

FECC Children Academy

Summer Program 2023

Parent Handbook

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FECC Learning Institute is a non-profit, state-registered heritage school, located in the City of Cerritos, dedicated to serving children and their families in the community. School age children can enroll in our Summer Heritage Offerings during the summer. The daily learning includes: academic reviews, learn a 2nd language, exposure to cultural experiences with dance, history, arts, and music, as well as involvement in sports and other activities.

Our professional staff is composed of well-educated and experienced teachers who are committed to serving your children.

This information will serve to help parents understand our program and acknowledge our policies. It will also help to facilitate the relationship and the mutual understanding and expectation between staff and parents.

Program & Fees

- Program is offered from 6/12/23 to 8/11/23
- For children ages 6-12 (first -7th grade)
- Monday ~ Friday, 7:30 AM to 6:00 PM
- A free T-shirt will be given to all students who enroll by 5/31/23. A free T-shirt is not guaranteed if you enroll after 5/31/23
- Tuition: \$200 per week including lunches, two snacks per day, and field trip expenses.
- FECC Summer Program is designed to have the option of choosing the weeks to enroll according to each individual schedule
- 5% discount on tuition if enrolled for at least **8 weeks**, and pay in full by **5/31/23**
- 10% discount for 2nd child in the same family who is enrolled at the same time
- \$40 registration fee per student is waived if you enroll and pay tuition by 5/31/23
- \$40 registration fee per student applies if you enroll before 5/31/23 and pay tuition after 5/31/23
- Must register by 5/31/23 to guarantee a space, receive early bird discount, multiple children discount, and pay in full discount
- If you choose to make 2 payments on the tuition, the 1st payment is due on 5/31/23, and the 2nd payment is due on 7/7/23

Refund and Cancellation

1. Full refund on tuition paid if you drop classes before or on (6/5/23, Monday).
2. If you drop your classes **BEFORE 6/16/23 (Friday)**, you will get refund for the tuition paid from the following week and beyond.
3. If you drop your classes **BEFORE 6/23/23 (Friday)**, you will get 60% refund for the tuition paid from the following week and beyond.
4. **NO REFUND** if you decided to drop **AFTER 6/23/23 (Friday)**
5. The \$40.00 registration fee is non-refundable.

Late Pick Up Fee

Parents who fail to pick up their children after school hour will be charged a late pick-up fee of \$5.00 after 6:00 PM, and \$1.00 increment per minute after 6:05 PM. All children must be picked up by or on 6:00 PM. Please call FECC office in the event of emergency that you are unable to pick up your child on time. If your child is repeatedly picked up after the closing time, we reserve the right to terminate the enrollment of your child. In the event when a child has not been picked up within one hour of the stated closing time, and the parents and emergency contacts are unreachable, we will inform the Child Protective Services.

Returned Check

There will be a \$15.00 charge on any returned checks, plus 10% late charge. After two violations of this nature, checks will not be acceptable and payment must be made by cash or money order.

Rights to Refuse Service Policy

FECC Children Academy reserves the right to refuse service when:

- Failure to abide FECC Summer Program policies and procedures by parent or child.
- Physical or verbal abuse to other children or staff by parent or child.
- Failure to make payment as scheduled.
- A child is repeatedly being picked up after stated closing time.
- The director and the school officials at their discretion believe that the continued service is not in the best interest of the child and or FECC.