



# Preschool & After School Program Registration Packet

Welcome to Preschool and the After School Program at My Tutor and More Education Center, LLC!

Attached are the necessary registration forms for the 2016-17 school year. The registration fee of \$100 (\$125/family or \$75/military family) must be paid at the time of registration in order to guarantee a position for the coming school year. Please read the contract fully before agreeing to the Terms and Conditions. Return forms to our office or by email to [mytutorandmore@gmail.com](mailto:mytutorandmore@gmail.com). **All signed documents and initial payment are required to begin the class.**

We are committed to providing excellent customer service. Please call us at 254-338-9963 if you have any questions or concerns about our Preschool Program or After School Program. We appreciate your business!

Sincerely,

Tina Capito  
Director



## **Preschool Syllabus**

Get a head start on alphabet, counting and fine motor skills...songs and fun! My Tutor and More Education Center, LLC's Full Day Preschool class is designed to meet the needs of preschoolers. Our developmentally appropriate curriculum is designed to give children the opportunity to learn through exploration and guidance. Your child will learn in cooperative groups, use their creativity and build positive self-esteem.

Children will focus on alphabet readiness, beginning phonics, gross & fine motor skills and color recognition through the arts as well as hands-on activities. In addition, we will focus on number recognition, counting, one-to-one correspondence, patterns and sequencing using music and movement along with hands-on activities and much more! Music, karate and art classes will be offered as well.

Targeted for 3-5 year olds (must be potty trained). Students must be at least 35 months at the time they begin class. Students are expected to commit to the school year. New students can be added to the class at any time providing space permits

## **After School Syllabus**

Children participating in the After School Program will have unique programming offered. They will not only have a fun experience but receive academic assistance as well. Each child will participate in the following:

- 2 hours of academic tutoring per week provided by certified teachers (additional hours can be purchased, if desired)
- Homework assistance
- Transportation from their school
- Snack
- Activities such as: games, computers, arts & crafts, bouncies, outdoor play, science, movies and more
- Girl Scouts & Boy Scouts (additional fees determined by troops)
- Options to participate in extra-curricular activities on a fee basis established by the provider: Karate, Dance, Art
- Financial Literacy
- Bully Prevention Program
- Tutoring Packages: STAAR Prep and Phonics Based Reading (additional cost)
- Speech Therapy with Insurance

A full afternoon of fun, entertainment and activities are in store for your child!



**TUITION PAYMENT PREFERENCE FORM  
2016-2017 School Year**

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

**PRESCHOOL Tuition for the 2016-17 school year will be paid by:**

\_\_\_\_\_ **Payment in full.** This payment, due on or before August 31, 2016, may be made directly to My Tutor and More Education Center, LLC by credit card, debit card, money order or cash. \$3240/year (10% savings on tuition)

\_\_\_\_\_ **Payment by semester.** This payment, due on or before August 31, 2016 and December 16, 2016, may be made directly to My Tutor and More Education Center, LLC by credit card, debit card, money order or cash. \$1710/semester (5% savings on tuition~\$3420)

\_\_\_\_\_ **Monthly payments due by the 1<sup>st</sup> of each month.** \$3600/year

\_\_\_\_\_ **Preschool Extended Care Program.** Students can enroll in Extended Care for \$150/month (\$1350/year~53% discount on After School Program). This amount will be added to your payment plan choice and does not qualify for additional discounted savings.

- Payment in full ~ \$4590
- Payment by semester ~ \$2385/semester
- Monthly payment ~ \$550/month

**AFTER SCHOOL PROGRAM Tuition for 2016-17 school year will be paid by:**

\_\_\_\_\_ **Weekly payments due on Friday before care.** \$80/week

\_\_\_\_\_ **Monthly payments due by the 1<sup>st</sup> of each month.** \$320/month

I agree to make tuition payments for the 2016-17 school year according to the option I have selected above.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Extended Care/After School Program Registration Form

Please complete this form based on your extended care needs. Please include any siblings that will attend our After School Program.

Name of Student (Please Print):	Age/Grade	Allergies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Times and Fees

Extended Care: 3:00pm-7:00pm  
 After School Program (school aged children): 3:00pm-7:00pm ~ Transportation will be provided from the following schools: Mountain View, Skipcha, Reeces Creek, Timber Ridge, Cavazos and Nolanville. Additional schools will be added when 5 or more students register for services.

