

Bee Best Learning Center

2010-2011 After School Registration Package

Bee Best Learning Center



Dear Parent(s):

Please submit (by mail or drop off) the following checklist to complete your After School registration:

- Complete and sign After School Registration Form
- Complete and sign Health History/Emergency Form
- Complete and sign Admission Agreement Form
- Pay \$35 non-refundable Registration Fee

Thank you,
BBLC staff

Bee Best Learning Center



AFTER-SCHOOL PROGRAM REGISTRATION FORM

To register, please include completed Registration Form with a NON-REFUNDABLE \$35 registration fee. You will be billed at the beginning of the month following registration. Note: \$35 registration fee is waived for continuing student previously enrolled in our 2010 Summer Camp program.

Child 1: Name: _____ School: _____

Birthdate: ___/___/___ Gender: M F Grade in Fall '10: _____ Grade K: A.M. P.M.

Choose program and specify day: 5 days 4 days: M/T/W/Th/F 3 days: M/T/W/Th/F

Does your child(ren) need to be picked up from School? Yes No

Child 2: Name: _____ School: _____

Birthdate: ___/___/___ Gender: M F Grade in Fall '10: _____ Grade K: A.M. P.M.

Choose program and specify day: 5 days 4 days: M/T/W/Th/F 3 days: M/T/W/Th/F

Does your child(ren) need to be picked up from School? Yes No

For Grade K ONLY:

Do you need us to provide lunch for your child(ren)? Yes No

You can bring your own lunch or pre-order hot lunches from us for \$3.00 per day. Lunch menu is available upon request.

BILL TO (Person responsible for payments):

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of person responsible for payments:

_____ Date: _____

Mail or drop off registration form with \$35 NON-REFUNDABLE registration fee to:

Bee Best Learning Center
20630 Patio Dr. Suite 100
Castro Valley, CA 94546

Bee Best Learning Center



AFTER SCHOOL PROGRAM HEALTH HISTORY/EMERGENCY FORM

Child's Name: _____ 姓名: _____

Birthday: ____/____/____ Age: ____ Gender: M F Grade in Fall '10: _____

Home Address: _____

Parent's Name: _____ Parent's Name: _____

Day Phone: _____ Day Phone: _____

E-mail: _____ E-mail: _____

OTHER EMERGENCY CONTACT

(Authorized persons to be called in case of an emergency to pick up child if parents cannot be reached):

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

INFORMATION REQUIRED BY STATE LAW

Medical Insurance: _____

Plan and ID#: _____

Family Physician: _____

Address: _____

Phone: _____

Family Dentist: _____

Address: _____

Phone: _____

How do you hear about us?

- Friend (name) _____ Mailed flyer
- School (name) _____ Newspaper/magazine
- Internet Our staff (name) _____
- Other (please specify) _____

HEALTH RECORD

(check applicable conditions or allergies)

- Ear Infections Diabetes Insect Stings
- Hay Fever Penicillin Poison Oak
- Food allergy _____
- Other medical problem _____
- Behavior Problems _____

Operations, serious injuries, diseases, restrictions on physical activity: _____

Give names and purpose of medication taken:

Note: All medication sent to camp must be given to camp Director and labeled clearly with Doctor's instructions.

I/we give permission for my/our child to engage in all prescribed program activities. I/we, in consideration of participation in the programs offered by Bee Best Learning Center (the "Program"), agree to indemnify and release the Program from any and all liabilities, from any injuries which may be suffered by my/our child, arising out of, or in any way connected with participation in the classes or activities offered by the Program, except to the extent attributable to willful act or active negligence of the Program or its officers, staff, agents or employees. I/we release any liability against Bee Best Learning Center and any driver associated with transportation activities. I/we acknowledge that my/our child is being enrolled in a program that consists of entertaining and recreational components, and that the Program is an exempt, NOT licensed childcare. I/we authorize the Program to obtain emergency medical care for my/our child. Any expenses incurred in obtaining such medical care will be paid by me/us. I/we authorize Bee Best Learning Center's staff to apply sunscreen to my/our child's exposed skin, on an as-needed basis. I/we give the Program the absolute rights and permission to publish and/or copyright photographs taken of my child. These photographs may be used for the following purposes: website and other marketing materials. Photos may be used without compensation to me or my child, and I hereby waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith, or the use to which it may be applied.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Bee Best Learning Center



AFTER SCHOOL PROGRAM ADMISSION AGREEMENT FORM

This agreement is made by and between _____

(Please Print Parent/Guardian's Name)

(hereinafter referred to as "Parent(s)") and BBLC (hereinafter referred to Bee Best Learning Center).

