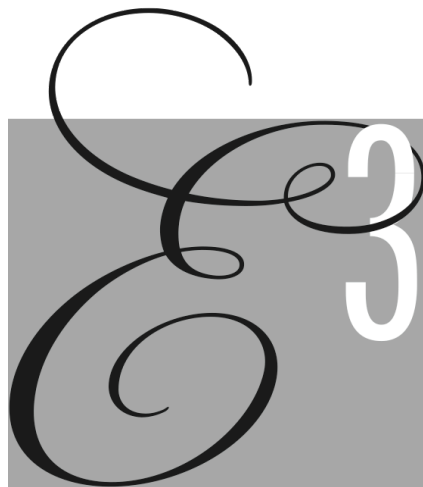


ENRICHMENT
EDUCATIONAL
EXPERIENCES

ADMISSIONS AGREEMENT HANDBOOK

2009-2010



ENRICHMENT
EDUCATIONAL
EXPERIENCES

OUR GOAL IS TO INSPIRE STUDENTS BY PRESENTING PROGRAMS
THAT ENCOURAGE CREATIVITY, INVESTIGATION AND DISCOVERY.

ENRICHMENT EDUCATIONAL EXPERIENCES/E3

PO BOX 4447

VALLEY VILLAGE, CA 91617

www.enrichmentkids.com

818 989-7509

TAX ID # 01-0543521

ENRICHMENT FOR KINDERGARTEN

Enrichment for Kindergarten offers an after school enrichment session as a continuation of your child's Kindergarten day, Monday through Friday and takes place at school. This program is described as a yearly enrichment program with curriculum that is comprised of monthly themes with an emphasis placed on art, music and science.

Children will explore the worlds of science, art and music by becoming scientists, artists and musicians. They will perform experiments, paint like the masters and be introduced to a variety of musical instruments.

AFTER-SCHOOL ENRICHMENT

Grades 1st - 8th

Our After-School Enrichment Program is comprised of components designed to provide students, ranging from grades 1-8, an opportunity to participate in a variety of individual classes with an emphasis in fine arts and physical education, and a Study Hall. These components are what make up the time period between the time school lets out and 6:00pm, Monday through Friday. Students begin the afternoon in a homeroom setting with roll call, announcements, short instruction regarding the enrichment day and a healthy snack - provided by parents.

SPORTS PROGRAM

Available at specific sites

Grades K - 8th

The Sports Program is a physical education program comprised of football, volleyball, basketball, soccer and baseball where students are grouped according to age and ability. Younger students will develop and strengthen their agility, balance, fine and gross motor skills, and learn the basic rules of the game. Older students will learn and begin to understand the concept of strategic plays through various drills and coaching techniques. They will implement what they have learned in weekly games. All of the students will learn the importance of sportsmanship, teamwork and fair play. Rainy days provide opportunities for children to learn about the origin of sports and sports figures both nationally and in our community.

**POLICIES
&
PROCEDURES**

ARRIVAL & DISMISSAL

Enrichment for Kindergarten

Students will be picked up from their classrooms by our staff when school is dismissed and must be picked up by 6:00pm.

After-School Enrichment

Students in first grade will be picked up from their classrooms when school is dismissed. All other students will be assigned a room to go to, where they will check in with our Staff and learn about the day's events. Students must be picked up by 6:00pm.

Sports Program (if applicable)

Kindergartners and First Graders will be picked up from their classrooms. All other students participating in the Sports Program will be assigned a designated meeting place where they will check in with Sports Program Staff.

Sign In/Out

- You **MUST** sign your child In/Out DAILY: your full legal signature is required and initials are not acceptable. Additionally, the actual time of drop off and pick up must be clearly recorded. Failure to do so may result in termination from the program.
- Siblings must be 12 years old to sign out your child.
- All persons must be authorized in writing to pick up your child. We will not release your child without a written note.

DISCIPLINE

Corporal punishment is not permitted. E3 staff will not ridicule, harass or withhold food as a means of punishment. Our programs follow the school codes of conduct along with a document called "Our Civil Rights". A copy of the rights will be handed out in class. We ask that you discuss these rights with your child at home. If there are behavioral issues that are easily addressed (excessive talking, acting out, not sharing, etc.), we have a time out called, "Charm School." When the infraction takes place, the teacher immediately discusses the problem with the child and what he/she can do to change it. The length of "Charm School" is equal in minutes to the age of the child. For example, an 8 year old will be in "Charm School" no more than 8 minutes. All issues are documented for parents in the event a conference is needed.

We will make every effort to insure that your child's' experience is a positive one, however, we are under no obligation to keep a child in the program. If a determination is reached that behavioral needs exceed the services/staff we provide your child will be asked to leave the program.

REASONS FOR TERMINATION

- Disruptive behavior that cannot be redirected after conferencing with parent.
- Nonpayment of fees after two notices.
- Not signing your child out after 3 times.
- Continuously picking up students after 6pm.

