

2026 KINDERGARTEN CLUB ENROLLMENT AGREEMENT

GENERAL (Initials: _____)

- Hawaii Palms English School (HPES) offers 2 Kindergarten Club options:
 - Morning session: 9:00am - 12:00pm
 - Afternoon session: 1:00pm - 4:00pm
 Each session is a separate program that requires individual enrollment. Students must be picked up at the end of each session.
- Kindergarten Club is an educational enrichment program. It is not a childcare or daycare service. All the activities are instructional in nature.
- 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 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.
- Students must bring a full **bottle of water** and **snack** with them. Students **must not share snacks** with classmates.
- HPES reserves the right to **expel** any student that becomes disruptive to the program, staff, or other students enrolled in Kindergarten Club. In such cases a refund will be issued per HPES Cancellation Policy, listed below.
- 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 time; 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 Kindergarten Club to be used for promotional purposes.

REGISTRATION & PAYMENT (Initials: _____)

- Fill out 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 their selected Kindergarten Club session. 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 by the due date stated on the invoice.
- There will be a \$20 processing fee added for all wire transfers.
- Students participating in Kindergarten Club must wear a HPES T-shirt every day they are enrolled. Additional T-shirts are \$15 plus tax each.

LATE PICK-UPS (Initials: _____)

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

ATTENDANCE REQUIREMENTS (Initials: _____)

- Students need to be potty trained and able to wash their hands on their own.
- It's important that students are **WELL RESTED** before attending class every day.
- Students under the age of 4 **MUST be enrolled in preschool and have at least 6 consecutive months** of preschool experience in their home country.
- Parents will be asked to drop off and pick up students in the school lobby.

PRIVACY

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

ABSENCES & CANCELTION POLICY (Initials: _____)

- Students who are going to be **late** or **absent** must contact HPES at least 30 minutes prior to the start of the program.
- There are no make-up days for students who are absent.
- There is a \$75 fee **per student, per request** for any rescheduling and changes made **within 30 days of the student's starting date**, after registration and payment are complete.

- Students denied entry into the United States receive a full refund on tuition **less** Registration Fee.
- Students who are unable to fly to Honolulu due to government-mandated flight restrictions will receive a full refund on tuition **including** Registration Fee.
- Hawaii Palms may offer students a school credit in lieu of a refund. If issued, school credits will include all non-refundable fees. School credits are offered at the sole discretion of Hawaii Palms English School. Once issued, credits cannot be redeemed for cash.

CANCELATIONS BEFORE START OF KINDERGARTEN CLUB

- 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.

CANCELATIONS AFTER START OF KINDERGARTEN CLUB

- Before half the program is completed: no refund for the first 2 days after cancelation; 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.
- All bank transaction fees will be deducted from any refund that may be owed.

HEALTH REGULATIONS (Initials: _____)

- 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.

LIABILITY WAIVER AND CONSENT (Initials: _____)

- I acknowledge that participating in activities such as games, movement, and outdoor walks may involve minor risks. I voluntarily assume all risks associated with participating in HPES' Kindergarten Club.
- I release and hold harmless HPES, its staff, and instructors from any liability for injuries, accidents, or losses that may occur during participation, except in cases of gross negligence.
- 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 HPES representative 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.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date