

	BAKS^(plus) Deutsche Sprachschule German afterschool classes for grades K-12 A program of Bay Area Kinderstube	Mailing Address 842 Key Route Blvd., Albany, CA 94706 Phone 510-525-3105 Class Location in El Cerrito 960 Avis Street, El Cerrito, CA 94530 Class Location in Pleasant Hill 3051 Putnam Blvd., Pleasant Hill, CA 94523
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2022/2023 Enrollment Application After School Care (HORT)

I. PROGRAM SCHEDULE AND HOURS

The school year **2022/2023** is in session from **August 22, 2022, through May 26, 2023**. After school care (Hort) is held at Hillside Community Church, 1422 Navellier Street, El Cerrito.

After school care is being offered Mondays through Thursdays from 3:00 pm to 6:15 pm. Children can be enrolled for one day per week or for multiple days per week. Weekdays must be selected at enrollment and can only be changed with the director's approval. There are no make-up days for missed afternoons.

If a weekday does not have enough students enrolled by the start of the school year, the student will be offered another weekday. If we cannot accommodate your student on another weekday or if the alternate weekday does not work for your student, the registration will be canceled.

If after school care cannot be held at the school site due to shelter-in-place orders, quarantine events, or staffing constraints related to coronavirus, classes will not be held remotely (i.e., online).

II. TUITION AND FEES

Tuition for after school care (Hort) is as follows:

TUITION			
	First child	Second child	Third child
Tues, Wed, Thurs	9 months × \$113 = \$1,017	9 months × \$100 = \$900	9 months × \$100 = \$900
Monday	9 months × \$100 = \$900	9 months × \$89 = \$800	9 months × \$89 = \$800

Paying tuition monthly: Tuition can be paid in nine monthly installments at the beginning of the months September 2022 to May 2023 and will be added to your BAKS+ tuition.

Prepaying tuition for the year: Tuition can be prepaid for the year, at the full rate.

Monday Hort: Annual tuition for Monday after school care is lower because Hort operates four fewer Mondays per year: Monday after school care will be closed on Labor Day, observed New Year's Day, Martin Luther King Day, and Presidents Day.

Sibling discount: If you have more than one child attending after school care at Hort, each sibling pays the same lower tuition.

Fees: There is a **non-refundable enrollment fee of \$20** per student, which covers the administration and processing of new and returning students. Tuition and the enrollment fee are non-transferable and non-refundable.

In addition, there is a **\$120 deposit for new students not attending BAKS+**.

III. APPLICATION PROCEDURE

To apply for a place in after school care (Hort) for the school year 2022/2023:

- Fill out the enrollment application (pages 4 and 5) and send **via email** (preferably as a pdf) to baksplus@kinderstube.org. If your child is NOT enrolled at BAKS+ for the school year, you will need to fill out additional forms.
- **Send a check** (made out to Bay Area Kinder Stube) to Bay Area Kinderstube, Attn: Hort, 842 Key Route Blvd., Albany, CA 94706, for the following:
 - Tuition, if paying in advance for the school year
 - Deposit: \$120 for new children NOT enrolled in BAKS+
 - Non-refundable enrollment fee: \$20 per student

General enrollment—postmarked after May 21, 2022: Children will be added to after care wait lists strictly in order of postmark date.

If a child does not receive a place for a weekday of their choice, the parent will be notified, and, if the parent chooses, the child will be put on the waitlist, in which case the check for the deposit, enrollment fee, and materials fee will be held, but not cashed, unless/until a spot opens up. By signing and returning the Declaration of Consent pages of this Enrollment Contract, the person financially responsible is bound for the entire school year 2022/2023.

IV. LATE PAYMENTS

For families choosing to pay tuition in monthly installments, statements will be sent via email by the last week of each month as a reminder. Tuition must be paid on time even if your child is absent due to illness or vacation. Tuition is due on the first business day of each month. *If you do not receive a statement, you are still required to remit the tuition amount you agreed to in the Declaration of Consent.*

A late payment fee of \$10 will be charged for all payments received after 5:30 pm on the 8th day of each month. In the event the school is not open on this date, tuition must be paid no later than 5:30 pm on the last business day before this date. If paying electronically, please keep in mind that your bank may take 3–5 days to process the payment. If payment is not received by the end of the month for which it is due, BAKS reserves the right to exclude your child from the program. A penalty of \$30 will be charged for a returned check. Tuition fees are non-transferable and non-refundable.