FINANCIAL INFORMATION

Registration

An annual registration fee of \$50 is due and payable at the time of registration, whether your child is new, or returning to our program. The **only** exception considered for refund, is for parents who have registered in our program, through the school permit process, and have decided to have their child attend a different school prior to the first day of instruction.

Tuition is due the first of the month. Tuition amounts vary according to the number of days a student attends per month. Please read the E3 flier and/or website: www.enrichmentkids.com for tuition rates.

Payments

Tuition payments can be made in one payment for the full year, two semester's payment can be paid in August and February or monthly payments are acceptable. We accept Visa, Master Card and American Express, checks and cash. If you choose to have the tuition automatically taken from your credit card account, please fill out a credit card authorization form, available on our website, www.enrichmentkids.com and mail or fax (818-989-1763) it to our office. **A \$7.00/credit card transaction fee will be added throughout the 2009-2010 school year.**

The tuition payment is delinquent five days after the first of the month. A **\$50 LATE FEE** will incur on the 5th of the month.

Late Pick-Up Fee

Our after school programs end at 6pm. You will be charged \$2 a min. for every minute after 6pm, payable at the time of pick up. You will be charged \$3 a min. if the office needs to bill you for this time.

Free/Reduced Lunch Rates

The Free/Reduced Lunch Programs are school district programs on your school campus and are used to determine our reduced rates (Free Lunch -\$100/ Reduced Lunch - \$50). Proof of eligibility must be submitted to our office for reductions to apply.

Scholarships

E3 Scholarship - \$150 - \$200 a month

Directors Enrichment Scholarship - Free

Scholarships are **limited** and require a special application process and approval. They are not coupled with the free/reduced lunch program rates.

Pro-Rating

Our staff serves your children during all early dismissal days, minimum days, and teacher-conference days throughout the entire school year at no additional cost. E-3 **will pro-rate** the months of December (January) and April for students who participate in our 5 day-a-week programs however, students receiving free or reduced scholarships attending 5 days a week **are not** entitled to an additional reduction through pro-rating. Pro-rating does not apply to students attending **less than 5-days-a-week**

Los Angeles Unified School District prorated months: December/January/April

Pomona Unified School District prorated months: December and April

Note: Visit our website for December, January and April reductions

Refunds

- Are determined on a case-by-case basis.
- Are not given for sickness, absences or family vacations.
- Must be addressed within one month of the child leaving the program.

Thirty days notice must be given for dropping a program, changing the form of tuition payment or changing a class.

WINTER CAMP AND SPRING CAMP

In order to provide families with our programs during winter and spring breaks, we must have a minimum 30 5 full-day-a-week campers participating.

Note: See weekly camp fees listed on our website.

It is not guaranteed camp will be held at your child's school site. The camp school site location(s) will be announced within ample time.

MEDICAL

- Children must be fever free/vomit free for 24 hours before returning to school.
- If a child is diagnosed with lice, they **MUST** be cleared to attend school by the schools nurse before they can return to our program.

Medications:

Children will not be given any over the counter or prescription medication by our staff. Parents/Guardians must make necessary arrangements to administer prescribed and/or over the counter medications themselves.

Allergies:

We make every effort to address specific allergies, however, we cannot be responsible for what other families pack for lunch. (e.g.: peanut allergies)

COMMUNICATION

For all questions regarding classes, times, schedules and tuition, please refer to the E3 fliers and/or website: www.enrichmentkids.com. Any additional information will be sent home in your child's backpack. If you have specific questions regarding your child, please call the school site phone. Any additional questions, please call our administrative office.

CHILD'S PERSONAL BELONGINGS

E3, Inc reserves the right to look into your child's backpack, clothing, items, books and folders for: homework, teacher notes, parental notes, lost or misplaced items, cell phone. Parents who do not approve of the E3 staff doing so, will be required to contact our administrative office at 818 989-7509. In addition, if a child refuses a backpack search, our staff will wait for parent's consent unless the safety of children is at risk. Enrichment Educational Experiences/E3, Inc adheres to all policies and procedures set forth by the Los Angeles Unified School District and the Pomona Unified School District.

EMERGENCY PROCEDURES

Our staff has emergency information on hand at all times. We coordinate with the schools on all fire/earthquake drills, and how to proceed in the event of a disaster.

TRANSPORTATION/FIELD TRIPS

Transportation is not provided as all programs are held on campus. If field trips are held during camps, special field trip forms will need to be filled out.

NOTIFICATION

Parents will be given 30 days notice regarding changes pertaining to E3 Policies and Procedures.



ENRICHMENT
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Please sign and return this page along with your other registration forms.

Thank you

**I HAVE READ AND UNDERSTAND THE
ADMISSIONS AGREEMENT HANDBOOK**

Childs Name _____
(please print clearly)

School & Program _____

Parent/Guardian _____
(please print clearly)

Signature _____

Date _____