



After School Program

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ENROLLMENT AGREEMENT

NON-NEGOTIABLE TERMS AND CONDITIONS OF ENROLLMENT

UNDERSTANDING

I hereby certify that I am the parent or legal guardian of the listed student below, a minor, to participate in ISTEIN afterschool program, ISTEIN GLOBAL GROUP INC. and all its programs and activities. I grant ISTEIN GLOBAL GROUP INC. the right to take and use photos and videos of the student listed below for promotional purposes. I hereby agree to reimburse ISTEIN GLOBAL GROUP INC. for any property damage caused by the student listed below. I understand that the listed student below will not be allowed to participate in afterschool and any other sponsored activities unless I provide a medical form completed by a licensed medical professional. I understand that my child's records (contacts, phone numbers, emails, and authorized pick-ups) are my responsibility to keep current and accurate. I will update my child's records through the Site Director whenever there is a change.

TUITION PAYMENTS, DUE DATE, LATE PAYMENTS & HOURS OF OPERATION

I understand that I am responsible for making payments on a monthly basis and that payments are due on the 9TH of each month prior to the program month. A \$30 Late Fee will be enforced for payments not received by the due date. If monthly payment is not received for the prior month by 9TH of current month, I understand that my child may be removed from the program. Children with outstanding balances will not be able to attend ISTEIN. After four late payments, I understand that I must sign up for the Automatic Monthly Credit Card Payment or leave the program. I understand that Hours of Operation are from school dismissal to 6:30 pm. A \$3 Late Fee for every 10 minutes (6:31pm-6:40=\$3; 6:41pm-6:50pm=\$6; 6:51pm-7:00pm=\$9) will be due that day. Extended time will be no later than 7:00 pm.

EARLY WITHDRAWAL

I agree to give a two week notice in writing when withdrawing my child from the program. During the two week notice, I agree to make scheduled ISTEIN payments.

HOW TO MAKE PAYMENTS

Program payments should be made by cash, or check. Payments by check should be made to ISTEIN GLOBAL GROUP INC. I understand that full payments (one-time payment) are due on September 9th, 2013, two-time payment are half due on September 9th, 2013 and half due on February 9th, 2014, and monthly payments are due on 9th of each month during the school year 2013-2014, this includes partial and full day weeks.

HOLIDAYS, TEACHER WORKDAYS & EARLY SCHOOL CLOSING

I understand that there are some public holidays that ISTEIN will NOT be open. ISTEIN will NOT be in session on the following days: October 14 (Columbus Day), November 11 (Veterans Day), November 28-29 (Thanksgiving Recess), December 23 - January 1 (Winter Recess including Christmas Day and New Year's Day), January 20 (Dr. Martin Luther King Jr. Day), February 17 (President Day), and May 26 (Memorial Day). ISTEIN will be open for half-days. There is no additional charge for half-days. I understand that if school is closed early or closed for the day due to inclement weather, the ISTEIN program will NOT meet. ISTEIN cannot refund due to absences due to illness or inclement weather.

SCHOOL FURLOUGH DAYS / BREAKS

In the event of school furlough days and / or school breaks through certain School District where the schools are closed, ISTEIN will be open as regular school day from 2:30 pm to 6:30 pm. I understand a \$40 additional fee for full day service will be due that day.

ABSENCES DURING PROGRAM

I understand that in the event of any absences during program hours, I will be responsible for fees for time reserved, not for actual time spent at the program. This would include any vacation time.

AUTHORIZE PICK UP

I understand that my child will NOT be released to any unauthorized person. I must sign my child out daily.

PERMISSIONS

I hereby give my child permission to participate in all activities of the program including swimming and field trips. I give my child permission to leave the program site for trips in a school activity bus, or chartered transportation to off-site locations and enrichment programs. I understand that I will be notified



before each activity. I give my child permission to walk to points of interest in close proximity to the program site under ISTEIN supervision. I give permission to have my child appear in any media coverage or brochure approved. I give my child permission to watch PG movies.

MEDICAL AUTHORIZATION

I authorize the ISTEIN Site Director or designee to administer medication when necessary. I understand that I will have to sign a medication authorization form before any medication can be administered. ISTEIN staff will not administer shots (other than an EPI pen) or suppositories.

STAFFING

I understand that ISTEIN is not staffed to serve children who need one on one direct care. All children who attend ISTEIN must be able to use the toilet without assistance.

ISTEIN BEHAVIOR POLICY

I understand that my child will have to abide by the ISTEIN policies and procedures to ensure that each participant is safe and plays fair. My child will be taken away from activities when he/she cannot behave in a safe and expected manner. I will be informed of unacceptable behavior and asked to sign a discipline form. I understand that fighting of any kind will not be tolerated and will result in an automatic suspension. If behavior continues to be a problem, the Site Director will have the discretion to suspend my child from the program. If behavior does not improve, as a last resort, my child will be removed from the program. ISTEIN does not use corporal punishment.

EMERGENCY POLICY

In the case of an emergency if any of the listed contacts and emergency contacts cannot be reached, the director or acting person in charge of ISTEIN afterschool as well as the medical staff at New York Hospital Queens has my permission to make decisions regarding the emergency care or treatment for the student listed above. I hereby waive and release ISTEIN GLOBAL GROUP INC., ISTEIN afterschool, and/or its designees from any and all liability and costs associated with any accidents and emergency care. I further understand that I or my medical insurance carrier will be responsible for any medical expenses arising from said emergency or treatment.

TUITION, FEE, AND PAYMENT POLICY

- I understand the rates apply to basic afterschool program only unless otherwise specified.
- I understand if the student listed below is dismissed from ISTEIN afterschool program that all tuition and fees assessed are non-refundable and non-transferable, and it is not used as credit for other applicant(s) or upcoming terms.
- I understand the discount is only valid to students with enrollment of entire school year from September 9th, 2013 thru June 26th, 2014, the discounts are subject to one-time payment and two-time payment rates, and the payment must be paid in full prior to the starting of the afterschool program.
- I understand the payments must be paid in full prior to the 9th of each month during the period of afterschool program from September 9th, 2013 through June 26th, 2014.
- I understand no refund will be given for any absence. All tuition and fees assessed are also non-transferable and it can NOT be used as credit for other applicant(s) or upcoming terms due to any absence.
- I understand that all tuition and fees assessed are non-refundable and non-transferable, and it can NOT be used as credit for other applicant(s) or upcoming terms due to any and all public holidays, public school breaks, and any natural disasters or/and force majeure.
- I understand no group discounts will be given to students from outside of a family.
- I understand the refunds are only subject to the director's special approval after the start date of afterschool.
- I understand the programs offered / tuition is subject to change.
- I understand the student must register for a minimum of 6 school calendar months.
- I understand the afterschool director reserves the right to dismiss a student who, after careful consideration and examination, is deemed a hazard to the safety or rights of others persons or who appears to have rejected the reasonable expectations of the school.
- I understand and agree to make cash payment in the sum of \$30 for administration fee if any check written to ISTEIN GLOBAL GROUP INC. bounces.

By signing this form, I understand and agree to the policies set forth upon this document.

Student: **Print Name**

Parent / Legal Guardian: **Print Name**

Parent / Legal Guardian: **Signature**

/ /
Date

