



Irvine Chinese School --After School Policy

Fees:

- A. Registration fee – A non-refundable annual registration fee of \$20 is due with application. The registration fee can only be waived for a student who just paid the summer camp registration fee in summer.
- B. Tuition –Tuition is due by the 1st day of each month. A \$20 late fee will be added to any tuition payment not received by the 10th day of each month. All bounced checks are subject to a fee of \$25.
- C. Refund/Credit policy – All refunds/credits are subject to \$45 administrative withdrawal fee. Refund will only be available for in-voluntary withdrawals. Others may apply credits to after school program within the same school year. All refunds/credits are calculated as follows: 80% of unused credits after the \$45 administrative fee.

Classes:

- A. Class attendance – It is important for the student to be on time for each class and to bring all the required materials and stationary needed for the class. Gym shoes are required for sport classes.
- B. Absentees – a) parents or students must inform ICS of absence by phone or written notice before the class. b) There will be no credit or makeup class for absence without notifying ICS (only if the make up class is available). C) There will be no refund for absent classes.

Safety Regulations:

- A. ICS is not liable for any accidents, injuries or deaths which are the results of any children leaving our premises without our permission. ICS is not responsible for the supervision of any children who are not enrolled. We hereby request your cooperation by directing your child to remain in the camp until an adult guardian picks him/her up.
- B. Students are not allowed to run in the classrooms, hallways, or play dangerous games on ICS’s premises.
- C. For safety reasons, students are suggested to wear tennis shoes. Flip-flops, sandals, very short shorts, very low cut pants, spaghetti tank are not allowed.
- D. Please do not bring any food or snacks that contain peanuts or nuts to the camp. No gum is allowed in the camp.

Other Regulations:

- A. Class schedules may be subject to change without prior notice.
- B. Students are not suggested to bring valuables to the camp (CD players, iPods, game boys, money, etc.). Cellular phones must be turned off during school hours. ICS is not responsible for lost, damaged or stolen items.
- C. Students are responsible for any property damage they cause on ICS’ premises.

I have read and agree to the statement of the policy. _____ (Parent/Guardian Initial)

My child, _____ has my permission to participate in the activities held by ICS. He/She is in good physical condition and has adequate medical insurance coverage. In case of an accident, ICS has my (our) authority to provide necessary emergency medical attention.

In consideration of my child’s participation, I hereby release and hold harmless ICS and/or their employees from any and all liability that may occur as a result of my child’s attendance on ICS’s premises, including but not limited to injuries or death caused by not following the safety regulations of ICS.

Student’s Name: _____ Date: _____

Parent/Guardian’s Signature: _____

Name of Parent/Guardian (please print) _____