

**2017-18 SUN LEE TAEKWONDO
AFTER SCHOOL PROGRAM REGISTRATION FORM**

STUDENT'S NAME: _____ DOB: _____ AGE: _____ GRADE: _____ GENDER: M / F

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FATHER'S NAME: _____ CONTACT NUMBER: _____

MOTHER'S NAME: _____ CONTACT NUMBER: _____

BEST EMAIL: _____ BEST TEXT NUMBER: _____

EMERGENCY CONTACT: _____ CONTACT NUMBER: _____

RELATIONSHIP TO FAMILY: _____

PICK-UP INFORMATION

***PLEASE NOTE:** ONLY INDIVIDUALS LISTED ON THIS FORM WILL BE PERMITTED TO PICK UP THE CHILD OR CHILDREN ON THIS ENROLLMENT FORM. PLEASE LIST ANY OTHER INDIVIDUALS PERMITTED TO PICK UP YOUR CHILDREN. WE REQUIRE ID.

NAME: _____ CONTACT NUMBER: _____

MEDICAL INFORMATION

ALLERGIES (PLEASE INDICATE NONE IF THERE ARE NO ALLERGIES):

MEDICATIONS (PLEASE INDICATE NONE IF THERE ARE NO MEDICATIONS):

INSURANCE CARRIER: _____ POLICY NUMBER: _____

ENROLLMENT INFORMATION

NAME OF ELEMENTARY SCHOOL: _____ RELEASE TIME: _____

TEACHER'S NAME: _____ SCHOOL PHONE NUMBER _____

FRONT OFFICE CONTACT: _____

***PLEASE NOTE:** PARENTS ARE REQUIRED TO INFORM THE SCHOOL IF SUN LEE TAEKWONDO WILL BE PICKING UP THEIR CHILDREN. SUN LEE TAEKWONDO IS NOT RESPONSIBLE FOR PICKING UP CHILDREN WHOSE TUITION IS NOT BEEN SUBMITTED ON TIME.

TUITION & PAYMENT INFORMATION

TUITION FOR AFTER SCHOOL STUDENTS

\$30 PER DAY or \$110 PER WEEK

ONE-TIME REGISTRATION FEE PER STUDENT \$75 PER SCHOOL YEAR

AFTER SCHOOL PROGRAM PAYMENT SCHEDULE

PLEASE COMPLETE THE SECTION BELOW BY MARKING THE DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND, THE PICK UP TIME, AND THE CORRESPONDING FEES.

DAYS OF ATTENDANCE: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

EVENING PICK-UP TIME: _____

TOTAL ELECTED DAYS _____ X DAILY RATE \$ _____ = WEEKLY TOTAL \$ _____

***PLEASE NOTE:** MONTHLY PAYMENTS WILL BE CALCULATED BASED ON THE NUMBER OF WEEKS IN EACH MONTH, SOME HAVING FIVE AND SOME FEWER THAN FOUR DUE TO SCHOOL HOLIDAYS.

BILLING INFORMATION

SUN LEE TAEKWONDO REQUIRES PAYMENT IN ADVANCE FOR BOTH PRE-ARRANGED CHILDCARE AND THE DROP-IN OPTION. LATE FEES APPLY. ***PLEASE NOTE:** WE ARE NOT RESPONSIBLE FOR PICKING UP CHILDREN WHO'S TUITION HAS NOT BEEN SUBMITTED. **ELECTRONIC PAYMENTS ARE SUBMITTED ON THE 1ST OF EACH MONTH. IF PAYING PERSON, TUITION IS DUE ON THE 1ST OF EACH MONTH.**

MY PAYMENT PREFERENCE IS: CHECK CREDIT CARD CASH

CREDIT CARD # _____ EXP _____ CVV CODE _____

BILLING ADDRESS: _____

OR

BANK NAME: _____ ROUTING # _____ ACCT # _____

BY SIGNING BELOW, I AUTHORIZE SUN LEE TAEKWONDO AND ITS AFFILIATES TO INITIATE AND EXECUTE A DEBIT FROM THE ACCOUNT I HAVE INDICATED ABOVE.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