Extended Care fees for Preschoolers \$150.00/month (53% discount)  
 After School Program for school aged students \$70.00/week (\$320/month)  
 Additional programs such as karate, dance, and girl/boy scouts will be available during the After School Program. Some programs will require additional fees to the instructor/school providing the service. These services are optional.

*An additional fee of \$1.00 per minute will be charged if student is in Extended Care/After School Program after 7:00pm. This fee is due upon pick up but no later than the next day of care in order to return to care.*

Students must be signed out daily for Extended Care and After School Program.

Mother's Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

### Emergency Contact Information (please provide at least 2):

Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency contacts will be authorized to pick up your child(ren) unless otherwise noted. Please provide written notice of any emergency contact that IS NOT authorized to pick up your child(ren).



### **TERMS AND CONDITIONS**

1. All registration documents must be completed and on file.
2. Students are registered for the Fall and Spring semesters. Students may be added during the year at a prorated rate, if space is available.
3. Preschool students must be between the ages of 3-6 and fully potty trained.
4. Preschool students should bring a change of clothes, pillow, blanket (towel), sleep mat and backpack.
5. **All payments payable to: My Tutor and More Education Center, LLC.** We accept credit/debit cards, cash and money orders.
6. **Payment Options:**
  - **Pay Year in Full (10% savings)**
  - **Pay by semester (5% savings)**
  - **Pay monthly**
7. My Tutor and More Education Center, LLC will charge a fee of \$35.00 for all insufficient funds.
8. Students should be signed out daily and picked up promptly. \$1/minute late fees apply after 3:00pm for Preschool and after 7:00pm for Extended Care & After School Program.
9. Students should not attend if they are ill. Refunds are not given for illness unless the absence extends past 2 weeks at which point they will be prorated. In addition, proper documentation is required from a physician.
10. Enrollment in the Preschool class reserves a student's spot and is intent to remain enrolled from August to June. Preschool and After School Program will follow the KISD calendar and inclement weather closures.

#### **Fee schedule and rate agreement:**

Full Day Preschool (Monday-Friday 7:00am-3:00pm)	\$400/month
Extended Care (Monday-Friday 3:00pm-7:00pm)	\$150/month
After School Program for school-aged children (Monday-Friday 3:00pm-7:00pm)	\$280/mo~\$70/wk
Transportation provided from designated schools	

Tuition is due on the 1<sup>st</sup> of each month, if paying monthly by draft. Your tuition amount is the same, regardless of attendance.

**Late fee:** Accounts will be charged a fee of \$5.00 for each day (Monday- Friday) if there is an unpaid balance of \$20.00 or more on your account.

**Late pick up:** We ask that you call the facility as soon as you know you will be late picking up your child. The late pick-up charge is \$1.00 per minute after the first five minutes. After 30 minutes, the fee is \$20.00 in addition to the \$1.00 per additional minute. Your child will not be admitted to the next class until late fees are cleared. This fee is per child.

**Arrival:** Students should arrive no more than 5 minutes prior to class beginning.

**Two Week Trial Period:** My Tutor and More Education Center, LLC cultivates the social, emotional, intellectual and physical development of each child in a warm and caring environment. It is because of this philosophy that we enforce the two-week trial period. Your child will be on a two-week trial period. During this time if your child bites, runs out of the facility or shows extreme aggressive behavior, you may be given notice that your child will be withdrawn. This policy is to protect other children as well as your own child. In some instances, your trial period will be extended for another two weeks. There is no refund on the current month tuition should you be withdrawn for this reason. Reflection time is the only form of discipline used at the facility.

**Holidays and Weather Closures:** My Tutor and More Education Center, LLC will follow the KISD school calendar for holidays. In addition, we will close and cancel classes when KISD announces closures due to weather or uncontrolled activity. Please always feel free to call us if there is a question of our hours of operation.

