

Welcome to the Kumon Math and Reading Center of Prospect Heights

Please review the following Center Policies and Procedures, as they are designed to provide you with essential information about our Center, to ensure smooth progress for all Kumon Students.

- ❖ **Class Days and Times are Monday, Tuesday, & Thursday, 3:00pm–7:00pm.** Class is available twice a week for approximately 20-30 minutes per subject.

(Please choose the 2 days and the times your child(ren) will be attending)

Monday		Tuesday		Thursday	
3:00 pm	5:00 pm	3:00 pm	5:00 pm	3:00 pm	5:00 pm
3:30 pm	5:30 pm	3:30 pm	5:30 pm	3:30 pm	5:30 pm
4:00 pm	6:00 pm	4:00 pm	6:00 pm	4:00 pm	6:00 pm
4:30 pm	6:30 pm	4:30 pm	6:30 pm	4:30 pm	6:30 pm

- ❖ **Students in the Kumon program are scheduled and it is important that you adhere to their appointed start time.** *There are NO MAKEUPS.* If you are not able to come during your allotted time or need to make a switch, please call or email the center to make arrangements at least a week in advance. If you arrive before or after your appointment time without prior notice, you may be asked to pick up work for at-home completion.
- ❖ **Absences/Closings/Emergencies** - We are open all year long. However, we try to follow the New York City public school calendar and are closed whenever public schools are closed, with the exception of a few religious holidays. **If a student is going to be absent from class, please call and arrange for work to be picked up from the mailbox or during non-class hours.** Prolonged or frequent absences will adversely affect your child's progress.
- ❖ **We require 15-days written notice of any changes to your student's enrollment.** This applies to any vacation requests as well as cancellation requests. Failure to provide written notice will result in continued charges to your account and/or losing your security deposit.
- ❖ **Homework** – The days that students are NOT in class, with the exception of Sundays, they will be assigned work to be done at home. Please make sure that your child's homework is reviewed every day (we can provide Answer Books if you are able to grade at home and have your child correct any mistakes immediately). Consistent homework completion is essential for smooth and efficient progress.
- ❖ **Tuition** - Upon enrollment, we collect a registration fee, a materials fee, a refundable security deposit, and the 1st month's tuition. Only the monthly tuition is charged for subsequent months and is always ***due before the 1st of the month.*** The late fee = \$30.

TUITION BREAKDOWN

Monthly Tuition of \$155 (per subject): =====> _____

Refundable Deposit \$155 (per subject): =====> _____

*The following conditions
apply for deposit refund.*

*15 days written notice is given for any enrollment changes or withdrawals
all books and answer keys have been returned
there are no outstanding balances or fees on your account*

One-Time Registration Fee \$50 (per student): =====> _____

One-Time Materials Fee \$30 (per student): =====> _____

Due Now: _____

❖ **Payment** - We accept payment via EFT (automatic withdrawal from your checking account). This center also accepts cash, check, and credit card payments, but there is a \$5, per-subject service fee added to your monthly tuition for these payment methods. **A \$20 fee will be charged for any returned EFT, check, or credit card payment.**

❖ **Please do not enter the classroom while class is in session.** If you would like to speak with the Instructor, please leave a written message, email, or schedule a Parent Conference during non-class hours. You can do so by contacting us via phone at (718.636.2029, EXT 2) or email (centerfeedback@gmail.com). *Class hours are reserved for students only.*

❖ **The Kumon Center is not responsible for ensuring that any child stays on the premises.** If your student is NOT allowed to leave the premises on their own, a parent/guardian must wait in the waiting room for the student to finish their work. *If the parent/guardian leaves the premises and is more than 15 minutes late picking up their student, the parent will be charged \$10 for every 15 minutes they are late.*

❖ **NO FOOD OR DRINK IS ALLOWED IN THE CENTER.** Due to several of our students having severe allergies, we asked that no food or drink of any kind be brought into the center. Please ensure your child(ren) consume their food or beverage BEFORE entering the waiting room.

I have read the above center policies and agree to observe and have my child(ren) observe them. I would like for my child(ren) to be enrolled in the Kumon Math and Reading Center of Prospect Heights.

Student Name(s): _____

Parent Name: _____

1st Class Date: _____ Subject(s): Math: _____ Reading: _____

Parent's Name

Parent's Signature

Date