

## Chinese Culture Connection (CCC) Program 2023-2024 Parent/Guardian Contract

By signing this contract, I agree to terms below:

- ✓ I agree to pay the \$25.00 non-refundable registration fee at time of enrollment.
- ✓ I understand that payment is due weekly and that my child will not be permitted to stay at the program if the weekly fee has not been paid. Bills are issued in the parent portal one week before the payment is due, and payments are due the week before your child attends the program.
- ✓ I understand that payments are based on a flat fee and will NOT be pro-rated for days not attended, including sick days or family vacations.
- ✓ All tuition payments must be made online through EZChildTrack or by check or money order. No cash will be accepted. I understand that there will be a fee assessed to my account for returned checks. Two (2) returned checks will result in money order payments for the remainder of the year).
- ✓ If my child is on an **IEP or 504 plan**, I understand that at the time of registration I must authorize the CCC Program to access the plan and will schedule a meeting with CCC Program staff to review the afterschool program schedule and work collaboratively to recommend accommodations before placement into the program.
- ✓ I authorize CCC Program staff to administer basic first aid and CPR or to seek medical care in the event of an emergency. I understand that the program staff will make every reasonable attempt to contact me, should injury occur.
- ✓ I hereby consent to my child(ren)'s participation in CCC Program activities, including field trips requiring transportation and other off-site activities such as: visits to local parks, libraries, neighborhood walks, etc daily during the program hours. In giving this consent, I agree that I will not bring suit against program staff or their employers for damage or personal injury incurred by my child while participating in program activities.
- ✓ Photographs and/or video recordings may be taken during the program for use by Malden Public Schools for materials and/or submitted to the media. For the privacy and safety of all, the use or appearance of use (showing the device in such a way that could lead an individual to believe they are being photographed or recorded) of any electronic device is not permitted in any locker room or bathroom in the MPS or in any locker room or bathroom at any school sponsored event. Photographing or recording is prohibited in the MPS unless authorized for educational or school purposes.
- ✓ I understand that the CCC Program reserves the right to dismiss any participant for continual behavior issues consistent with the behavior management policy as outlined in the Family Handbook.
- ✓ I understand it is my responsibility to update all contact information as necessary in the EZChildTrack system including any changes to authorized adults.
- ✓ I understand that if eligible, I may apply for a reduced weekly rate for the Afterschool Program (5 days/week ONLY). I understand submission of an application does not guarantee a reduced rate and I will be responsible for the full tuition payments until I receive written notification that a reduced rate has been awarded.

**Cancellation Policy:** Cancellations prior to the start of the 2023-2024 school year need to be submitted in writing by August 23rd at 5pm to avoid weekly charges. After August 23rd 2023, withdrawal from the program or a reduction in the number of days enrolled requires a two-week written notice. The cancellation date will be counted from the date the written notification is received. Cancellations should be directed to the CCC Program office only.

**Changes to Daily Enrollment:** Requests for changes to daily enrollment can only be made at the start of the school year (before September 22, 2023) or during the two registration periods before the start of each enrichment session (**December 4<sup>th</sup>-8<sup>th</sup>** or **March 4<sup>th</sup>-8<sup>th</sup>**), pending space available. Approved changes will take effect at the start of the new enrichments session. The request must be submitted on the Cancellation/Request for Changes to Daily Enrollment form and should be directed to the CCC Program Office only. Requests submitted outside of the two (2) registration periods listed above will not be accepted.