

Enlighten Academy

297 W Round Grove Road, Suite 230, Lewisville, TX 75067, 214-636-6056, www.enlightenacademycoppell.org

Registration Form

Must be updated annually. Please fill in all blanks including the Emergency Contact person's address for safety (and State Licensing required). Write N/A if not applicable.

Student Name:		Birth Date: Male/Female	Age: Fall Grade:	Start Date:
2 nd Child Name:		Birth Date: Male/Female	Age: Fall Grade:	Start Date:
Student's Home Address:			City:	Zip Code:
Mother's Full Names	Address:		City/State:	Zip Code:
	Work Phone #:	Cell Phone #:	Home Phone #:	Email Address:
Father's Full Names	Address:		City/State:	Zip Code:
	Work Phone #:	Cell Phone #:	Home Phone #:	Email Address:
Emergency Contact Name other than parent/guardian:	Address:		City/State:	Zip Code:
	Work Phone #:	Cell Phone #:	Home Phone #:	Email Address:

Please list additional persons allowed to pick up your child/ren. Older siblings may pick up provided there is a signed permission letter from the parent and Photo ID of the sibling on file at Enlighten Academy. The following individuals may serve as my agent and have my permission to pick up my child/ren from Enlighten Academy:

Name (Primary person other than parents)	Relationship to Student	Driver's License # (attach a copy of the driver's license for each)	Phone Number
1.			
2.			

Check all items that apply below:

1. Transportation - I hereby give do not give – my consent for my child/ren to be transported by Enlighten Academy or its contractor, from my child/ren's public school and/or on field trips.
2. Water activities/Field Trips - I hereby give do not give – my consent for my child/ren to participate in swimming at the Flower Mound Community Activity Center (summer program only) and/or to participate in Enlighten Academy field trips.
3. Publications, Video, Internet Consent and Release – I agree to allow my child/ren to be photographed and videotaped at Enlighten Academy and Enlighten Academy's special events (e.g., holiday parties, speech classes and contests, and summer field trips) for the purpose of celebration, evaluations and promotion of the programs. I may request a hard/soft copy available of my child/ren' photographs at no charge or make my own copy of video tape at my own efforts.
4. Student Internet Use – I agree to allow my child/ren to use the Internet resources at Enlighten Academy for academic purpose only. My child/ren agree to follow the safe Internet policy regarding the use of the Internet at Enlighten Academy.

I will not hold Enlighten Academy responsible for any liability of accident and/or the cost of emergency care and/or transportation for emergency care.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Student's Legal Last Name: _____ Legal First Name: _____ School: _____ Grade: _____

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Immunization for School Aged Students

Please sign both the immunization and emergency contact sections.

My child/ren attends the following schools:			
School Name:	School Address:	City/Zip:	School Phone #:
2 nd Child's School Name:	School Address:	City/Zip:	School Phone #:
My child/ren's immunization record and hearing/vision-screening statement are on file at the school and all immunizations are current.			
_____		_____	
Printed Name of Parent/Guardia		Signature of Parent/Guardian	

		Date	

Health and Medical Contacts

Please fill in all blanks including doctor's address for safety. Write N/A if not applicable.

Insurance Company: <small>PLEASE ATTACH A COPY OF YOUR CURRENT MEDICAL INSURANCE CARD</small>	Phone #:	Group Policy #:	Covered or Responsible Name:
Doctor:	Phone #:	Address:	
Preferred Hospital:	Phone #:	Address:	
If necessary, I authorize Enlighten Academy to obtain emergency medical care and to transport my child/ren to the nearest clinic/hospital for emergency			
IMPORTANT HEALTH INFORMATION: Please list health conditions, allergies (drug, food, etc.), hospitalization in the past 12 months, medications prescribed for continuous, long-term use, and medical history:			
1 st Child:		2 nd Child:	
_____		_____	
_____		_____	
_____		_____	

Authorization for Emergency Medical Care

I give permission of my child/ren _____ for full participation including gymnastics, karate, ping-pong, tennis, and any other classes if enrolled in Enlighten Academy, subject to limitations noted herein. In case of emergency, I understand every effort will be made to contact me, my spouse or next of kin. In the event I cannot be reached to make arrangements for emergency medical care for illness or accident, I hereby give my permission to the licensed health-care practitioner selected by Enlighten Academy to secure treatment, including hospitalization, anesthesia, surgery, or injections of medicine for my child. I further understand I will be responsible to pay for the emergency treatment expenses individually or through my medical insurance program.

