



# SOARING EAGLES COVID-19 HERITAGE PROGRAM

17931 Hatteras St.  
Encino CA, 91316

## Parents' Contract/Responsibilities

I/We, \_\_\_\_\_ (Print Name), parent(s) Agree to cooperate with the Program Director of the Soaring Eagles Covid-19 Heritage Program, as outlined in this Parents' Contract/Responsibilities, which I/we have read and fully understand.

1. Any child who currently or within the past fourteen (14) days that has experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others; or has been in contact with someone who has these symptoms, must not attend Soaring Eagles for the safety of our staff and other children.

\_\_\_\_\_ Initial

2. Soaring Eagles After School Program Corporation is not liable in the event that your child contracts Covid-19. I am aware of the existence of the risk on the behalf of my child and myself's physical appearance to the venue and my child's participation to the activity of Soaring Eagles After School Program Corporation that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death. My child and I are fully and personally responsible for our own safety and actions while and during my participation and we recognize that we may be in any case be at risk of contracting COVID-19. With full knowledge of the risks involved, I hereby release, waive, discharge Soaring Eagles After School Program Corporation, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me or my child(ren) related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19. I agree to indemnify, defend, and hold harmless Soaring Eagles After School Program Corporation from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

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3. **Soaring Eagles is not a one-on-one program.** Our ratio is one adult for every 14 children. If your child requires a one-on-one during school hours, Soaring Eagles will require a one-on-one for hours used in our program. Soaring Eagles encourages all of our parents to be a part of the schooling process. Soaring Eagles is responsible for keeping children on task and focused and giving them a safe space to do their work with assistance as well as limited distractions. I understand it is still my responsibility to check my child's work in order to ensure the greatest possible success.

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4. In keeping with the leasing agreement with LAUSD, the program is open only on days when school is in session, unless otherwise stated. Soaring Eagles is open during the spring, summer and winter recesses. The Program is provided at the fee indicated on the posted Rate Schedule. All fees must be paid in advance, including the **annual, per child non-refundable \$50 registration fee.** (An additional registration fee will be required for any decrease in hours.) This fee will be applied to the school year once LAUSD resumes in class session.

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A. The regular weekly fee for your child is \$110 \_\_\_\_\_.

Receipt No. \_\_\_\_\_ Amount \_\_\_\_\_





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1. Payment is due every Friday for the following week and the week prior to recess periods
2. Rates are established on a full attendance basis. Please note that we are a spot based program
3. Tuition is a set rate regardless of absence(s) or suspension(s) from school or the program
4. Any forced closure (i.e. weather, natural disasters) is the responsibility of the parent and there will be no reduced rate or refund for those days of cancellation.
5. Rates are not decreased during weeks that contain legal/school holidays
6. Rates are not increased on shortened or minimum school days
7. No fee refunds are given.
8. **ALL CHANGES** in payment method (i.e. credit card to check or cash) must be submitted in writing before the Friday of each week in order to ensure no interruption of service. No refunds will be given due to failure to give written notice. **NO EXCEPTIONS.**
9. **All fees are based on a weekly rate basis**

- B. It may become necessary (with written notice) to change rates.  
Soaring Eagles reserves the right to cancel any program with 24 hours written notice to parents/guardians.
- C. Late payment of fees will result in a **charge of \$10 per child for each school day.** Excessive late payments or any period of two days without payment may constitute as grounds for dismissal from the program.
- D. Any parent on CCRC must complete the monthly attendance sheet(s) no later than the 1<sup>st</sup> of the following month. Failure to complete in a timely manner is grounds for dismissal from the program.
- E. Payment is to be made by cash, check, credit or debit card, apple pay, or money order. Any payment by credit card will result in a 4% processing fee. **NO EXCEPTIONS.** All checks and money orders are to be made payable to **Soaring Eagles After School Program Corporation or SEASPC.**
- F. **The charge for each returned check or credit card is \$25.** If a check is returned, future checks will not be accepted. **ALL FUTURE PAYMENTS** must be either money order or cash. **Payment for the check amount plus the returned check fee must be paid within two days of notification of a returned check.**
- G. Parents will be emailed a receipt the night of payment made. No receipts will exchange hands in order to limit contact between staff and parents.
- H. **Soaring Eagles is not responsible for lost or stolen items. Examples: Cell phones, tablets, computers, bicycles, toys, and electronic games.**

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5. Student attendance in the program is the responsibility of the parent. If a student is going to be absent from the program, the parent must inform the Program Director. Parents or other responsible adults will be contacted to pick up children who arrive or become ill during program hours. If a child develops a fever over 99.9, they will not be permitted to return to Soaring Eagles until they have been without a fever for no less than 48 hours. No refunds will be given for days missed due to illness.

