International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

# Student Registration Form

A one-time $200 registration fee is required with the registration form, and a yearly review and acknowledgment of ICEC After School's policies are also required.

| Student Information | | |
|---|---|---|
| Full Name: | Preferred Name: | |
| Date of Birth (mm/dd/yyyy): Age: | Gender: | |
| Home Address: | City: | Zip Code: |
| Home Phone: | Grade Level: | |
| School Name: | City: | Zip Code: |
| **Parent/Guardian Information** | | |
| **Mother/Guardian Information** | | |
| Full Name: | Email: | |
| Occupation: | Employer: | |
| Business Address: | City: | Zip Code: |
| Business Phone: | Cell/Daytime Phone: | |
| **Father/Guardian Information** | | |
| Full Name: | Email: | |
| Occupation: | Employer: | |
| Business Address: | City: | Zip Code: |
| Business Phone: | Cell/Daytime Phone: | |
| **Emergency Contact Information** | | |
| Full Name: | Relationship: | |
| Address: | City: | Zip Code: |
| Phone: | Alternate Phone: | |
| **Other Information** | | |
| Child's Physician Name: | Physician Phone: | |
| Insurance Name: | Policy Number: | |
| Please list ALL of your child's Allergies: | | |
| How did you hear about ICEC? _Website Current_ Student_ School_ Other: _____ | | |

Date Received: ___/___/___ Application Fee/Check #: _____ Notes:

Official Use Only:

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

# Tuition Details

| (YEARLY / MONTHLY TUITION) | Tuition * Without pickup* | Pickup Fee Burlingame/ Millbrae | Pickup Fee San Bruno/ South San Francisco | Sibling discount (full time only) |
|---|---|---|---|---|
| **5 Days/ Wk** | | | | |
| Yearly | $6950 | $2200 | $2750 | -$650 |
| Monthly | $695 | $220 | $275 | -$65 |
| **4 Days/ Wk (mandatory 1 or more enrichment class)** | | | | |
| Yearly | $6650 | $1900 | $2450 | |
| Monthly | $665 | $190 | $245 | |
| **3 Days/ Wk (mandatory 1 or more enrichment class)** | | | | |
| Yearly | $6350 | $1600 | $2150 | |
| Monthly | $635 | $160 | $215 | |
| HOLIDAY DAY CARE RATE | FULL DAY: $120 | 9:00am-6:00pm Hot Lunch included | | |
| DROP OFF AT HOME RATE *Millbrae and Burlingame ONLY* | $30/ Person | | | |
| REGISTRATION FEE (NEW STUDENT) | | | $200 (one time, nonrefundable) | |
| YEARLY BOOK and MATERIALS FEE | | | $200/year | |

## ENRICHMENT CLASSES

| Enrichment Classes | Tuition Fee per Class | Materials Fee |
|---|---|---|
| Drawing (Art) | $40/class (1.5 hours) | None |
| Piano/Violin (1 on 1) | $50/class (30 min) | None |
| English Writing | $55/class (1.5 hours) | None |
| Abacus | $35/class (1 hour), charge every 6 months | $80 |
| Science | $25/class (1 hour) | $35/half year |
| Choir | $30/class (1 hour) | $25/half year |
| Golf | $48/class (1 hour) + transportation fee (dependent on sign-ups) | Included |

Strict Schedule/ No Makeup = x; Flexible/Makeups allowed = ✓

Drawing
Piano/Violin ✓
Abacus ✓
Golf x
Science ×
English Writing ×
Choir ×

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

Please initially state your acknowledgement of our requirements.

___ **Registration Fee:** There is a ***$200 non-refundable*** registration fee for all new students.

____ **Enrollment:** By signing the following page, you are agreeing to enroll your child for the entire school year, August to June. At registration, the first installment will cover tuition for the first (August) and last (June) payment period, and will be charged at the beginning of the school year. August and June are usually partial months, but this payment will be charged regardless of whether the student's school year includes June or not. The payment plan is structured for 180 school days divided into 10 installments. These payments will not be refunded or transferred to other months' tuition regardless of future absence/leave or any other circumstances.

____ **Tuition:** ICEC basic tuition for the school year is divided into ten payment periods. The ten payment period plan is based on the ten months of the school year and accounts for any fluctuations or breaks during the school year (Spring Break, Winter Break, long weekends, holidays, etc.). The payment plan is a flat rate (see payment rates chart) that is based on the number of SCHOOL days. Parents may choose a different rate each period based on how many days per week their child(s) will attend in the period. Parents are obligated to submit full payment for each payment period. ICEC will not refund or deduct any amount of the payment based on absence/vacation.

____ **Payments:** Payments shall be submitted within 5 business days of the beginning of each payment period. Late payments will incur an additional 6% fee. For payments, ICEC accepts cash or check only.

____ **Enrichment Courses:** Enrichment courses and additional activities are charged on a monthly basis. There are no refunds or deductions in tuition for absence/vacation. There is an option for child(s) to attend make-up classes for only certain courses (see chart).

____ **Yearly Review:** A yearly review and signature acknowledgement of ICEC After School's policies are required.

____ **Cancellation Policy/Fee:** Should you decide to withdraw your child from the ICEC After School Program before June, you must give 30 days' notice to the Principal. The tuition paid for the last month at registration is not refundable or transferable under any circumstances. If you withdraw your child without giving 30 days' notice, the remaining month's tuition as well as the following month's tuition is to be paid.