Signature of Parent/Guardian: _____ **Date:** _____

Parent note: Required by the state law, Enlighten academy carries \$1,000,000 per each occurrence and \$2,000,000 general aggregate liability insurance.

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2018 Fall After-School and Option Class Tuition

√	After School	Tuition	Special	Payment
	Registration fee, non-refundable, one-time per school year	\$75		\$75
	Waiting deposit, non-refundable, will be credited as registration fee	\$75		
	(a) After-school tuition – Cottonwood Creek, Denton Creek, Lakeside, Town Center, Wilson, Austin, Richard J. Lee, Mockingbird, and Pinkerton of CISD; Forest Vista, Garden Ridge, BlueBonnet, Parkway, Vickery, Flower Mound, Timber Creek, Wellington, and Old Settlers of LISD.	\$380/4 weeks	\$370/4 weeks sibling	
	(b) After-school tuition – Valley Ranch of CISD, Prairie Trail, Liberty, McAuliffe, Heron Valley, Castle Hills, and Polser of LISD.	\$400/4 weeks	\$390/4 weeks sibling	
	18 weeks (e.g., 8/15/18–1/11/19 or 1/14/19-5/23/19)	\$1,900 (a) \$2,000 (b)	3% off if pay 18 weeks at once	
	Entire school year (36 weeks, 8/15/17 – 5/23/18)	\$3,800 (a) \$4,000 (b)	5% off if pay 36 weeks at once	
	School holiday or break tuition	\$50/full-day, \$35/half-day		
√	2018 Fall Semester Enrichment Classes	Tuition	Material Fee	
	Chess (Tue. 3:50-4:50PM, 9/3/18-12/20/18, \$17/lesson)	\$320 / semester		
	Chinese (please circle Pin Yin, 1, 2, 3, 4, 5 or 6 册暨南中文)	Free	\$12	
	English Writing (G2-G3: M. 3:50-4:50pm; G4-G6: M 4:50–5:50 pm) 9/3/18-12/20/18, \$20 / lesson	\$300 / semester		
	Coding (Thu: 3:50pm-4:50pm, 9/3/18- 12/20/18, \$20 / lesson)	\$300 / semester		
	Art (W. 3:50-4:50PM, 9/3/18-12/20/18 \$17/lesson)	\$255 / semester		
	Kung Fu (Thu, 4:50-5:50PM, 9/3/18-12/20/18, \$17/lesson)	\$255 / semester		
√	Group Ping-Pong (3-6 students, 9/3/18-12/20/18)	Per Semester (15 weeks)	Per 4 weeks (\$18/lesson)	
	1 hour/wk. (Circle Tue Wed Thu Fri : 4 – 5PM; 5-6PM)	\$320 / semester	\$72/ 4 wks	
	2 hrs in the same wk. (Circle Tue Wed Thu Fri : 4 - 6 PM)	\$590 / semester	\$136/4 wks	
GRAND TOTAL				

Notes:

1. Full tuition for enrichment classes must be paid in advance when sign up. The weekly lesson rates apply when sign up in the middle of the semester. Enlighten Academy reserves the right to cancel any of the classes if no enough students enroll.
2. Unless the class dates indicated, the optional classes will start from the week of 09/03/18 to 12/20/18. No enrichment classes or Chinese classes are scheduled in the Thanksgiving week.
3. No refunds or credits are allowed after any of the classes have begun. No refund or make-up for absences and no refund for all study materials. Chinese classes will **not** be taught on school holidays.
4. To enroll, please include the registration fee plus the first session's tuition payable to **Enlighten Academy, 297 W Round Grove Road, Suite 230, Lewisville, TX 75067**

Check # _____ Date: _____

Student's Legal Last Name: _____ Legal First Name: _____ School: _____ Grade: _____

Enlighten Academy Registration Form

2018 – 2019 AFTER-SCHOOL ENROLLMENT AGREEMENT

Enlighten Academy invites you to enroll your child for the 2017-2018 school-year. Enlighten Academy admits students of any race, national and ethnic origin. Enlighten Academy is not staffed to meet the needs of students who are mentally or physically handicapped.

