

2024 KIDS PROGRAM & KINDERGARTEN CLUB 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.
- Enrollment in the Kids Program includes lunch. However, students must bring a full **bottle of water and snacks**. Students must not share food or snacks with classmates.
- We strongly recommend students bring a **hat** and have **sunblock** in their backpacks. 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 public transportation.
- 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.
- In cases fewer than 3 students register for HPES' Kids Program, the day's scheduled activity may be changed, and the length of the day shortened.

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 full 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 6 to 4 hours and may change the planned activities. In such cases, students will be notified no later than the day prior to their lesson.
- Students who register for homestay need to purchase an additional school t-shirt, and must bring a snack with them for each day they are enrolled in the program.

LATE PICK-UPS

- All students must be picked up within 10 minutes of the program's finish time.
- Students who get picked up between 11 and 20 minutes after the end of their program will be charged a \$20 late pick-up fee.
- Students who are picked up more than 20 minutes after the end of their program will be charged a \$35 late pick-up fee.

ENGLISH LESSONS

- The number of classes and number of students per class will depend on how many students register for the Kids Program, Kids Semi-intensive, or Kindergarten Club.

- 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 written assessment test.
- HPES' Kids Semi-intensive Course teaches material appropriate for students whose level is intermediate to upper-intermediate. Students whose level does not meet the class' level criteria may be allowed to enroll pending a level check and approval from the school's Academic Director or School Principal.

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 are no make-up days for students who are absent.
- There is a \$75 fee for ALL cancelations, rescheduling, and for every change made after the student has enrolled.
- Students denied entry into the United States receive a full refund on tuition and accommodation (applies only to accommodation managed by HPES) **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 HPES), **including** Registration and Accommodation Placement fees.
- Students may choose to receive a school credit in lieu of a refund. School credits will not incur the \$75 Cancellation Fee and all non-refundable fees will be included in the credit. Once issued, credits cannot be redeemed for cash.

CANCELLATIONS BEFORE START OF THE PROGRAM

- 30 or more days prior to the start date: full refund (on tuition only).
- Between 8 and 29 days prior to the start date: 50% refund (on tuition only).
- 7 or fewer days prior to the start date: no refund.

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.
- There is no refund on the Registration Fee or Materials Fee.
- When registered for a weeklong Kids Program, there are no partial week refunds.
- All bank transaction fees will be deducted from any refund that may be owed.

HEALTH REGULATIONS

- Students who have a fever, cough, or constant runny nose will not be allowed to join their study program on that day.
- Students must be fever free for at least 24 hours without the aid of medication before they are allowed to join their study program at HPES.
- Students who miss part of their study program due to illnesses will not receive 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.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date