

Excel Tutorial Learning Center, LLC

HOURS OF OPERATION:	CLOSURES:
<p>Monday - Friday 1:30 p.m. to 6:30 p.m. <i>(After School Program Only)</i></p> <ul style="list-style-type: none"> We are closed on all Statutory Holidays. NOTE: All federal holidays that are observed unscheduled are included. <p>ExcelTLC will share a center calendar with parents.</p>	<p>ExcelTLC is open when PGCPS is closed for grading, training or conferences. On these days, students will participate in a scheduled field trip. All students present must participate in the field trip.</p> <p>Half days are full days for ExcelTLC. ExcelTLC operates at normal business hours.</p> <p>School Closure Fee (\$20.00-35.00) per day/per child (THE FEE INCLUDES THE ACTIVITY & LUNCH)</p>
TUITION:	INCLEMENT WEATHER:
<p>WEEKLY fees include all statutory holidays. <u>Tuition is based on enrollment and not attendance.</u> Refunds and credits will not be given for days your child does not attend ExcelTLC.</p> <p><u>After School Only</u> (RETURNING FAMILIES)</p> <ul style="list-style-type: none"> \$90.00 per week (one child) \$170.00 per week (2 children) \$255.00 per week (3 children) <p><u>After School Only</u> (NEW FAMILIES)</p> <ul style="list-style-type: none"> \$95.00 per week (one child) \$180.00 per week (2 children) <p>\$270.00 per week (3 children)</p>	<p><u>Inclement Weather Closure:</u></p> <ul style="list-style-type: none"> The center is CLOSED on days when PGCPS is closed due to inclement weather. <p><u>Departure:</u></p> <ul style="list-style-type: none"> ExcelTLC will close 1 hour early in the event schools dismiss early due to inclement weather. (We will close at 5:30pm, to give our team time to travel home safely)

ILLNESS POLICY	LATE ARRIVAL / PICKUP POLICY
<p>Please advise ExcelTLC if your child will not be attending school. Major delays occur in transportation when we are unable to locate a student.</p> <ul style="list-style-type: none"> ExcelTLC request that immediate arrangements be made for pick up if your child becomes ill at the center. This request is made in the best interest of staff and participants within the program. <p>ExcelTLC will not pick students up early from school in the event the student becomes ill during the school day.</p>	<p>Please advise ExcelTLC immediately if you will be arriving later than 6:30 pm. It is the parent’s responsibility to ensure that their child/ren is/are picked up no later than 6:30 p.m. If you are not able to pick up your child by 6:30 p.m., other arrangements must be made. ExcelTLC will call emergency contacts if a parent cannot be reached.</p> <p>A late fee of \$5.00, per 5 mins., per child will apply if a child remains in ExcelTLC after 6:35 p.m. unless prior arrangements have been made. This late fee is due and payable upon pickup or prior to the next day of attendance.</p>
PAYMENT POLICY	TERMINATION:
<p>Parents agree that all WEEKLY tuition payments will be paid on each <u>FRIDAY</u> prior to the week of service.</p> <p>FORMS OF PAYMENT ACCEPTED: CASH, CHECK, MONEY ORDER, CREDIT & ONLINE PAYMENTS</p> <p>A fee of <u>\$35.00</u> will be charge for all returned checks. Upon a second occurrence of a returned check, all subsequent payments must be made in cash or money orders.</p>	<p>ExcelTLC reserves the right to suspend or terminate services for any child without notice, should it be deemed necessary for the overall safety and well-being of ExcelTLC. (i.e- fighting & verbal disrespect). ExcelTLC has a ZEROTOLERANCE for FIGHTING of any kind. ExcelTLC will not tolerate behavior demonstrated by students that destroy the learning environment and overall function of the company.</p> <p>Participants may also be terminated due to the actions of the parent. Parents are asked to model appropriate communication and behavior when inside of the center and/or in front of students.</p>

ATTENDANCE:

Full time fees are based on booked days, not attendance, therefore parents are responsible for fees whether the child attends or not.

(This includes, sick days, statutory holidays, vacation time and school weather closed days)

VACATION TIME

Parents **MUST** give a two-week notice of temporary withdrawal for family vacation.

Tuition will be reduced by 50% only if ample notice is received prior.

WITHDRAWAL

Parents agree that a minimum two-week notice will be given for permanent withdrawal of any child from JExcelTLC. If notice is not received with ample time, a \$150 withdrawal fee will be applied to the account.

HOLIDAY TUITION:

CHRISTMAS HOLIDAY

ExcelTLC follows Prince Georges County Public Schools Winter Break Schedule. In observance of the Winter holiday, we will be closed:

December 25th – 29th (50% of the tuition is due)

Tuition for the holiday week is due

December 22, 2017

If your tuition is not paid by close of business December 22, 2017, a \$50.00 late fee will be applied to the account.

ExcelTLC will reopen Tuesday, Jan 2, 2018.

SPRING BREAK

ExcelTLC will be closed March 30th in observance of the federal holiday.

ExcelTLC will be open for Spring Break Camp from
April 2nd – April 6th

If your child(ren) does not attend Spring Break Camp, parents are only responsible for 50% of regular tuition. Tuition for Spring Break is due by Friday March 30th.

