment towards your child's enrollment.

8. Food and Water

It is the responsibility of parents to prepare enough food and water for their children. Please remind your child to not share food with others in order to eliminate risks from food allergies.

9. School Closure

After School Learning Tree may not be open during unplanned closure of public schools in the area, such as in event of wildfires, earthquakes, etc. It may also be closed due to a low attendance rate.

10. Termination of Agreement

After School Learning Tree reserves the right to terminate this agreement at any time for reasons including, but not limited to:

- ★ Violation of After School Learning Tree policies and procedures
- ★ Disrespect of staff, parents and other students
- ★ Consistent disobedience of school and classroom rules

11. Violation of School Property

If your child causes damages to any interior or exterior property of After School Learning Tree, parent are responsible for either fixing or paying the repair fee for the damage.

12. Emergency Release

By signing below, parents give After School Learning Tree permission to seek medical attention for their child in the event that parents are not present at the time of illness or injury.

13. Liability Release

By signing below, parents waive all rights and claims against After School Learning Tree and its team members for any liability which may arise from incidents or accidents involving children's participation in any indoor or outdoor events or transportation organized by After School Learning Tree.

Agreement

I, _____ agree to enroll _____
(Print Parent or Guardian Name) (Print Student Name)

As a student at After School Learning Tree, and the center agrees to accept the enrollment of the above named child as a student for the school year, subject to the terms and conditions in this agreement. I hereby agree to follow all ASLT guidelines.

Parent or Guardian Signature Date

Principal or Director Signature Date