

# Champion School Admission Contract – 2016/2017 School Year

5670 Camden Ave, San Jose, CA 95124

Student:	Start Date:
Date of Birth:	Grade Level:
Address:	Program Type:
Telephone:	Email:

## Policies and Procedures

### Admissions and Enrollment

Applications for enrollment are accepted without regard to race, religion, gender, or national origin. No religious doctrine is taught, although we do stress accepted standards of personal integrity and ethical behavior, and we honor traditional American values, customs, and celebrations. Classes are available only if demand is sufficient. School directors are not authorized to offer services, classes, or alternate days/hours that are not listed on enrollment forms. Champion School may use photographs of the child in school's promotional materials. If you don't want us to use your child's photographs for promotional purposes, you must submit a request in writing.

### Tuition and Fees

Tuition is broken up into 10 equal payments. The first two payment are due on May 25th, and June 25th and subsequent payments are due by the 25th of every month starting on Aug. 25th. The book use fee is due on June 25th. If tuition is late, a \$20 fee will be charged per day for every late day. If a student is picked up after the scheduled departure time, they will be charged \$2.00 for every minute late.

Program Selection:		
<u>Preschool / Kindergarten</u>	<u>First – 8<sup>th</sup> Grade</u>	<u>Extended Care (All):</u>
<input type="checkbox"/> All Day	<input type="checkbox"/> 1 <sup>st</sup> Gr.	<input type="checkbox"/> Morning
<input type="checkbox"/> Morning Half Day	<input type="checkbox"/> 2 <sup>nd</sup> Gr.	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Afternoon Half Day	<input type="checkbox"/> 3 <sup>rd</sup> Gr.	<input type="checkbox"/> Middle School Quiet
<input type="checkbox"/> Potty Trained (Y/N)	<input type="checkbox"/> 4 <sup>th</sup> Gr.	<input type="checkbox"/> Study Time
<input type="checkbox"/> 2 Days (T, Th)	<input type="checkbox"/> 5 <sup>th</sup> Gr.	
<input type="checkbox"/> 3 Days (M,W, F)	<input type="checkbox"/> 6 <sup>th</sup> Gr.	
<input type="checkbox"/> 5 Days (M-F)	<input type="checkbox"/> 7 <sup>th</sup> Gr.	
	<input type="checkbox"/> 8 <sup>th</sup> Gr.	

### Withdrawal

In case of a middle of the school year withdrawal, you must give notice on or before the 1st of the last month that the child will attend school. A full tuition payment along with any prior unpaid tuition payments that were due till the 1<sup>st</sup> of that last that month, will be due. Furthermore, if the withdrawal notice is not received before the 1<sup>st</sup> of the month, an additional tuition payment will be due. For a new school year, you must submit a withdrawal notice by April 1st to avoid responsibility for the May 25th and June 25th tuition payments. Furthermore, for a new school year, if you withdraw after July 1st, you will also be responsible for an additional tuition payment as well as the book use fee. The application fee, enrollment fee, the book use fee and the tuition payments already made are non-refundable regardless of the reason or timing of the student's change of program, withdrawal or termination. No refunds will be given for absence from school regardless of the reason or timing. When parents withdraw, they also forfeit the spot for the rest of the school year. The protocol for changing any part of the program is the same as for withdrawal and is only allowed if a spot is available in the target program. The withdrawal notice must be submitted via email to [admin@championschool.org](mailto:admin@championschool.org).

### Termination

Champion School has the right to terminate any student's enrollment at any time for any reason, if Champion School decides it is in the best interest of the school and/or the student. Refund of tuition/fees will be prorated based on the number of school days enrolled. Champion School can suspend or terminate a student for violation of Champion's policies and procedures, poor academic performance, failing to make tuition payments on time and severe misbehavior. No refund of tuition will be given if a child is terminated from the school for cause.

## Parental Visitation and Inspection Rights

Champion School has an open door policy -- Parents are welcome at any time. Please check in at the office to get a visitor's pass. During visitation, parents should be respectful of the students' routines and programmed activities.

## Licensing Agency (California Community Care Licensing) Rights:

- To interview children or staff and to inspect and audit child or facility records without prior consent
- To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

## Student Illness and Emergencies

If a student becomes ill or sustains an injury more severe than a minor cut or scratch, Champion will isolate the student and notify the student's parents immediately. If a parent cannot be reached immediately, Champion will attempt to notify other emergency contacts. If neither a parent nor the emergency contact can be reached immediately or if the nature of the student's injury or illness is such that there should be no delay in getting medical treatment for the student, Champion will obtain the necessary medical treatment. This may include calling an ambulance at the expense of the student's parent or guardian.

## Extended Care

Extended Care is available from 7:30AM to 8:45 AM and from 3PM to 6PM. There are enrichment programs offered during extended care. An additional fee is required for those. There is no school on holidays and school breaks. Extended Care is available on some of the holidays and school breaks. Extra fee will be charged on those days.

## Optional Services:

At this time, we do not offer optional services. In the future we will be offering them and there will be an additional charge for them. (Optional services include hot lunch, extra curricular activities like dance, foreign languages, etc.)

## Arbitration of Disputes

If you have a legal or other claim against Champion or any of its officers or employees which you have not been able to resolve through negotiation with Champion, including, but not limited to, any dispute arising from the attempt to enroll or the enrollment of your child in Champion School, you agree by signing the Enrollment Application to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association ("Association"). The arbitration will be conducted at the office of the Association closest to the school in which your child is enrolled. If space is not available in the office of the Association, then the arbitration will be held at a facility in reasonable proximity to the Association office.

## Financial Solutions Service

I acknowledge that if the school partners with a Financial Solutions company such as Smart Tuition, for tuition/fees collection service (Note: the company may charge approximately \$5 per month), I will sign up for it.

**In order to guarantee enrollment, please sign the enrollment contract and return it to Champion School along with the enrollment fee of \$450.**

By signing this enrollment contract, I agree to the terms and conditions set forth in the contract. I agree to abide by all of Champion School's policies and procedures and to make all tuition payments when due. For the purposes of this contract, all policies and procedures that apply to a parent shall apply similarly to a guardian (or guardians).

Signature of the Parent/Guardian \_\_\_\_\_ Name of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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