Spring break tuition is different from regular school year tuition, and will be shared at that time.

DAMAGES:

Any damages to the facility or property of ExcelTLC, that was willfully caused by your child will be replaced or repaired at the expense of the registering parent. ExcelTLC reserves the right to utilize any contractor to make repairs to the damages made in our facility.

DEPOSIT / REGISTRATION:

A NON-REFUNDABLE deposit fee of \$75.00 (per child) is required upon completion of registration to secure your child's placement in ExcelTLC.

ExcelTLC purchases assistive homework materials throughout the school for students to use (i.e glue, pencils, markers, paper). The deposit is used help fund the purchase of these items.

Spaces will not be held unless the deposit is paid in full. Registration is not complete, and ExcelTLC services will not commence until all required paper work is completed prior.

HOMEWORK ASSISTANCE PROGRAM:

ExcelTLC will provide homework assistance between the hours of 2pm – 6pm. All homework / tutoring services must be completed during this time. Any homework that is not completed will be brought to the parent's attention upon their arrival. It is the child / parent's responsibility to make sure the child's homework is completed on a daily basis.

- Excel will assist students in research for projects and research papers. The completion and assembly of these items must be done at home with the parent. This is a service that is available for clients enrolled in the 1:1 tutoring program.
- Students will not be allowed to participate in any structured down time unless homework is completed in full. All structured downtime occurs after 5pm.
- Completion of homework is based solely on the student's cooperation. Staff at ExcelTLC will only instruct and assist students with completing work. If resistance is made, parents will be notified upon pick up.

THE CONTRACT

This contract will run from **September 6, 2017 – June 13, 2018**. The contract holder is responsible for all payments until the end of this contract. This contract is not terminated unless a 2-week written notice is given or the participant is terminated. If written notice is not given, the contract holder is responsible for any additional charges that may apply. The contract holder will also assume responsibility for any additional fees added to collect payment as well. (Including court cost or collection fees)

I _____ agree that my child/ren,

Will begin attending ExcelTLC After School Enrichment Program on _____. My first payment is (due/paid) on _____ in the amount of \$_____. All payments thereafter will be due on the Friday of each week in the amount of \$_____. I understand that my weekly payments cover tuition for the upcoming week. I/We have read, understand and agree with the terms and conditions mentioned in this contract.

(Please print) _____

License #: _____ State: _____

_____ Date _____

Parent / guardian Signature

_____ ExcelTLC Director Signature

MEDIA RELEASE

I hereby consent to my Childs name, picture, or voice to be used by ExcelTLC or news media. I am aware that my child may be asked a variety of questions (under supervision of an ExcelTLC employee) and contents of the interview may be published or aired for the public to view. I hereby hold harmless and waive all claims against the program arising out of my Childs acts or statements during interviews, taping, etc, further, I release the program, its agents and employees for any claim I may have or which I may assert in the future in the future, arising out of the center publications and its use of the information given and any photographs or videos taken.

Parent Initials:

TRANSPORTATION CONSENT

I give permission to ExcelTLC to provide transportation from school on all scheduled school days. I further authorize ExcelTLC to transport my child to / from scheduled activities sponsored by the company. I understand that parents will receive verbal or written notice of such outings and will be posted in the center prior to any trip.

Parent Initials:

WAIVER

In case of medical emergency, I _____ (parent) understand that every effort will be made to contact my emergency contact or myself. If I or my emergency contact persons cannot be reached, I give the ExcelTLC permission to secure the medical treatment necessary for my child; including hospitalization, injection, anesthesia, or surgery.

- I understand that the ExcelTLC assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her physical condition or resulting from his/her participation in any athletic activities, sports program, the use of any equipment, exercise or other activities.
- I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness, which may result from his/her participation in these activities, and I hereby release and discharge the ExcelTLC, its agents, servants, and employees from any and all claims for Injury, illness, death, loss or damage, which he/she may suffer as a result of his/her participation in these activities.
- I understand that the ExcelTLC is not responsible for personal property lost or stolen while members and/or program participants are using ExcelTLC facilities or on ExcelTLC premises.
- I acknowledge the Waiver and accept the conditions set forth above and, am in sympathy with the goals and purposes of the ExcelTLC. I agree to adhere and abide by the policies as outlined by ExcelTLC

Parent Initials:

REGISTRATION FORM

Registering Parent

Name: _____ License #: _____ DOB: _____
Address: _____ City _____
State _____ Zip _____ Phone _____ Cell _____
Email _____
Employer _____ Work Phone _____

Student Info #1

Name _____
Nickname _____
Grade _____ HR Teacher _____
School _____
Sex M F Birthdate _____
First Language _____
Cell Ph _____

Social Information

Does the child have a special need? (explain)

Student Info #2

Name _____
Nickname _____
Grade _____ HR Teacher _____
School _____
Sex M F Birthdate _____
First Language _____
Cell Ph _____

Social Information

Does the child have a special need? (explain)

EMERGENCY/AUTHORIZED PERSONS

Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____

Emergency contacts are confirmed as authorized pickup