

2022 KIDS PROGRAM & KINDERGARTEN CLUB STUDENT ENROLLMENT AGREEMENT



GENERAL RULES

- All students must have their Registration Forms signed by a parent or legal guardian. The student's parent/guardian is responsible for dropping off and picking up the student at school.
- All students must purchase **medical insurance** prior to the start of their English program at Hawaii Palms English School (HPES) to cover all medical expenses during their stay in Hawaii.
- All parents/guardians must provide HPES with a way to contact them while in Hawaii – this can be a local number or an international number that can be reached.
- All activities include lunch. However, students must bring a full **bottle of water and snacks**. Students must not share food or snack with classmates.
- Students must have **sunblock** in their backpacks; we strongly recommend students bring a **hat**. HPES will not apply sunblock on any student.
- Students with food allergies must bring their own lunch to school.
- Scheduled activities are subject to change due to traffic, weather, or other conditions. Depending on the day's activity, **transportation** may be on foot, by bus, or by vans driven by HPES staff or representatives.
- In case of an **emergency**, students will be transported to an appropriate medical facility by the HPES representative or, if needed, by a local emergency unit for treatment. In the event that a parent or legal guardian cannot be contacted, the teacher in charge will consent to the medical, surgical and hospital care to be performed for the student by a licensed physician or hospital when deemed immediately necessary by the physician to safeguard the student's health.
- HPES reserves the right to **expel** any student that becomes disruptive to the program, staff, or other students in the program. In such cases a refund will be issued per HPES Cancellation Policy.
- HPES may decide to close in case of severe weather. HPES will follow the guidelines proposed by the Department of Education. In such cases, students will receive a full credit for their missed classes; there are no refunds issued.
- Students may **not bring** anything that disrupts the program, such as cell phones, video games, or tablets.
- HPES may take pictures of students during the program to be used for promotional purposes.

REGISTRATION & PAYMENT

- Fill out, sign, and submit a Registration Form. The one-time Registration Fee of \$150 is non-refundable.
- After receiving an Invoice from HPES, full payment must be made in order to secure the student's place in the program. Available spots are filled on a **FIRST-PAID, FIRST-SERVED BASIS** – we are not able to reserve any spots without first receiving payment and reserve the right to cancel the student's registration if full payment is not received.
- There will be a \$20 processing fee added for all wire transfers.
- Students participating in the Kids Program or Kindergarten Club must wear a HPES T-shirt that must be worn every day they are enrolled. Students in the Kids Program must pay a \$40 Supplies Fee, which includes 1 school T-shirt and swim cap (Students **must** wear their HPES swim cap in order to get in the water). Additional T-shirts are \$15 plus tax each.
- In case enrollment is too low for the program to carry on as planned, HPES will reduce the length of the schedule from 7 to 5 hours and may change the planned activities. In such cases, students will be notified no later than the day prior to their lesson.

ENGLISH LESSONS

- The number of classes and number of students per class will depend on how many students register for the Kids Program.
- Most students in the Kids Program are **beginner/low-intermediate**, and lessons are planned accordingly. Please let HPES know if the student's English level is **intermediate** or above.
- Students whose level is above intermediate may join HPES' Academic Kids Program. Acceptance into the Academic Kids Program will be determined by an oral (and possible written) assessment test.

PRIVACY

- Student records will be maintained for all students and kept indefinitely by HPES. All information will be kept confidential.

ABSENCES & CANCELLATIONS

- Students who are going to be **late** or **absent** must contact HPES at least 30 minutes prior to the start of the program. Due to time restrictions and transportation schedules, we cannot wait for students who arrive late for the day. Please arrive at school at least 10 minutes early.
- There is a \$75 fee for ALL cancelations and for every change made after the student has enrolled.
- Any bank transaction fee will be deducted from the refund.
- Students denied entry into the United States, or students who test positive for COVID and are therefore unable to fly to Honolulu, receive a full refund on tuition and accommodation (applies only to accommodation managed by Hawaii Palms) **less** Cancellation Fee, Registration Fee, and Accommodation Placement Fee.
- Students who are unable to fly to Honolulu due to government-mandated flight restrictions will receive a full refund on tuition and accommodation (applies only to accommodation managed by Hawaii Palms), **including** Registration and Accommodation Placement fees.

CANCELLATIONS BEFORE START OF THE PROGRAM

- 30 or more days prior to the start date: full refund (on tuition only).
- Between 15 and 30 days prior to the start date: 75% refund (on tuition only)
- 14 or fewer days prior to the start date: 50% refund (on tuition only).

CANCELLATIONS AFTER START OF THE PROGRAM

- Before half the program is completed: 50% of the remaining tuition will be refunded on a prorated basis.
- After half the program is completed: no refund.

COVID REGULATIONS

- All students enrolled in the Kids Program and Kindergarten Club must wear a face mask at all times they are at school, on the bus, and during field trips that are held indoors; face masks must be worn over the student's nose and mouth. In case a student has a medical condition that prevents them from wearing a face mask, a face shield may be worn instead.
- In accordance with CDC guidelines, we do not require face masks to be worn by students outdoors. While eating outside, masks are not required. However, if eating indoors, masks are required unless actively eating or drinking.
- Due to regulations put in place by the State of Hawaii, students enrolled in the Kids Program who are 12 years old must bring, every day they are enrolled in the program, valid proof of being fully vaccinated at least 2 weeks prior to the start of their program. Twelve year-old students unable to be vaccinated for medical reasons must show proof of a negative COVID-19 test result within 48 hours of each day they are attending the program. They must also bring a valid ID (a passport; **not** a photocopy) every day they attend the program.
- In case a student, or any person staying in the same accommodation as the student, tests positive for COVID, the student will need to quarantine for a minimum period of 10 days **and** provide HPES with a negative COVID-19 test result dated no more than 48 hours prior to rejoining the program. In such cases, the student will receive a full credit for their time missed. School credits are transferrable and never expire. HPES will not issue a refund.
- In case a student, or any person staying in the same accommodation as the student, tests positive for COVID, **all** students attending the Kids & Teens Program at that time will need to go home and provide HPES with a negative COVID-19 test result dated no more than 48 hours prior to rejoining the program. In such cases, all students will receive a full credit for their time missed. School credits are transferrable and never expire. HPES will not issue a refund.
- In case one of HPES Kids Program or Kindergarten Club teachers tests positive for COVID, **all** students attending the Kids Program and/or Kindergarten Club at that time may need to go home and provide HPES with a negative COVID-19 test result dated no more than 48 hours prior to rejoining the program. In such cases, all students will receive a full credit for their time missed. School credits are transferrable and never expire. HPES will not issue a refund.
- At all times, HPES will adhere to the most up-to-date CDC and State of Hawaii guidelines that are in place. In case the CDC and State of Hawaii guidelines are not consistent with those in this Student Agreement, HPES will follow the guidelines proposed by the CDC and State of Hawaii.