**Preschool Dress Code:** WE LIKE TO GET MESSY AT PRESCHOOL! When dressing your child for preschool, please consider the variety of activities in which they will participate. Please dress your child in comfortable clothes that your child can easily manipulate in the restroom. Clothing should also be washable ~ we use cover-ups for painting with washable paints but clothes still may come home with hard-to-remove spots or stains. My Tutor and More Education Center, LLC is not responsible for soiled/damaged clothing or lost/broken jewelry. A backpack with a change of clothing is required and all clothing should be labeled. In addition, closed-toed, rubber soled shoes must be worn.

**Supplies:** My Tutor and More Education Center, LLC provides all supplies needed for the program such as paper, markers, paint, etc. You are responsible for a full change of clothing, including socks and underwear, pillow, sleep mat and blanket (towel). You may be periodically asked to provide special supplies for a specific project but this would be kept to a minimum and voluntary.



**Personal Belongings:**

PRESCHOOL ~ Please do not allow your child to bring personal items such as toys and electronic devices. We ask that such items be left at home, unless it is for a specific occasion such as show and tell, however we cannot be held responsible for any items. Please keep all jewelry and makeup at home. Please do not bring plastic bags for the safety of your child.

AFTER SCHOOL PROGRAM ~ In addition to the Preschool requirements, if your child carries a cell phone to school for emergency purposes, it needs to remain in their backpack while in the After School Program. At no point should a child use their cell phone to contact anyone, including parents, while in the program. If a child feels the need to contact their parent or other adult outside of the facility, they should inform a staff member for assistance with this matter.




**Picture Permission:** Pictures of the children may be published on My Tutor and More Education Center, LLC web site. No child's name will be used on the site. Parents can share web site pictures with grandparents, other family members, and friends. By signing the enclosed Photo Release, you are releasing the use of images of your child. You further understand that all rights, titles, and interest in the finished photographs are relinquished and there is no financial remuneration for use of the pictures.

**Withdrawal/Disenrollment Policy:**

If you wish to withdraw or disenroll your child from My Tutor and More Education Center, LLC Preschool or After School Program, please keep in mind the following policies:

- You must provide a two weeks written notice of withdrawal.
- Fees will be prorated, if necessary, provided proper notice was given.
- If your child is absent from the program for two weeks and you do not call to notify us, your child will be automatically withdrawn/disenrolled and can only be readmitted if space is available. You are fully responsible for the two weeks tuition.
- Vacation credit CANNOT be used for the last two weeks of attendance.
- Late fees will be added according to the contract if you fail to pay the last two weeks tuition. You will be responsible for all late fees, collection fees, interest, and legal fees that accrue in the time it takes to collect the debt if you fail to pay.

**Field Trips:** If a field trip is planned, a permission slip and detailed information will be given to the parents in advance.

Preschool Permanent Record Information		
Child's Name		Preferred Name      Date of Birth
Sex: Male or Female		Race
Parent's/Guardian's Name		Email Address
Cell Phone	Alternate Phone	Address
Emergency Contact		Emergency Contact
Circle all that apply:      Full Day Preschool		All services held at 750 E Central Expy, Harker Heights
Extended Care		
How did you hear about us?		Like us on  for a \$5 off admission to My Tutor and More Education Center, LLC
<b>NOTE: There are no refunds except as outlined by the contract.</b>		
Signature of Parent/Legal Guardian		Today's Date
Payment Type (circle):	Cash      Credit Card Number / Expiration Date	  ** Money Order #
** \$35 fee on all returned items		
<b>FOR OFFICE USE ONLY:</b>		Amount Paid:      Initials:

List authorized escorts other than the parent, or persons who may be called in case of an emergency. Contacts must be in state and have information completed.

1. Name / Phone \_\_\_\_\_
2. Name / Phone \_\_\_\_\_
3. Name / Phone \_\_\_\_\_

**Payment Designation:** Tuition is payable by Tuition Express, credit/debit card, money order or cash.

I understand my child's tuition is in the amount of \$\_\_\_\_\_ Monthly / Semester / Paid in Full (Circle One)  
I / We the parents/guardians of the student/s listed below have carefully read the financial agreement and fully understand its terms and conditions. I / We further agree to pay and meet all financial obligations, with respect to the date due(s), as stated within this agreement.




