

# The Haven Learning Center 2016-2017



**Enrollment Form**

**Today's Date** \_\_\_\_\_

**Expected Start Date** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

### **Parent's Contact Info:**

**Name:** \_\_\_\_\_

**phone** \_\_\_\_\_

**Name:** \_\_\_\_\_

**phone** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Apt.** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**1st E-mail** \_\_\_\_\_ **2<sup>nd</sup> E-mail** \_\_\_\_\_

**EMERGENCY CONTACTS (EXCLUDING PARENTS)**

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

***Authorized to pick up***

The following persons are authorized to pick up my listed child(ren)

1) \_\_\_\_\_ phone \_\_\_\_\_

2) \_\_\_\_\_ phone \_\_\_\_\_

3) \_\_\_\_\_ phone \_\_\_\_\_

4) \_\_\_\_\_ phone \_\_\_\_\_

The listed individuals must show a valid picture I.D on each visit

***Student Information Sheet***

*Student (1)*

*Name* \_\_\_\_\_

*School* \_\_\_\_\_

\_\_\_\_\_

*Grade* \_\_\_\_\_

*Needs* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Student (2)*

*Name* \_\_\_\_\_

School \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

Needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Transportation Agreement

This is to certify that \_\_\_\_\_ give  
The Haven Learning Center (Kingdom Minded Christian  
Ministries permission to transport my child(ren) as listed below

1) \_\_\_\_\_

2) \_\_\_\_\_

From (School Name) \_\_\_\_\_

To The Haven Learning Center.

I have elected the following days for this transportation  
agreement unless otherwise arranged by a written note to my  
child's school and to The Haven Learning center.

Monday  Tuesday  Wednesday  Thursday

Friday

I will not hold The Haven LC (Kingdom Minded Christian  
Ministries) liable for any damages/accidents associated with the

transportation to and from school during the assigned days on this agreement.

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

### Program enrollment

Before & After School

After school only

SAT

SUMMER CAMP

DISTANCE LEARNING

TUTORING

PRIVATE HOMESCHOOL

### Preferred days of service

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Each tutoring hour can be a combination of subjects.

Late arrivals do not extend the service schedule; all sessions will end at scheduled time.

## Payment Arrangement

The costs associated with the services provided by The Haven Learning Center have been determined to be and are calculated as follows:

Registration (per Family) \_\_\_\_\_

Private School \_\_\_\_\_

Before & After School Prgm. \_\_\_\_\_

After School Only \_\_\_\_\_

Tutoring per hr \_\_\_\_\_

SAT/ACT Prep \_\_\_\_\_

Distance Learning \_\_\_\_\_

Full Day/ Drop In \_\_\_\_\_

Half day pick up \_\_\_\_\_

Total weekly \_\_\_\_\_

Total Monthly \_\_\_\_\_

The Haven LC management and client agree to the fore-mentioned financial terms.

The Haven mgt. \_\_\_\_\_

Client Signature \_\_\_\_\_

All credit, debit cards will be subject to a 3% service fee at the point of the transaction. Payments via Paypal subject to \$5 procession fee.

All returned checked will experience a return fee of \$35.00

Cash payments are welcomed

### **THE HAVEN LEARNING CENTER POLICIES**

**BEFORE & AFTER SCHOOL, TUTORING, Private school programs**

\_\_\_\_\_ Payments are due on Friday for the following week of service.

\_\_\_\_\_ A trip charge of \$15.00 will be attached to clients account in the event that client does not notify The Haven staff of student's absence from school.

\_\_\_\_\_ The Haven LC charges a cash fee for late pick up, there is a 15 minute grace period, thereafter client will be charged \$1.00 per minute per student.

\_\_\_\_\_ Late fees are accrued on Tuesday morning @ 6:30am

\_\_\_\_\_ No late fees will be waived

\_\_\_\_\_ A lack of payment will result in an immediate dismissal of student

\_\_\_\_\_ Credit card and debit card transaction will include a 3% transaction fee

\_\_\_\_\_ Rescheduling of tutoring appointments require a 24 hour notice, any same day or missed sessions will be forfeited.

\_\_\_\_\_ All sessions require pre-payment before any student is placed on the tutoring schedule

\_\_\_\_\_ The Haven LC does not provide refunds for any services

\_\_\_\_\_ The Haven LC charges a late fee of \$35.00 for any payments which are not paid in full by the previously set due dates.

\_\_\_\_\_ Over payment/credits must be used during the program of service. All credits must be applied by the end of the program. No credits can be applied to other students, other programs or carried over to the next academic year.

\_\_\_\_\_ A \$35.00 return fee will be applied to client account for any returned check/unprocessed credit cards. Fees with tuition must be paid before student can resume services.

\_\_\_\_\_ The Haven LC operates on the Gwinnett county school inclement weather schedule

\_\_\_\_\_ The Haven LC offers in drop days for no school days in the amount of (\$25.00) per day

\_\_\_\_\_ The Haven LC is a no tolerance organization. We reserve the right to dismiss any student who exhibits on-going inappropriate behavior i.e. bullying, physical fighting, excessive name calling and any other behavior the staff may deem dangerous to other enrolled students, no refund of fees will be returned.

\_\_\_\_\_ Sick students (vomiting, temperature, and diarrhea) will require timely pick up, no sick areas are provided.

\_\_\_\_\_ Student with special food requirements need to provide own meals, no alternatives are available. Parents are required to include all food allergies in registration paper work.