



**YINGHUA
ACADEMY**

Yinghua Academy Extended Care Program Registration Packet

7/24/2009

Dear Parents / Guardians:

Thank you for your interest in our Afterschool and Enrichment Programming. Enclosed are the materials for registering for participation in our Afterschool Extended Care Program. In this enrollment packet, you will find:

Letter of Agreement (Two Pages) - Complete and return the form. You may want to keep a copy for your records.

Behavior Contract – Discuss these rules with your child. Complete and return the form.

Automatic Payment Registration – Complete this form along with a voided check to have your payments be automatically withdrawn from your account on the 1st of the month.

The price for extended care is \$7/morning, \$13/afternoon and \$45 for release days. Fees are charged for late registration, late pickup and bounced checks. Please carefully read page two of the Letter of Agreement for more information about these charges.

In order to start care on the first day of school (September 8th for 1st – 6th grade and September 10th for kindergarten students), **the registration materials must be returned no later than September 3rd** (Back to School Night). The bills for September will be sent out the week of September 7th and will be due September 18th. All subsequent bills will be sent out on the 15th of the prior month and due on the 1st of the month.

If you have any questions about registration for Yinghua Academy Extended Care Program, please contact the office at 612-788-9095 or email rebecca@yinghuaacademy.org.



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2009 -2010 Academic Year Letter of Agreement

Contract Period 9/8/2009 – 6/11/2010

Child's Name (Last, First, Middle)	Gender	Birth Date	Grade	Start Date
Special Needs Information		Medical Information		
<input type="checkbox"/> My child is receiving services through Special Education. Please describe:		Please list any significant medical information (include all allergies and medications):		

Parent/Guardian Information

- Check if parents/guardians have two different addresses and the child spends time at each address during the week.
- Check if this child receives free or reduced price meals at Yinghua Academy.

	Parent/Guardian 1		Parent/Guardian 2	
Name				
Home Address				
City, State, Zip				
Employer				
Home/Work Phone	H: ()	W: ()	H: ()	W: ()
Cell/Pager #s	C: ()	P: ()	C: ()	P: ()
Email Address				
Billing	<input type="checkbox"/> Bill to this address		<input type="checkbox"/> Bill to this address	

Emergency Contacts

	Emergency Contact 1		Emergency Contact 2	
Name				
Home/Work Phone	H: ()	W: ()	H: ()	W: ()
Cell/Pager #s	C: ()	P: ()	C: ()	P: ()

Yinghua Academy Extended Care Program

You may enroll in 1, 2, 3, 4, or 5 days per week. Check your choices below. You must use the same days each week.

Before School \$7 / day (7:00 to 8:30 a.m.) <table border="1"> <tr> <th>MON</th> <th>TUES</th> <th>WED</th> <th>THURS</th> <th>FRI</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUES	WED	THURS	FRI						Release Days \$45 /day (7:00 a.m. to 6:00 p.m.) <input type="checkbox"/> Thursday, October 15 <input type="checkbox"/> Friday, October 16 <input type="checkbox"/> Friday, November 6 <input type="checkbox"/> Friday, November 13 <input type="checkbox"/> Monday, January 18 <input type="checkbox"/> Monday, February 15
MON	TUES	WED	THURS	FRI							
After School \$13 / day (3:30 to 6:00 p.m.) <table border="1"> <tr> <th>MON</th> <th>TUES</th> <th>WED</th> <th>THURS</th> <th>FRI</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUES	WED	THURS	FRI						<input type="checkbox"/> Friday, March 5 <input type="checkbox"/> Friday, March 19 <input type="checkbox"/> Friday, March 26 <input type="checkbox"/> Monday, April 26 <input type="checkbox"/> Monday, May 31
MON	TUES	WED	THURS	FRI							

Please review the Contract Terms and Policies on the second page of this contract before signing.

By signing, I confirm that I have fully read, understand and agree to the Yinghua Extended Care Program Contract terms and policies as stated on this contract.