LIABILITY WAIVER

I AGREE TO WAIVE ALL CLAIMS OF ALL TEACHERS, EMPLOYEES, AGENTS, AND OWNERS OF SUN LEE TAEKWONDO WHICH IS REFERRED TO AS "THE SCHOOL", FOR INJURIES I OR MY CHILD MAY SUSTAIN. I ASSUME FULL RESPONSIBILITY FOR ALL MY ACTIONS AND/OR MY CHILD'S ACTIONS IN CONNECTION WITH THE SCHOOL AND AGREE TO FOLLOW ALL THE SCHOOL RULES AND THE DIRECTION OF ITS INSTRUCTION SET FORTH BY THE SCHOOL. I UNDERSTAND THAT PHYSICAL CONTACT BETWEEN MYSELF, MY CHILD OR CHILDREN AND OTHERS WILL BE REQUIRED IN THE INSTRUCTION, DEMONSTRATION, AND PERFORMANCE OF THE PHYSICAL ACTIVITIES CONDUCTED AT THE SCHOOL AND RELATED EVENTS. I UNDERSTAND THAT ANY PICTURES OF ME OR MY CHILDREN PARTICIPATING IN ANY ACTIVITY AT THE SCHOOL MAY BE USED FOR PUBLICITY WITHOUT COMPENSATION. I HEREBY REPRESENT THAT I HAVE NO KNOWLEDGE OF ANY PHYSICAL CONDITIONS WHICH WOULD RENDER ME OR MY CHILD UNABLE TO PARTICIPATE IN PRACTICES, TESTING, DEMONSTRATIONS, BIRTHDAY PARTIES, CHARITY EVENTS, AND CONTESTS. I AM NOT PARTICIPATING AGAINST MEDICAL ADVICE. THE SCHOOL, ITS EMPLOYEES, AGENTS, AND OWNERS WILL NOT BE RESPONSIBLE FOR DAMAGED, LOST, OR STOLEN ARTICLES INSIDE OR OUTSIDE THE FACILITY. THE SCHOOL RESERVES THE RIGHT TO AMEND OR ADD TO THESE RULES AND CONDITIONS AS IT MAY DEEM NECESSARY AT ANY TIME WITHOUT PRIOR NOTICE.

CARPOOLING TRANSPORTATION LIABILITY RELEASE AGREEMENT

YOUR PERMISSION BELOW INSTRUCTS SUN LEE TAEKWONDO (THE "SCHOOL") THAT YOUR CHILD IS RELEASED FROM HIS DESIGNATED ELEMENTARY SCHOOL TO DRIVE WITH THE SCHOOL'S PRIVATE DRIVER TO SUN LEE TAEKWONDO AND ACKNOWLEDGES YOUR UNDERSTANDING THAT THE SCHOOL AND ITS INSTRUCTORS OR AGENTS ARE NOT LIABLE FOR THIS ACTION. YOUR SIGNATURE ALSO INDICATES YOUR ASSURANCE THAT YOUR CHILD HAS VALID MEDICAL AND ACCIDENT INSURANCE. SIGNATURE ACKNOWLEDGES THAT THIS FORM IS VALID AS LONG AS YOUR CHILD IS IN ATTENDANCE AT THE SCHOOL OR UNTIL THE SCHOOL AGREES OTHERWISE IN WRITING. NO STUDENT IS TO BE DRIVEN WITHOUT PERSONALLY BEING RELEASED BY A SCHOOL ADMINISTRATOR AND THE TEACHER IN CHARGE; UNLESS RELEASED, NO STUDENT IS TO BE OUTSIDE THE IMMEDIATE AND PRESENT DIRECTION OF A TEACHER AT ANY TIME. WITHOUT THIS RELEASE THE STUDENT WHO GOES IN A PRIVATE CAR IS TRUANT.

SIGNATURE: _____ **DATE:** _____

AFTER SCHOOL PROGRAM KEY DATES AND SCHEDULE

***PLEASE NOTE:** THE SUN LEE TAEKWONDO AFTER SCHOOL PROGRAM OBSERVES ALL MAJOR HOLIDAYS AND MOST SCHOOL HOLIDAYS. WE HAVE PROVIDED SCHOOL CALENDARS BY DISTRICT; PLEASE REVIEW YOUR CALENDAR AND CIRCLE ANY SCHOOL HOLIDAYS ("OPEN" DAYS) THAT YOU'LL NEED CARE AND WRITE THEM AT THE BOTTOM OF THE PAGE. WE MUST HAVE A MINIMUM OF FIVE STUDENTS TO OPEN FOR ALL DAY CAMP CARE WHEN SCHOOLS ARE CLOSED.

HOLIDAYS OBSERVED

SUN LEE TAEKWONDO CLOSED ON THE DATES LISTED BELOW:		
DATE	HOLIDAY	STATUS
SEPTEMBER 4TH	LABOR DAY	CLOSED
OCTOBER 9 TH (&10 TH PISD)	COLUMBUS DAY	CLOSED
NOVEMBER 20TH - 24TH	THANKSGIVING	CLOSED
DECEMBER 21ST – JAN 3RD	WINTER BREAK	CLOSED
JANUARY 15 TH & 16 TH (RISD)	MLK DAY	CLOSED
FEBRUARY 19TH	PRESIDENT'S DAY	CLOSED
MARCH 12TH - 16TH	SPRING BREAK	CLOSED
MARCH 30 TH & APRIL 2 ND PISD	SPRING HOLIDAY	CLOSED
MAY 28TH	MEMORIAL DAY	CLOSED

PLANO ISD ELEMENTARY SCHOOLS HAVE EARLY RELEASE DATES. SUN LEE TAEKWONDO WILL PICK UP THE STUDENTS EARLY ON THESE DATES FOR A \$10 ADDITIONAL CHARGE. THESE CHARGES WILL BE ADDED TO THE MONTHLY BILL.

RULES AND REGULATIONS

PLEASE READ AND INITIAL BESIDE THE FOLLOWING RULES AND PROCEDURES. INCOMPLETE REGISTRATION WILL NOT BE ACCEPTED.