Forms – For the safety of each child, a registration form and shot records statement must be completed or updated annually at the time of registration. Please fill in all blanks including the addresses of your child's medical doctor and the emergency contact other than parents. PLEASE ATTACH A COPY OF YOUR CURRENT MEDICAL INSURANCE CARD.

Registration Fee – A non-refundable one time per school year registration fee of \$75 is required for each student to enroll.

After-School Tuition - Covers after-school care on school-days only.

- For students in Cottonwood Creek, Denton Creek, Lakeside, Town Center, Wilson, , and Pinkerton of Coppell ISD, Forest Vista, Garden Ridge, Blue Bonnet, Parkway, Vickery, Flower Mound, Wellington, Timber Creek, and Old Settlers of Lewisville ISD: \$380/4 weeks.
- For students in Valley Ranch of CISD , Prairie Trail, Liberty, McAuliffe, Castle Hills, Hebron Valley, and Polser of LISD: \$400/4 weeks.

Terms of the Agreement

- The following information must be received before the applicant may attend: completed Registration Form including the Enrollment Agreement, and payment of registration fee plus the first 4 weeks' tuition (**non-refundable** as a licensed space is reserved for your child upon enrollment).
- Daily rate applied if payment is less than a full-week.
- Tuition is due by the Wednesday before the first week of each four weeks. A late fee of \$5/calendar day will be added after the first Wednesday of each four weeks. No invoices will be provided except when past due. Tuition for care on school holidays and breaks are additional cost. A \$35 fee applies for any returned check.
- Optional class tuition is additional and is due at registration (refer Page 3 of the Registration Form for details). They are not qualified childcare expenses and will not be included in receipt. Enlighten Academy reserves the right to cancel any of the optional classes or change the schedules depending on enrollment. Enlighten Academy will refund the payment of any cancelled class if not enough students enroll.

Discounts

- \$10/4 weeks off for the second or third sibling registered in the same four weeks.
- 3% discount if pay at least 18 weeks at one time (e.g., 8/15/18–1/11/19 or 1/14/19—5/23/19)
- 5% discount if pay entire school year at one time (36 weeks, 8/15/18 – 5/23/19)

Refund Policy

- No refund or credit will be provided during any week for absences. There is no discount or refund if not participate in any FREE class such as Chinese.
- There is no refund or credit once any optional class has begun. A \$35 cancellation fee applies for each course withdrawal after payment and before the first class starts. No refunds are allowed for ALL text books, workbooks and study materials.
- Discounted annual (36 weeks) or semis-annual (18 weeks) tuition is non-refundable except for relocation. Relocation credit will be computed by subtracting the regular (non-discounted) per four-week tuition spent less \$35 withdrawal fee.

Withdrawal – Please provide a 30-day written notice of withdrawal for your student.

Absence Notification – If your child will be absent from our program, please notify Enlighten Academy by 12:00 noon to ensure safety and avoid delay of other students. Please call 214-636-6056. There is a non-notification charge of \$5.00 on the second violation of the policy.

Waiting Deposit – If our capacity is full at enrollment, a \$75 non-refundable deposit can be paid to secure a licensed space when it becomes available later in the school year. The deposit payment will be used as the registration fee.

Extended Absences – A pre-payment of four-week's tuition is required if your student will be absent for an extended period (four weeks or longer) to hold a licensed space. Otherwise, a separate \$75 enrollment fee will be charged to re-enroll when space is available later.

I have read and agree to the policies and terms in this Enrollment Agreement. I agree to pay \$ _____ per four-week in advance every four-week for my child to participate in the after-school program. I understand tuition fees for optional classes, holiday/break, and summer programs are additional cost. I understand by signing this Registration Form and Enrollment Agreement, I am financially responsible for all regular after-school program, enrolled optional courses, holiday/break program, and/or summer program fees. I understand the Enrollment Agreement is included in this Registration Form and in the Parent/Policy Handbook that will be sent to me by e-mail.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date