

ICS After School Program Policy (effective 2/1/2011)

Fees:

- A. Registration fee – A non-refundable annual registration fee of \$20 per family is due with the application. The registration fee can only be waived for a student who just attended summer school in the same year.
- B. **Tuition – Tuition is due by the 1st day of each month before classes begin. A \$20 late fee will be added to any tuition payment not received by the 5th day of each month. All bounced checks are subject to a fee of \$25.**
- C. **Refund policy – Refunds will be processed for withdrawals within the first week of the class or for a family relocation to a city outside of Orange County (proof needed). All refunds are subject to a \$45 administrative fee. Refunds are calculated as follows: 100% of unused credits after the \$45 administrative fee.**

Classes:

- A. Class attendance – It is important for the student to be on time to each class and to bring all the required materials and stationary needed for the class. Gym shoes are required for sports classes.
- B. **Absences – a) parents or students must inform ICS of absences by e-mails or phone before the class. b) There are no refunds, credit or makeup class for unexcused absences (absence without notifying ICS). C) There are up to three excused absences allowed per semester. The total accumulated excused absences for credit can not exceed 10 days per semester. To apply for credits, parents must request a credit voucher within a week after the student returns. The credit voucher must be presented to apply to future invoices. The voucher is not replaceable and will expire at the end of the following semester. Credits can only be applied to the after school program and not to mini camps or any other programs run by SCCCA/ICS.**

Safety Regulations:

- A. ICS is not liable for any accidents, injuries or deaths which are the results of any children leaving our premises without our permission. ICS is not responsible for the supervision of any children who are not enrolled. We hereby request your cooperation by directing your child to remain in the school until an adult guardian picks him/her up.
- B. Students are not allowed to run in the classrooms, hallways, or play dangerous games on ICS's premises.
- C. For safety reasons, students are suggested to wear tennis shoes. Flip-flops, sandals, very short shorts, very low cut pants, and spaghetti strap tanks are not allowed.
- D. **Please do not bring any food or snacks that contain peanuts or nuts to the school. No gum is allowed in school.**

Other Regulations:

- A. Class schedules may be subject to change without prior notice.
- B. Students are not suggested to bring valuables to the school (CD players, iPods, game boys, money, etc.). Cellular phones must be turned off during school hours. ICS is not responsible for lost, damaged or stolen items.
- C. Students are responsible for any property damage they cause on ICS' premises.

I have read and agree to the statement of the policy. _____ (Parent/Guardian Initial)

My child, _____ (Student's name) has my permission to participate in the activities held by ICS. He/She is in good physical condition and has adequate medical insurance coverage. In case of an accident, ICS has my (our) authority to provide necessary emergency medical attention.

In consideration of my child's participation, I hereby release and hold harmless ICS and/or their employees from any and all liability that may occur as a result of my child's attendance on ICS's premises, including but not limited to injuries or death caused by not following the safety regulations of ICS.

Parent/Guardian's Signature: _____ Date _____

Name of Parent/Guardian (please print) _____