_____ 1. I UNDERSTAND THAT SUN LEE TAEKWONDO IS A MARTIAL ARTS SCHOOL AND **NOT** A DAY CARE CENTER. DURING TRAINING WE TEACH CHARACTER DEVELOPMENT, BEHAVIOR MANAGEMENT, LIFE SKILLS, AND SAFETY SKILLS.

_____ 2. I UNDERSTAND THAT MY CHILD MUST BRING A CLEAN UNIFORM AND BELT TO SUN LEE TAEKWONDO EACH DAY.

_____ 3. **IF YOUR CHILD IS NOT GOING TO ATTEND SUN LEE TAEKWONDO ON A CERTAIN DAY, YOU MUST NOTIFY OUR OFFICE BY 1:00 P.M. IF YOU HAVE NOT INFORMED OUR OFFICE AND WE GO TO PICK UP YOUR CHILD OR CHILDREN AND HE/SHE IS NOT THERE, YOU WILL BE CHARGED A \$10.00 NO CALL/NO SHOW FEE.**

_____ 4. CHILDREN RUNNING A FEVER OF 100 DEGREES OR GREATER OR HAVING ANY OTHER ILLNESS SHOULD REMAIN HOME FOR AT LEAST 24 HOURS AFTER THE FEVER OR ILLNESS BREAKS.

_____ 5. I UNDERSTAND THAT ADDITIONAL FEES SUCH AS TESTING, EQUIPMENT, EVENTS, OR EARLY PICK UP ARE NOT INCLUDED IN THE AFTERCARE TUITION.

_____ 6. I ACKNOWLEDGE ALL FEES ARE NON-REFUNDABLE.

_____ 7. I GIVE PERMISSION TO SUN LEE TAEKWONDO TO USE, WITHOUT LIMITATION OR OBLIGATION, PHOTOGRAPHS, FILM FOOTAGE, MY CHILD'S IMAGE OR VOICE FOR PURPOSE OF PROMOTING OR INTERPRETING SUN LEE TAEKWONDO PROGRAMS.

_____ 8. STUDENTS MUST BE PICKED UP AT THEIR DESIGNATED PICK UP TIMES (BY 6:00 PM). A \$10 ADDITIONAL LATE CHARGE WILL BE APPLIED TO THE FIRST TEN MINUTES LATE AND THEN \$1 FOR EVERY MINUTE THEREAFTER.

_____ 9. CHILDREN WITH SEVERE BEHAVIORAL ISSUES INTERFERING WITH ACTIVITIES OF OTHER STUDENTS WILL BE SENT HOME. MANAGEMENT HAS THE RIGHT TO REFUSE ADMISSION TO INDIVIDUALS WITH PRIOR BEHAVIOR ISSUES.

_____ 10. STUDENTS MUST WEAR SEAT BELTS AT ALL TIMES WHILE BEING TRANSPORTED BY SUN LEE TAEKWONDO. STUDENTS THAT DO NOT WEAR THEIR SEAT BELT WILL BE GIVEN ONE WARNING. A SECOND WARNING WILL RESULT IN A ONE DAY SUSPENSION FROM THE AFTER SCHOOL PROGRAM.

_____ 11. TUITION IS DUE ON THE 1ST OF EACH MONTH. SUN LEE TAEKWONDO IS NOT RESPONSIBLE FOR PICKING UP STUDENTS WHO HAVE NOT SUBMITTED TUITION ON TIME.

_____ 12. RESPECT FOR STAFF IS MANDATORY. MANAGEMENT HAS THE RIGHT TO REFUSE ADMISSION TO ANYONE WHO DISRESPECTS OUR SCHOOL, STAFF MEMBERS, OR INSTRUCTORS.

_____ 13. ADDITIONAL CHARGES FOR DAY CAMPS OR HOLIDAYS SUCH AS SPRING BREAK, SUMMER CAMP, AND THANKSGIVING ARE NOT INCLUDED IN THE AFTER SCHOOL PROGRAM TUITION.

_____ 14. CHILD CARE TAX RECEIPTS ARE GIVEN BY REQUEST ONLY. ONLY ONE RECEIPT IS GIVEN PER CHILD. MANAGEMENT IS NOT RESPONSIBLE FOR LOST RECEIPTS. RECEIPTS ARE FOR TUITION ONLY AND NOT FOR ANY OTHER PURPOSE (TESTING, EQUIPMENT, LATE FEES, ETC.)

_____ 15. I UNDERSTAND ONE MONTH WRITTEN NOTICE MUST BE GIVEN IN ORDER TO TERMINATE. IF THE NOTICE IS NOT GIVEN I WILL BE CHARGED FOR THE ENTIRE MONTH.

_____ I HAVE COMPLETED THE ENTIRE REGISTRATION FORM COMPLETELY AND UNDERSTAND THAT THE REGISTRATION FEE AND TUITION OF \$ _____ IS DUE IN ADVANCE AND IS NON-REFUNDABLE.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____