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

# Legal Information

As the parent or legal guardian of _____, I understand that there is a $200 non-refundable registration fee for all new students for the International Cultural Exchange Center (ICEC) After School Program. I am agreeing to enroll my child for the entire school year, August until June. I agree to pay the registration fee and the tuition for the first month, as well as tuition for the last month as collateral—which will be applied to the last month's tuition. Should I decide to withdraw my child from the ICEC After School Program, I must give 30 days' notice to the Principal. In terms of tuition and registration fee, I understand that the tuition of the last month of the entire school year and the registration fee are not refundable under any circumstances, nor is the tuition paid for the last month transferrable to other months' tuition.

I understand that not all students can be put into one program or class, and that spaces are not necessarily guaranteed in these programs or classes held by the ICEC After School Program. In terms of enrichment classes, I understand that I will pay for the Enrichment Class fees every month, not by every class, and these Enrichment Class fees are not refundable under any circumstances. If my child(s) miss any Enrichment Classes, I will contact the teacher to make up the lessons.

As the parent or legal guardian of the student named above, I hereby authorize this student to participate in the International Cultural Exchange Center After School Program. I understand the unlikely risk of an accident occurring. I also do hereby agree not to hold International Cultural Exchange Center Inc., its partners, staff, teachers, volunteers, aides, employees, or any other associate connected with International Cultural Exchange Center Inc. responsible for any damages or injuries occurring to persons or property, including injury and death. I understand that I will be responsible for any damages incurred by the student, named above, including physical property damage and any medical costs in the event of an emergency. I authorize the International Cultural Exchange Center Inc. to release the student to any parent or the emergency contact named above.

_____ _____ _____
Print Name Signature Date

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

# Media Release Form

ICEC After School is proud of the accomplishments of its students, staff, associates, and programs. ICEC After School uses names, images and video clips of students in materials, including newsletters, website content, brochures, and name badges.

As the parent or legal guardian of _____, I hereby grant ICEC After School Program, its successors, and those acting under its permission and on its authority the right and permission to use any photograph, video, or audio of my child at ICEC After School or elsewhere under the care and supervision of ICEC After School.

I hereby grant the ICEC After School Program permission to use any photograph or audio or videotape taken at an ICEC After School Program activity and deemed by the ICEC After School Program to be in good taste, in any ICEC After School Program publicity materials, or other use specifically for the promotion of and public awareness of the ICEC After School Program.

I hereby release, discharge, and agree to hold ICEC After School, its members, successors, staff, and those acting under is permission and authority harmless from any liability to the extent permitted by law, for the preparation, processing, or distribution of the production.

I understand that a separate signature form is required for each child at ICEC After School.

I, the parent and/or legal guardian of the above named student, do consent and grant my permission to all of the above.

_____ _____ _____

Print Name Signature Date

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

# Liability and pick-up Waiver

This waiver form is to give a staff member of The ICEC After School Program permission to pick up your child at their school and to transport your child to the school. To facilitate this process, you need to give your school information to allow pickup by The ICEC After School Program staff and let the school know about our designated place for pickup.

In order to transport your child from school to The ICEC After School Program, several means of transportation will be utilized (depending upon the school's proximity to ICEC After School Program). ICEC After School Program staff will make every effort to ensure the safest and most direct possible route between the school and the ICEC facility and will make every reasonable effort to ensure the safety of your child during transport.

I, _____, hereby release The ICEC After School Program, LLC, from any and all liability regarding any transportation to The ICEC After School Program and any subsequent activity at ICEC After School Program. Signing this form is a precondition to participating in after school club events and activities.

1. I understand that The ICEC After School Program is constituted as a group of individuals who have organized for the purpose of enjoying each other's company while playing at the park, in our facility, board and card games (game activities), and that these activities are considered a voluntary assembly for mutual enjoyment in a social situation. Furthermore, The ICEC After School Program is a parent organization only in the sense that it may facilitate such assemblies. Each individual is acting as a voluntary member and as such is responsible for his or her own actions.

2. I acknowledge that my child's participation in game activities does pose an unlikely, limited risk of injury to the child and his/her personal property. Furthermore, my child's participation in any activity is voluntary. I am assuming responsibility and liability for my child's behavior and actions.

3. I acknowledge that transportation between my child's school and the ICEC After School Program is associated with risks that are consistent with walking from the school grounds to ICEC's vehicle and being transported to any parks and recreational centers. If my child's behavior during transportation poses a potential threat to the safety of other children/staff during transport, I understand that this may result in a termination of after school pick up services from the ICEC After School Program.

4. I understand that I am responsible for my child's behavior that results in damage to any "games for play" provided by ICEC After School Program and will be held responsible for costs associated with replacing parts, cards, pieces or the game in its entirety if the game is deemed "unusable" as a result of the aforementioned behavior.

5. I hereby solely and expressly assume liability for all risks and waive any claim I might have against The ICEC After School Program or anybody or individuals acting in the capacity as agents of the organization (staff members, etc.). I assume full legal liability for my child's actions at game activities and release The ICEC After School Program and any agent acting on behalf of The ICEC After School Program, LLC from any claims made as a result of my actions.

| _____ | _____ | _____ |
|---|---|---|
| Print Name | Signature | Date |

International Cultural Exchange Center
ICEC After School Program
30 Rollins Road, Millbrae, CA 94030
www.icecafterschool.com
650-552-9525

## Pick-Up From School

Parents must explicitly notify ICEC two hours in advance if their child(s) do not require pickup services for the day.

## Pick-Up From ICEC

Parents must pick up their child(s) on time. ICEC ends the school day at 6:00 pm. There will be $1/min late fee added after 6:00pm. Any late fee may be paid directly or may be added onto the following payment period.

| _____ | _____ | _____ |
|---|---|---|
| Print Name | Signature | Date |