



BRIGHT BLOCKS AFTERSCHOOL – POLICY SET

EFFECTIVE DATE: 01/01/2025

BRIGHT BLOCKS AFTERSCHOOL (“BBA,” “WE,” “OUR,” OR “US”) RESPECTS YOUR PRIVACY AND IS COMMITTED TO PROTECTING THE PERSONAL INFORMATION YOU SHARE WITH US. THIS PRIVACY POLICY EXPLAINS HOW WE COLLECT, USE, AND SAFEGUARD INFORMATION WHEN YOU VISIT OUR WEBSITE, ENROLL IN PROGRAMS, OR MAKE A PURCHASE.

INFORMATION WE COLLECT

WE MAY COLLECT:

- PARENT/GUARDIAN NAME AND CONTACT INFORMATION
- STUDENT NAME AND AGE (PROVIDED BY PARENTS/GUARDIANS)
- EMAIL ADDRESS AND PHONE NUMBER
- PAYMENT AND BILLING INFORMATION (PROCESSED SECURELY THROUGH THIRD PARTIES)
- PROGRAM ENROLLMENT DETAILS

WE MAY ALSO COLLECT LIMITED TECHNICAL DATA SUCH AS IP ADDRESS AND BROWSER TYPE.

HOW WE USE INFORMATION

WE USE COLLECTED INFORMATION TO:

- PROCESS ENROLLMENTS AND PAYMENTS
- COMMUNICATE PROGRAM UPDATES
- PROVIDE CUSTOMER SUPPORT
- IMPROVE OUR PROGRAMS AND SERVICES

WE DO NOT SELL OR SHARE PERSONAL INFORMATION FOR MARKETING PURPOSES.

CHILDREN’S PRIVACY

WE DO NOT KNOWINGLY COLLECT PERSONAL INFORMATION DIRECTLY FROM CHILDREN UNDER 13. ALL STUDENT INFORMATION IS PROVIDED BY PARENTS OR GUARDIANS.

✉ CONTACT: INFO@BRIGHTBLOCKSAFTERSCHOOL.COM

TERMS & CONDITIONS

BY ACCESSING OR USING THE BRIGHT BLOCKS AFTERSCHOOL WEBSITE OR SERVICES, YOU AGREE TO THESE TERMS.

- ALL CONTENT, CURRICULUM, DESIGNS, AND MATERIALS ARE THE PROPERTY OF BRIGHT BLOCKS AFTERSCHOOL.
- PROGRAMS ARE EDUCATIONAL ENRICHMENT OFFERINGS AND ARE NOT CHILDCARE SERVICES.
- PARTICIPATION IS SUBJECT TO BEHAVIORAL EXPECTATIONS AND SAFETY GUIDELINES.

THESE TERMS ARE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS.



CANCELLATION & PROGRAM REFUND POLICY

ENROLLMENT IN BRIGHT BLOCKS AFTERSCHOOL PROGRAMS RESERVES A SPOT FOR THE FULL SESSION.

PARTICIPANT CANCELLATIONS

- NO REFUNDS ARE ISSUED FOR MISSED CLASSES, PARTIAL ATTENDANCE, ILLNESS, OR SCHEDULE CONFLICTS ONCE A PROGRAM HAS BEGUN.
- CANCELLATION REQUESTS MADE BEFORE THE PROGRAM START DATE MAY BE ELIGIBLE FOR A REFUND AT BBA'S DISCRETION, MINUS ADMINISTRATIVE FEES.

MINIMUM ENROLLMENT

IF A PROGRAM DOES NOT MEET MINIMUM ENROLLMENT, BBA MAY CANCEL OR RESCHEDULE THE PROGRAM. FAMILIES WILL BE OFFERED:

- A FULL REFUND OR
- TRANSFER TO ANOTHER AVAILABLE PROGRAM

BBA-INITIATED CANCELLATIONS

IF BBA CANCELS A SESSION DUE TO INSTRUCTOR AVAILABILITY, WEATHER, OR FACILITY CLOSURE, WE WILL ATTEMPT TO OFFER A MAKE-UP CLASS OR ISSUE A PRORATED REFUND WHEN APPROPRIATE.

ACCESSIBILITY STATEMENT

BRIGHT BLOCKS AFTERSCHOOL IS COMMITTED TO PROVIDING INCLUSIVE, ACCESSIBLE PROGRAMS AND DIGITAL EXPERIENCES FOR ALL PARTICIPANTS.