V. UNEXPECTED WITHDRAWAL AFTER ENROLLMENT

If after signing and returning the Declaration of Consent, you withdraw your child from Hort for any reason, you remain liable for the payment of all months remaining in the school year until and unless a replacement can be found for your child's spot.

VI. DISMISSAL FROM HORT

Hort, at the sole discretion of the Directors, in consultation with the Board, may at any time suspend or dismiss your child if his/her conduct is found unsatisfactory. The Directors may terminate your child's enrollment or decline continued enrollment at any time for any reason not prohibited by law. If Hort terminates your child's enrollment, Hort may retain all tuition payments and fees paid by you. The deposit

is refundable, but if there is an outstanding balance on the child's account at the time of dismissal, the deposit will be applied to the account, and any funds remaining will be refunded.

VII. HOLIDAYS AND SCHOOL CLOSURES

There will be no after school care (Hort) on the following holidays/vacation days:

Labor Day	September 5, 2022
Thanksgiving Break	November 21–25, 2022
Winter Break	December 19, 2022–January 2, 2023
Martin Luther King Day	January 16, 2023
Presidents' Day	February 20, 2023
Spring Break	April 3-7, 2023

VIII. LATE PICK-UP FEE

A failure to pick up your child on time may result in a Late Pick-up Fee of \$1 per minute.



BAKS^(plus)

Deutsche Sprachschule
 German afterschool classes for grades K-12
 A program of Bay Area Kinderstube

Mailing Address

842 Key Route Blvd., Albany, CA 94706
 Phone 510-525-3105

Class Location in El Cerrito

960 Avis Street, El Cerrito, CA 94530

Class Location in Pleasant Hill

3051 Putnam Blvd., Pleasant Hill, CA 94523

2022/2023 Declaration of Consent

Please return pages 4-5 along with all required fees. Keep pages 1-3 for your records.

Fill in the weekdays on which you are enrolling your child(ren) using the tuition chart on page 2. Check the boxes which days your child will attend. Don't forget to apply a sibling discount as appropriate.

TUITION					
Name of Child #1			Date of Birth		Place of Birth
Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Tuition for Child # 1	
Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>		
Name of Child #2			Date of Birth		Place of Birth
Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Tuition for Child # 2	
Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>		
Name of Child #3			Date of Birth		Place of Birth
Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Tuition for Child # 3	
Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>		
Total contracted tuition for school year 2022/2023				\$	

FEES		
Deposit (\$120 for new students)		\$
Annual Enrollment Fee	_____ children x \$20	\$
Total payment due with contract		\$

AGREEMENT

I/We have carefully read the above contract and agree to pay the full tuition for my/our child(ren) for the After School Care Program (Hort) based on the schedule of fees for the school year 2022/2023. I/We understand that the Enrollment Fee is non-refundable. Monthly tuition installments are payable on the 1st of each month starting September 1, 2022. I/We understand that there will be a late fee of \$10 assessed for each payment received later than the 8th of each month, and that **cash payment is not accepted**. A \$30 fee is charged for each returned check.

I/We further agree to release and hold harmless Bay Area Kinderstube, Bay Area Kinderstube After School Program, its Board of Directors, Staff, Teachers, donors, volunteers, agents, and landlord of the school premises from any and all personal injury, losses, damages, liabilities and any associated claims that may arise out of the operation of the program. Nothing in this waiver shall be construed to bar any claim for intentional misconduct or gross negligence.

The contract is valid only if signed below by the person financially responsible, by a parent/guardian (if different from the person financially responsible), and by a Director.

Signature of person financially responsible

Date

Printed name of person financially responsible

Signature of parent/guardian (if different from above)

Date

Printed name of parent/guardian

Received by Sylvia Klein/Heike Feltes, Directors

Date

BILLING ADDRESS of PERSON FINANCIALLY RESPONSIBLE

Name			
Street Address			
City, State, Zip			
Home phone number		Work phone number	
Email (statements are emailed every month)			