(Please initial all lines)

Initial 1. **Parent(s) hereby enroll** (Name) _____ (D.O.B.) _____
(Name) _____ (D.O.B.) _____
(Name) _____ (D.O.B.) _____
in BBLC after school program.

2. **Payment Provisions**

Monthly Tuition Fee

Parent(s) agree to pay the monthly tuition regardless of the child's attendance during the school year. No vacation or sick day or no-show tuition credits will be offered. There will be no prorating or credits for short-term absences (absences for a period of less than five consecutive days). No credits or make up lessons will be offered for any absence of tutoring/elective class. Refund to the tutoring/elective classes will be offered if BBLC cancelled the classes due to various reasons.

Monthly tuition fee is **due on the first of each month and will be considered late after the tenth of each month.**

A late charge of \$2.00 per day will be assessed if monthly payments are not received by the tenth of each month. A \$25.00 fee will be assessed for returned checks.

Monthly Transportation Fee

Parent(s) agree to pay school pick up and/or drop off fee monthly, if this service is chosen. Monthly transportation fee is due at the same time with monthly tuition fee. There are no refunds for day(s) off less than a week, except in June and December.

Long-term absence

For student who is absent for equal or more than five consecutive days, a \$10 per day tuition credit will be given towards future monthly tuition fee (i.e. if student is absent for five consecutive days, \$50 tuition credit will be applied towards next monthly tuition fee).

Prorated Monthly Tuition

Prorated of monthly tuition applies for incoming students during the school year according to their start date. Payment for the month of June and December will be prorated according to the percentage of attendance days of the month in that year due to year-end of public schools.

Re-enrollment Fee

Students who plan to absent for longer than a week may re-enroll by paying a **non-refundable \$35** re-enrollment fee. Please contact school authority about the arrangement depending on availability. Reservation of space can be made provided that parent(s) agree to pay non-refundable one month tuition reserving deposit. The deposit will be applied to the tuition of the first month after the student re-enrolls.

Public School Holidays/Breaks

BBLC offers school breaks program during the time when school closed due to public school holidays/breaks (such as Spring break, Staff Development Day and other days when BBLC is not closed due to national holidays). Within this period, additional fee of \$13.50 (Kindergarten) or \$27.00 (1st-8th Grade) per day is applied for regular student who pays monthly tuition. This fee is to cover the program from 8:00 am to 11:00 pm (for Kindergarten) or to 3:00 pm (for 1st-8th Grade); whereas the time after has been covered by the regular monthly tuition fee.

With the exception (such as in the month of June and December) when the day was not covered in paid prorated monthly tuition; a flat fee of \$45.00 (Kindergarten-8th Grade) per day will be applied for student who wishes to come to those days when BBLC opens from 8:00 am to 6:30 pm.

Supply Fee

Parent(s) agree to pay a **non-refundable** supply fee of \$10.00 (ten dollars) per student each month (for all full time and part time students).

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AFTER SCHOOL PROGRAM ADMISSION AGREEMENT FORM

Registration Fee

A **non-refundable** \$35 registration fee per student is due with registration for all new students. (Note: registration fee for siblings are waived).

Late Pick Up Fees

Parent(s) agree to pay a late fee of \$1.00 for every minute after 6:30 pm. We appreciate parents calling when they anticipate late pick-ups. However, late fees will not be waived because parents' calling in.

Initial 3. **Parent(s) agree and promise to follow all of the registration and tuition policies, terms and conditions of BBLC.**

Initial 4. **Modification Conditions**
BBLC reserves the right to change tuition at any time. A written notice of any rate change will be made available thirty (30) calendar days prior to the effective date of the change.

