



Little Panda Academy

Enrollment Information

Student Name _____ Gender _____ Birth Date _____
Address _____ City _____ State _____ Zip _____
Child's Primary Language _____ Parent's/Guardian's Primary Language _____
Siblings (names/ages) _____

If student is younger than 18 years old, please complete the following:

Mother/Guardian's Name _____ Cell Phone _____
Driver's License # (Optional) _____ State _____
Address _____ City _____ State _____ Zip _____
Place of Employment (Optional) _____
Work Phone (Optional) _____
Email _____

Father/Guardian's Name _____ Cell Phone _____
Driver's License # (Optional) _____ State _____
Address _____ City _____ State _____ Zip _____
Place of Employment (Optional) _____
Work Phone (Optional) _____
Email _____

Emergency Contact Persons (other than parents/guardians)

Emergency Contact/Authorized Person #1: Name _____ Relationship _____
Address _____ Phone _____
Emergency Contact/Authorized Person #2: Name _____ Relationship _____
Address _____ Phone _____

Date of Enrollment Desired: _____

Select Program:

Tutoring Elementary Enrichment Classes Teen / Adult Classes

Outings: I give my permission for my child to go on all school outings. Please initial _____.

Media and photography release: I give Little Panda Academy permission to print, photograph, and record myself or my child for use in media. Please initial _____.

Signature _____ Date _____

Office Use Only

Staff _____
Start Date _____ Age _____ Month _____ Year _____
Program _____ Level _____ Session Time _____



Financial Agreement

I agree to comply with the rules and regulations of Little Panda Academy regarding fees, attendance, health and other items specified. I am aware of the scheduled holidays.

As indicated on the contract that I have signed, I hereby agree to notify the center two weeks in advance of withdrawal, should such event occur, or pay the difference.

I agree to pay Little Panda Academy the tuition sum of:

Tuition _____

Parent or legal guardian's name (Print) _____

Signature _____ Date _____

LPA Director _____ Date _____



STUDENT FORM AND WAIVER OF LIABILITY

Student Name: _____

Birthdate: _____

Parent Name: _____

Parent Name: _____

Drop-off and Pick-up Information:

| Drop-off/Pick-up Adults' Names | Relationship | Contact Number |
|--------------------------------|--------------|----------------|
| | | |
| | | |
| | | |
| Note: | | |

littlepandaacademyutah@gmail.com www.littlepandaacademyutah.com 801-885-6942

Please return this form by the first day of class

Arrival and Dismissal Policy

1. If your child is picked up by someone other than yourself (parent/guardian), please provide a note to your child's teacher or text or phone call Little Panda Academy at 801-885-6942.
2. All students must be picked up on time. Charges may apply for frequent late pick-ups.

Waiver of Liability

I am the parent/guardian of _____ ("my child") who is or will be attending the Little Panda Academy. I understand that during this Program, my child will be involved in activities including but not limited to: indoor and outdoor games, dancing, art, and numerous other physical activities, any of which may result in injury or illness. By signing this form, I agree to release Little Panda Academy, the owner/lessor and/or lessee of the facility being used, and their associates, employees, volunteers, and independent contractors from any and all liability connected with the program. I understand that in the case of an accident involving my child, the emergency contact information that I provide will be used to contact me. If I cannot be contacted, I grant persons associated with the Program or the Director of the facility/school my child attends, with the power to determine what medical treatment is reasonably necessary. In the event of an accident or medical emergency, I will be financially responsible for any medical and transportation expenses involved.

In consideration of being permitted to the Program, on behalf of myself or my family member, I hereby release the Program, its volunteers and contractors from liability for injury, loss or death to the above-mentioned participant while using any facility and its equipment now or in the future.

Furthermore, I agree to allow Little Panda Academy to photograph and/or video my child for all reasonable educational and promotional purposes without any compensation to my child or myself.

*Note: If you do not want your child's photograph/video used as per above, please initial here _____.

By signing this waiver, I am confirming that I have read and agreed to the contents of the waiver.

Parent/Guardian Signature: _____

Date: _____/_____/_____

Print Name: _____



Parent and Student Manual

Thank you for investing in your/your child's future through enrollment at Little Panda Academy!

Tuition Information

1. Tuition for all programs is paid full before the starting of the semester or paid monthly at the beginning of each month. Tutoring invoices will be provided at the end of the month.
2. There is a \$15 late fee for payment received 5 days after due date of the invoice.
3. Payments may be made by Venmo (plus a small amount Venmo fee), or by check to the office.
4. Checks should be made out to Little Panda Academy with the student's name and month of payment in the memo line.
5. Checks may be delivered in person to the office at Little Panda Academy or mailed to the school at the address below:

Little Panda Academy
3585 N University Ave Suite 100
Provo, UT 84604

Payment/Refund Policy

1. Tuition is non-refundable. Refunds are not issued for non-attendance of a class or being absent for a period of time. If there is space in another class session, a make up class may be possible on a different day/time if another similar class is offered.
2. Tuition is paid in full before the starting of the semester or paid monthly at a fixed rate. By fixed rate, we mean that tuition is constant from month to month, regardless of the variation of month lengths, holidays, and school breaks.
3. There is a \$25 fee for all returned checks.

Cancellation and Withdrawals

1. If a class is canceled by a Little Panda Academy teacher, a make-up class date will be announced.
2. Withdrawal from our program requires 2-week advanced written notice. Failure to provide 2-week notice will result in invoice for that time period following the date of withdrawal.
3. Little Panda Academy may disenroll a child without prior notice if, in the sole opinion of Little Panda Academy, it is in the best interest of the child or Little Panda Academy.

Arrival and Dismissal

1. All parents or students must sign and submit a waiver of liability.

Sibling Discount

At Little Panda Academy, families with more than one child receive a 20% discount on tuition for the child with equal or lower total tuition. This sibling discount does not apply to tutoring.

Allergies / Medical

Families are expected to notify Little Panda Academy regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the school with a detailed individual allergy action plan, signed by the child's physician. It is the responsibility of the parent/guardian/adult student to inform Little Panda Academy of any medical conditions or medical information that may be important for staff to be aware of.

Animals / Insects

Animals may be brought into our center during special visits. If your child has allergies to pets/insects, please speak to the classroom staff and the school director.