WE STRIVE TO:

- DESIGN PROGRAMS THAT ACCOMMODATE DIVERSE LEARNING STYLES
- PROVIDE REASONABLE ACCOMMODATIONS WHEN REQUESTED
- MAINTAIN ACCESSIBLE DIGITAL CONTENT WHERE FEASIBLE

TO REQUEST ACCOMMODATIONS OR REPORT ACCESSIBILITY CONCERNS:

✉ INFO@BRIGHTBLOCKSAFTERSCHOOL.COM

CHILDREN'S PARTICIPATION & SAFETY POLICY

BRIGHT BLOCKS AFTERSCHOOL PROVIDES STRUCTURED ENRICHMENT PROGRAMS FOCUSED ON CREATIVITY, EXPLORATION, AND SKILL-BUILDING.

- PROGRAMS ARE **NOT LICENSED CHILDCARE**
- PARENTS/GUARDIANS ARE RESPONSIBLE FOR TIMELY DROP-OFF AND PICK-UP
- STUDENTS ARE EXPECTED TO FOLLOW SAFETY RULES AND INSTRUCTOR GUIDANCE
- UNSAFE OR DISRUPTIVE BEHAVIOR MAY RESULT IN REMOVAL FROM A PROGRAM WITHOUT REFUND



CODE OF CONDUCT

BRIGHT BLOCKS AFTERSCHOOL MAINTAINS A POSITIVE AND RESPECTFUL ENVIRONMENT. EXPECTATIONS:

- **RESPECT INSTRUCTORS, PEERS, AND MATERIALS**
- **NO BULLYING, HARASSMENT, OR DISRUPTIVE BEHAVIOR**
- **FOLLOW SAFETY INSTRUCTIONS AT ALL TIMES**

BBA RESERVES THE RIGHT TO REMOVE PARTICIPANTS WHO DO NOT ADHERE TO THESE EXPECTATIONS.

PHOTO & MEDIA RELEASE POLICY

BRIGHT BLOCKS AFTERSCHOOL MAY PHOTOGRAPH OR RECORD PROGRAMS FOR EDUCATIONAL AND PROMOTIONAL PURPOSES.

- MEDIA MAY BE USED ON OUR WEBSITE, SOCIAL MEDIA, OR PRINTED MATERIALS
- PARENTS/GUARDIANS MAY OPT OUT BY SUBMITTING A WRITTEN REQUEST PRIOR TO PROGRAM START

TAX INFORMATION & EIN DISCLOSURE POLICY

BRIGHT BLOCKS AFTERSCHOOL IS A FOR-PROFIT EDUCATIONAL ENRICHMENT ORGANIZATION.

- WE DO NOT PROVIDE OUR EIN TO PARENTS OR INDIVIDUAL CUSTOMERS
- WE DO NOT ISSUE TAX FORMS FOR PROGRAM PAYMENTS
- RECEIPTS AND INVOICES MAY BE PROVIDED FOR PERSONAL RECORDS ONLY

EIN INFORMATION MAY BE SHARED ONLY WITH SCHOOLS, DISTRICTS, LIBRARIES, OR INSTITUTIONAL PARTNERS WHEN REQUIRED FOR CONTRACTING OR VENDOR REGISTRATION.

✉ INFO@BRIGHTBLOCKSAFTERSCHOOL.COM

SHIPPING & FULFILLMENT POLICY

SOME BRIGHT BLOCKS AFTERSCHOOL MERCHANDISE IS FULFILLED THROUGH THIRD-PARTY PRINT-ON-DEMAND PARTNERS.

- PRODUCTION TIMES: 2-7 BUSINESS DAYS
- SHIPPING TIMES VARY BY PRODUCT AND DESTINATION
- TRACKING WILL BE PROVIDED WHEN AVAILABLE

RETURNS & REFUNDS (PRODUCTS)

CUSTOM OR PRINT-ON-DEMAND PRODUCTS ARE NON-RETURNABLE UNLESS DAMAGED OR DEFECTIVE.

ISSUES MUST BE REPORTED WITHIN 7 DAYS OF DELIVERY WITH PHOTOS.

POLICY ACKNOWLEDGMENT

BY ENROLLING IN A BRIGHT BLOCKS AFTERSCHOOL PROGRAM OR PURCHASING FROM OUR STORE, YOU ACKNOWLEDGE AND AGREE TO ALL THE POLICIES OUTLINED ABOVE. IT IS IMPORTANT TO REVIEW THESE POLICIES THOROUGHLY TO ENSURE UNDERSTANDING AND COMPLIANCE WITH OUR PROCEDURES. WE STRIVE TO MAINTAIN TRANSPARENCY AND PROVIDE A SEAMLESS EXPERIENCE FOR OUR CUSTOMERS AND PROGRAM PARTICIPANTS. IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER CLARIFICATION, PLEASE DO NOT HESITATE TO CONTACT US AT THE PROVIDED EMAIL ADDRESS. WE APPRECIATE YOUR COOPERATION AND LOOK FORWARD TO SERVING YOU AND YOUR FAMILY WITH ENRICHING EDUCATIONAL EXPERIENCES AND QUALITY PRODUCTS.