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6. **A TWO WEEKS NOTICE MUST BE GIVEN FOR ANY CHILD LEAVING OUR PROGRAM.** There will be **NO EXCEPTIONS.** Failure to give two week notice will result in a penalty charge equal to two weeks tuition.





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- 7. Due to Covid-19, **NO PARENTS SHALL BE ALLOWED ON SOARING EAGLES CAMPUS.** Soaring Eagles will open at 6:30am to 8:00am and 2:30 to 6:30pm.
  - A. PICKUP PROCEDURES: Once you arrive to pickup your child, you will call the number of the Soaring Eagles location of your child’s school and a staff member will bring your child to your car with all of their belongings and sign them out on the phone application. (All pickup and drop-off procedures are subject to change due to the ongoing changing nature of the Covid-19 rules and regulations)

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- 8. Soaring Eagles staff members will work with the students and keep them on task during their zoom meetings. It is the families’ responsibility to bring their computer and the necessary supplies provided to each family by their teacher everyday. During drop-off, a staff member will take your child’s computer and belongings and help them set it up. **Soaring Eagles will keep the computers in a safe space, but we will not be held liable for any damage or theft of the computers.**

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- 9. When someone other than the parent is picking up the student, it is the parent’s responsibility to notify the Director giving the name and address of the authorized adult. The Director will verify the child’s Emergency Card and the individual’s Driver’s License. It is a parental responsibility to ensure that Emergency Cards are always kept up-to-date.

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- 10. Punctual pick-up at the conclusion of the day’s program is mandatory. Your student is enrolled in the program from \_\_\_\_\_ to \_\_\_\_\_. **In the event of any late pick-up, there will be a fine of \$1 per minute until the child is picked up.** If your child has not been picked up within 15 minutes after closing, the LAPD will be requested to assume custody. Excessive late pick-ups or non-payment of fines will be cause for dismissal from the program.

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- 11. Students must abide by the standards of behavior established at their school. They will be dismissed from the program if they do not conform to these standards and/or follow adult direction. Physical abuse, verbal abuse, and/or potentially harmful behavior by a student or parent toward any child, staff member, or parents of other children attending Soaring Eagles may be cause for instant dismissal. Condescending, erratic behavior, or verbal abuse by a parent to a Director or staff member is grounds for dismissal. All issues must be brought to the Director to be resolved. There will be no verbal/physical abuse of any child by a Soaring Eagles employee. Corporal punishment is never used as a disciplinary measure

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- 12. All pictures and media taken during a child’s attendance of the program can and will be used for the promotion of the Soaring Eagles Program and only for the promotion of the Soaring Eagles Program. All





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data collected through the Soaring Eagles app will stay confidential. Soaring Eagles will NEVER sell any of your information away to any third party.

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- 13. I/We understand that ALL hours are subject to change as LAUSD monitors Covid-19 and decides whether or not they will open school campuses again. Situation is fluid and all hours and times of operation are subject to change.

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- 14. Refunds will ONLY be given in the event of our lease agreement being broken due to the adding of California Covid-19 restrictions resulting in the closure of schools.

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- 15. I/We understand and agree that Soaring Eagles reserves the right to dismiss students from the program at any time. If such action is taken, all monies are forfeited. Any dismissal is **NOT** subject to negotiation. Situations include:

- A. Repeated failure to sign children in and/or out.
- B. An excessive number of late pickups.
- C. Late payment of fees and/or fines (CCRC Time Sheets)
- D. Failure to comply with required standards of behavior.
- E. Failure to abide in full with the contents of this Contract.

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All children are insured for accident medical coverage for up to \$20,000. This coverage, included at no extra charge, applies to any injury that occurs during a Soaring Eagles activity. There is no deductible. Teeth have a limitation of \$100 per tooth. **Soaring Eagles provides a nutritious snack each day. If your child has dietary restrictions, please notify the site director immediately. You may provide the snack for your child.** The undersigned acknowledges having read and understood the terms of this Contract, and agrees not to hold the Soaring Eagles program liable for any injury or property damage/loss connected with the child's participation in the program.

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

**FOR SOARING EAGLES USE ONLY**





# SOARING EAGLES COVID-19 HERITAGE PROGRAM

Director's Signature \_\_\_\_\_

Date Enrolled \_\_\_\_\_