Parent/Guardian Signature	Date

Return completed forms to: Yinghua Academy Extended Care, 1616 Buchanan St NE, Mpls, MN 55413

Date Received:	
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2009-2010 Contract Terms

By signing this contract for services, I agree to the following:

I understand that my child cannot begin Yinghua Academy Extended Care (or Yinghua Care) until I receive oral or written communication from the office confirming registration. In order to properly prepare for staff/student ratios, Yinghua Care requires that all students are pre-registered. If less than two weeks notice is given for registration, Yinghua Care reserves the right to charge the "Without Prior Registration Rate."

Billing & Fees:

1. All fees are prepaid. You will be billed once a month. Payment is due on the fifteenth day of the month. (For example, you will be billed October 1st for care during October. That bill will be due October 15th.)
2. **Two weeks written notice is required for any schedule change and a Change Form must be completed.** Full fees are due until the two week period is satisfied.
3. A \$5 per day late fee is assessed for enrolling less than two weeks prior to release days.
4. There will be no refunds for absence due to illness, vacation or school closing due to inclement weather.
5. There is a \$20 charge for any returned checks. If a check is returned for insufficient funds, a new check or money order must be submitted with the \$20 processing fee added to the amount.
6. A late fee of \$1/minute will be assessed for picking up a child after 6:00pm. After the third incident, services will be terminated.
7. A 5% discount is given to families that enroll in automatic payment via ACH withdrawal.
8. If less than two weeks notice is given for adding dates of care, the rate of care will be \$20 / day.
9. There is no charge for days when the Yinghua Care program is closed (Thanksgiving Holiday, Winter Break, Spring Break).
10. Yinghua Care reserves the right to cancel this letter of agreement at any time. In this event, you will be given two weeks notice.

Collections:

I understand that my child's enrollment in Yinghua Care will be terminated and my account may be turned over to collection if it is in default. I will be held responsible for all costs related to collections, including legal fees. If I need assistance with my bill, I can contact the office to set up a payment plan.

Medical Emergencies:

I give my permission to Yinghua Care to make whatever emergency (i.e. first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of Yinghua Care staff.

In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary.

It is understood that in some medical situations, the staff will need to contact the local emergency resources before the parents and/or another adult acting on the parent's behalf.

Insurance:

Medical Insurance coverage for children is the responsibility of the child's family or guardian.



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Yinghua Academy Extended Care Program

Behavior Contract

I / We understand that my child will be expected to abide by the Yinghua Academy expectations for appropriate student conduct at all times as stated in the school's Discipline Policy and Discipline Philosophy.

Also, in order to insure the health and safety of my child in attendance at Yinghua Care, I / We understand that certain rules must apply to all children in the Yinghua Care program. These rules are as follows:

- 1: Keep hands, feet and objects to yourself.
- 2: Follow directions and be respectful of the person(s) in charge.
- 3: Use appropriate language.
- 4: Respect other people and property.

If a violation of the rules stated above occurs, Yinghua Care staff will work with the parent and child to develop a plan that addresses the behavior.

I / We understand that if my child displays any of the following behavior it may result in my child being suspended or expelled from the Yinghua Care program.

- 1: A behavior that takes away any person's right to feel safe and be safe.
- 2: A behavior that keeps any staff person from fulfilling his/her job requirements to be available for all children because of constant interference of a child.
- 3: A behavior that includes inappropriate touching of a person's body, and/or using inappropriate sexual language or actions.
- 4: Any behavior involving purposeful destruction or theft of property.
- 5: Blatant disrespect or absolute refusal to follow directions of those in charge.

I / We have read, discussed and understood with my child the Yinghua Care Behavior Contract and its expectations and implications.

Signature of Parent/Guardian

Child's Name

Date



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Automatic Payment Contract

Yinghua Academy Extended Care Program offers an incentive for enrolling in automatic payment. All families that enroll in automatic payments will receive a 5% discount off monthly bills. Families will still receive monthly and year end statements which can be used for tax purposes.

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS

YINGHUA ACADEMY

I (we) hereby authorize _____, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Account/ Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository

Financial Institution Name _____

Routing _____ Account _____

Number _____ Number _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____

Date _____ Signature _____

Please attach a voided check or savings deposit slip below.