\_\_\_\_\_  
Student name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian



After School Program Permanent Record Information		
Child's Name		Preferred Name      Date of Birth
Sex: Male or Female		Race:      Grade:
Parent's/Guardian's Name		Email Address
Cell Phone	Alternate Phone	Address
Emergency Contact		Emergency Contact
School Attending		Transportation to 750 E Central Expy, Harker Heights provided from selected schools.
How did you hear about us?		Like us on  for a \$5 off admission to My Tutor and More Education Center, LLC
<b>NOTE: There are no refunds except as outlined by the contract.</b>		
Signature of Parent/Legal Guardian		Today's Date
Payment Type (circle):	Cash      Credit Card Number / Expiration Date	  ** Money Order #
Tuition Express		** \$35 fee on all returned items
<b>FOR OFFICE USE ONLY:</b>		Amount Paid:      Initials:

List authorized escorts other than the parent, or persons who may be called in case of an emergency. Contacts must be in state and have information completed.

1. Name / Phone \_\_\_\_\_
2. Name / Phone \_\_\_\_\_
3. Name / Phone \_\_\_\_\_

**Payment Designation:** Tuition is payable by Tuition Express, credit/debit card, or money order.

I understand my child's tuition is in the amount of \$ \_\_\_\_\_ Weekly / Monthly (Circle One)  
 I / We the parents/guardians of the student/s listed below have carefully read the financial agreement and fully understand its terms and conditions. I / We further agree to pay and meet all financial obligations, with respect to the date due(s), as stated within this agreement.

\_\_\_\_\_  
 Student name

\_\_\_\_\_  
 Signature of Parent/Guardian      Date      Print Name of Parent/Guardian





**PHOTO RELEASE FORM**

Student's name: \_\_\_\_\_

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_, hereby give My Tutor and More Education Center, LLC and their legal representatives and assigns, the right and permission to publish, without charge, photographs taken during Preschool class, After School Program, workshops, camps and contract classes.

These photographs may be used in publications, including electronic publications, or in audio/visual presentations, promotional literature, advertising, or in other similar ways. Names and identity of individual students will not be included in any way.

I hereby warrant that I am over eighteen (18) years of age, and am competent to contract in my own name.

Signature: \_\_\_\_\_

Name of Above Signed (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Disclaimer: Above information is held in confidence and is never released or sold.*

**Allergy Information:**

\_\_\_\_\_ My child \_\_\_\_\_ has no known allergies.

\_\_\_\_\_ My child \_\_\_\_\_ is allergic to: \_\_\_\_\_

**Please be sure that the facility is aware of any allergies and diet restrictions before the start of the school year.**

**CONSENT FOR MEDICAL TREATMENT:**

In the event of an emergency, My Tutor and More Education Center, LLC Preschool and After School Program has my permission to call an ambulance or to take my child to the nearest available physician or hospital at my expense. **Yes No**

In the event of an emergency, my child may receive First Aid. **Yes No**

In the event of an emergency, My Tutor and More Education Center, LLC has my permission to call my doctor \_\_\_\_\_ (Name and Phone number)

and, if necessary, give consent to any doctor or hospital to administer medical or surgical treatment and care for my child at my expense. **Yes No**

My Tutor and More Education Center, LLC does not dispense medicine without written permission from a physician for prescription.



## Preschool and After School Program Contract

I have read, understood and acknowledged receipt of the Preschool and After School Program rules and terms. I understand My Tutor and More Education Center, LLC may change their policies at any time by giving a one week written notice. I agree to the financial terms, conditions, and fees listed in this agreement. I agree to accept financial responsibility for damages done to the facility or property by my child.

By signing below, I am further authorizing the Staff, Director and owners of My Tutor and More Education Center, LLC to give consent for any and all necessary emergency medical and First Aid care for my child while in their care. In the event of an emergency, I give My Tutor and More Education Center, LLC permission to seek medical attention if I cannot be reached and to hold harmless and release all liability from My Tutor and More Education Center, LLC. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

I will immediately inform the office of any changes in my address, phone number, or emergency contacts. I will abide by the policies set forth in the contract.

I have read and agree to the Terms and Conditions.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Print Student Name \_\_\_\_\_

Phone Numbers (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Email \_\_\_\_\_