Initial 5. **Parent/Student Handbook**
BBLC advises parent(s) to read and understand the policies and procedures outlined in BBLC Parent/Student Handbook. Parent(s) agrees to comply with the policies and procedures, as well as the terms and conditions specified within the Parent/Student Handbook. This Parent/Student Handbook will be made available in the front desk bulletin board or BBLC will send electronic copy upon parent(s) request.

Initial 6. **Entire Agreement**
No waiver of modification of this agreement shall be binding upon the parties unless it is in writing and signed by all parties to this agreement. There are no other oral agreements or representations that are not contained in this agreement and any oral evidence of the same shall not be admissible in any civil action or proceeding. This agreement shall be binding on and inure to the benefit of the respective parties, their heirs, legal representatives, successors, and assigns.

Accepted by: _____
Parent/Guardian signature Print full name Date

Accepted by: _____
Parent/Guardian signature Print full name Date

Accepted by: _____
Administrator's signature Date

Bee Best Learning Center



AFTER-SCHOOL PROGRAM TUITION, PICK-UP LIST AND DAILY SCHEDULE

2010-2011 After School Program Tuition (K-8 th Grade)	
Description	Cost
Registration Fee (NON-REFUNDABLE)	\$35
After School 5 days	\$355/month 1 st -8 th Grade \$455/month Kindergarten
After School 4 days	\$315/month 1 st -8 th Grade \$395/month Kindergarten
After School 3 days	\$275/month 1 st -8 th Grade \$335/month Kindergarten
School Breaks (8:00 am – 6:30 pm)	See Admission Agreement
Transportation service to BBLC (see After school pick up list)	Within 2 miles <ul style="list-style-type: none"> • AM Kindergarten and 1st-8th Grade \$2.50/day • PM Kindergarten \$3.00/day More than 2 miles <ul style="list-style-type: none"> • AM Kindergarten and 1st-8th Grade \$3.00/day • PM Kindergarten \$3.50/day
Material Fee	\$10/month
Private tutoring and workshops	Varies (Consult with our staff for detail)
Lunch	\$3.00 per day
Sibling discount for second or more child	5% of monthly tuition for second or more child

After School Program Pick-Up List	
Within 2 miles	More than 2 miles
Castro Valley Elementary Stanton Elementary Chabot Elementary Independent Elementary Proctor Elementary Creekside Middle School Canyon Middle School Camelot School	Jensen Ranch Elementary Palomares Elementary

Note: For other schools that are not listed, please consult with our staff.

Bee Best Learning Center



Daily Schedule

Below are sample daily schedules for our afterschool program. Mondays through Thursdays our program focuses on academic enrichment while Fridays include more fun activities.

Kindergarten Schedule on Mondays – Thursdays

12:00 – 12:45 pm	Lunch
12:45 – 1:30 pm	Outdoor play at local park or inside game play
1:30 – 2:15 pm	Quiet rest time
2:15 – 2:45 pm	Chinese class
2:45 – 3:30 pm	Snack and free play
3:30 – 4:00 pm	Homework class
4:00 – 4:05 pm	Break
4:05 – 4:35 pm	Craft activity or story time
4:35 – 4:40 pm	Break
4:40 – 5:10 pm	Outdoor play or indoor activity
5:10 – 6:30 pm	Snack, computer games, and free play <i>(Optional for extra fees = Private tutoring or Workshops)</i>

1st – 8th Grade Schedule on Mondays – Thursdays

upon arrival	Snack and free play
3:30 – 4:00 pm	1 st Homework class, Chinese class, and/or Supplemental work
4:00 – 4:05 pm	Break
4:05 – 4:35 pm	2 nd Homework class, Chinese class, and/or Supplemental work
4:35 – 4:40 pm	Break
4:40 – 5:10 pm	3 rd Homework class, Chinese class, and/or Supplemental work
5:10 – 6:30 pm	Snack, computer games, and free play <i>(Optional for extra fees = Private tutoring or Workshops)</i>

Friday Schedule for all grades

upon arrival	Snack, free play, and possibly outdoor play at a local park
3:30 – 4:30 pm	Cooking class and/or craft activity
4:30 – 5:45 pm	Family friendly video and/or computer games
5:45 – 6:30 pm	Snack and free play <i>(Optional for extra fees = Private tutoring or Workshops)</i>

Note: All listed activities & daily schedules are subject to change.