

# KINDERGARTEN CLUB AND KIDS PROGRAM STUDENT ENROLLMENT AGREEMENT

## GENERAL RULES

- All students must have their Registration Forms signed by a parent or legal guardian. The student's parent/guardian is responsible for dropping off and picking up the student at school.
- All students must purchase **medical insurance** prior to the start of their English program at Hawaii Palms English School (HPES) to cover all medical expenses during their stay in Hawaii.
- All parents/guardians must provide HPES with a way to contact them while in Hawaii – this can be a local number or an international number that can be reached.
- All activities include lunch. However, students must bring a full **bottle of water and snacks**.
- Students must have **sunblock** in their backpacks; we strongly recommend students bring a **hat**.
- Students with food allergies must bring their own lunch to school.
- Scheduled activities are subject to change due to traffic and/or weather conditions. Depending on the day's activity, **transportation** may be on foot, by bus, or by vans driven by HPES staff or representatives.
- In case of an **emergency**, students will be transported to an appropriate medical facility by the HPES representative or, if needed, by a local emergency unit for treatment. In the event that a parent or legal guardian cannot be contacted, the teacher in charge will consent to the medical, surgical and hospital care to be performed for the student by a licensed physician or hospital when deemed immediately necessary by the physician to safeguard the student's health.
- HPES reserves the right to **expel** any student that becomes disruptive to the program, staff, or other students in the program. In such cases a refund will not be issued.
- HPES may decide to close in case of severe weather. HPES will follow the guidelines proposed by the Department of Education. In such cases, students will receive a full credit for their missed classes; there are no refunds issued.
- Students may **not bring** anything that disrupts the program, such as cell phones, video games, or tablets.
- Hawaii Palms English School may take pictures of students during the program to be used for promotional purposes.

## REGISTRATION & PAYMENT

- Fill out, sign, and submit a Registration Form.
- After receiving an Invoice from HPES, full payment must be made in order to secure the student's place in the program. Available spots are filled on a **FIRST-PAID, FIRST-SERVED BASIS** – we are not able to reserve any spots without first receiving payment.
- There will be a \$20 processing fee added for all wire transfers.
- The one-time Registration Fee of \$125 is non-refundable.
- Students participating in the Kids Program will be provided with a HPES T-shirt that must be worn every day they are enrolled in the program.
- HPES reserves the right to cancel the student's registration if full payment is not received.
- In case enrollment is too low for the program to carry on as planned, HPES will reduce the length of the schedule from 7 to 5 hours and may change the planned activities. In such cases, students will be notified no later than the day prior to their lesson.

## ENGLISH LESSONS

- The number of classes and number of students per class will depend on how many students register for the Kids Program. The maximum number of students per class in the Kids Program is 12; in Kindergarten Club, it's 5.
- Most students in the Kids Program are **beginner/low-intermediate**, and lessons are planned accordingly. Please let HPES know if the student's English level is **intermediate** or above.

## ABSENCES & CANCELLATIONS

- Students who are going to be **late** or **absent** must contact HPES at least 30 minutes prior to the start of the program. Due to time restrictions and transportation schedules, we cannot wait for students who arrive late for the day. Please arrive at school at least 10 minutes early.
- There is a \$75 fee for ALL cancellations and for every change made after the student has registered. Cancellations must be made in writing at least 48 hours before the beginning of the cancellation period.

### *CANCELLATIONS BEFORE START OF THE PROGRAM*

- 30 or more days prior to the start date: full refund (on tuition only).
- Between 15 and 30 days prior to the start date: 75% refund (on tuition only).
- 14 or fewer days prior to the start date: 50% refund (on tuition only).

### *CANCELLATIONS AFTER START OF THE PROGRAM*

- Before half the program is completed: 50% of the remaining tuition will be refunded on a prorated basis.