



# Little Panda Academy

## Early Beginner Chinese Classes (Age 3 – 7) Enrollment Information

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

**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:

Preschool Chinese:  Beginning Immersion  Advanced Immersion

How many 90-minute sessions do you want your child to be enrolled? \_\_\_\_\_

Outings: By signing below, I give my permission for my child to go on all school outings

\$40 one-time nonrefundable registration fee enclosed or sent by Venmo @littlepandautah

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office</b>	<b>Use</b>	<b>Only</b>
Officer _____		
Start Date _____	Age _____	Month _____ Year _____
Program _____	Level _____	Session Time _____



## Financial Agreement

I certify that I have read, understand, and accept all the terms and conditions described in the Parents Manual. I hereby agree to comply with the rules and regulations of Little Panda Academy regarding fees, attendance, health and other items specified in the Parents Manual issued by the center. 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 \_\_\_\_\_

I agree to pay the non-refundable registration and material fees.

Parent or legal guardian's name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 / Email Address
Note:		

[littlepandaacademyutah@gmail.com](mailto:littlepandaacademyutah@gmail.com)   [www.littlepandaacademyutah.com](http://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), please provide a note to your child's teacher or a call or text to Little Panda Academy at 801-885-6942.
2. All students must be picked up on time. Charges 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.

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Print Name: \_\_\_\_\_



## Parents Manual

Thank you for investing in your child's future by their enrollment in Little Panda Academy!

### Tuition Information

1. Tuition for all programs is paid full before the starting of the semester or paid monthly on the 1st day of each month.
2. Little Panda Academy requires a \$40 registration fee at the time of enrollment. This fee is applied to processing costs and is non-refundable.
3. Little Panda Academy requires a \$20 material fee each year which is due the first month of each fall semester.
4. There is a \$15 late fee for payment received 5 days after due date...
5. Payments may be made by Venmo @littlepandautah or by check to the office.
6. Checks should be made out to Little Panda Academy with the student's name and month of payment in the memo line.
7. 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 and students must sign and submit a waiver of liability.
2. Prior to each class: parents or caregivers are required to escort students inside the building to the lobby area. Students should be left in the care of a Little Panda Academy teacher, staff, or administrator. Children may not be left unattended before class.
3. All students must be picked up on time. Late fees will be charged in the event of frequent late pick-ups.

**Sibling Discount**

At Little Panda Academy, families with more than one child enrolled in classes (not applicable to tutoring) receive a 20% discount on tuition for the child with equal or lower total tuition. This sibling discount cannot be combined with any other discount or offer.

**Snacks & Lunch**

Little Panda Academy will provide allergy free snacks for Early Beginner Classes to assure the safety of all students.

**Allergies**

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.

**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 so they are aware.

**Medical Conditions**

Families are expected to notify Little Panda Academy regarding any significant medical conditions that would be important to be aware of in this environment.