



## TUITION & SCHEDULE

### 2021-2022 ANNUAL CONTRACT - ONSITE AFTER SCHOOL

5 DAYS / WEEK ANNUAL CONTRACT				
Time	Full Payments (5% Discount )	Semesterly Payments (3% Discount )	Quarterly Payments	Monthly (x9) Payments
2:10 PM-6:00 PM Davis Dr.	\$2,785 <del>2,931</del>	\$1,422	-	\$326
2:50 PM-6:00 PM Thales & Cary Christians	\$2,717 <del>2,860</del>	\$1,387	\$715	-
3:20 PM-6:00 PM Sterling & Chesterbrook	\$2,649 <del>2,788</del>	\$1,352	-	\$310
3:45 PM-6:00 PM Others	\$2,605 <del>2,742</del>	\$1,330 *if year-round: two track-in sessions	\$685.5 *year-round only	\$305 *Not for year-round

4 DAYS / WEEK ANNUAL CONTRACT				
Time	Full Payments	Semesterly Payments	Quarterly Payments *year-round only	Monthly Payments (x9)
2:10 PM-6:00 PM Davis Dr.	\$2,800	\$1,400	-	\$312
2:50 PM-6:00 PM Thales & Cary Christians	\$2,700	\$1,350	\$675	-
3:20 PM-6:00 PM Sterling & Chesterbrook	\$2,600	\$1,300	-	\$289
3:45 PM-6:00 PM Others	\$2,506	\$1,253 *if year-round: two track-in sessions	\$627 *year-round only	\$278 *Not for year-around

3 DAYS / WEEK ANNUAL CONTRACT				
Time	Full Payments	Semesterly Payments	Quarterly Payments *year-round only	Monthly Payments (x9)
2:10 PM-6:00 PM Davis Dr.	\$2,506	\$1,253	-	\$278
2:50 PM-6:00 PM Thales & Cary Christians	\$2,412	\$1,206	\$603	-
3:20 PM-6:00 PM Sterling & Chesterbrook	\$2,317	\$1,158	-	\$258
3:45 PM-6:00 PM Others	\$2,156	\$1,078 *if year-round: two track-in sessions	\$539 *year-round only	\$240 *Not for year-around

DAILY RATES (NON-ANNUAL CONTRACT)		
2:10 PM- 6:00 PM (\$50/day)	3:20 PM-6:00 PM (\$40/day)	3:45 PM-6:00 PM (\$30/day)





# SCHOOL POLICY AND PROCEDURES

## OTHER FEES AND DISCOUNT

Items	Fee	Note
<b>New Student Enrollment Fee</b>	<b>\$50</b>	Only for Afterschool program, nonrefundable (*one-time payment)
<b>Deposit</b>	<b>\$100</b>	Pay at the time of registration, which will be refunded back at the end of the school year with a deduction of account balance, or applied for the future year. *Non-refundable if withdraw from afterschool program
<b>Withdrawal Fee</b>	<b>\$100</b>	Early termination of any one-year contract with Champion
<b>Art Material Fee</b>	<b>\$50 Annually</b>	Students Enrolled in 1A, 1B, 2A, 2B Class having weekly art must pay
<b>Mandarin B Class Fee</b>	<b>\$78 (1B/2B)</b> <b>\$128 (3B/4B/5B)</b>	For Mandarin B class only, nonrefundable, Math & English book fees and art material fees not included.
<b>Book Fee - Zhongwen</b>	<b>\$15</b>	For Level 1 - 6 Mandarin Classes
<b>Book Fee - Pinyin</b>	<b>\$11</b>	For Level 1 Mandarin Classes
<b>Book Fee - Young Chinese</b>	<b>\$35</b>	For CSL and PK Classes
<b>Material Fee for PK/CSL</b>	<b>\$25 Annually</b>	For CSL and PK Classes
<b>Book Fee - Singapore Math</b>	<b>\$15 - \$30</b>	For B class student
<b>Book Fee - Spectrum Math</b>	<b>\$15 - \$30</b>	For B class student
<b>Sibling Discount</b>	<b>3% - 5%</b>	Two siblings students - 3% off for one; three siblings students - 5% off for two
<b>Late Pickup Fee</b>	<b>\$1/minute</b>	Pickup past 6:00 P.M. or 6:30 P.M. (Depends on your child class schedule)
<b>Important Due Dates (MM/DD/YYYY): shown on invoices</b>		

## TUITION & FEES

Champion's policies are designed to guarantee fairness to both clients and the company, ensure consistency and openness in all interactions and promote goodwill and trust with parents/guardians.

### Late Fee

A late fee will be charged when an invoice has gone unpaid for more than 20 days past the due date. The amount of the late fee will be equal to 20% of the overdue balance or \$50.00 (whichever is lower). Due dates should be shown on invoices. View all due dates (subject to change):

[https://docs.google.com/document/d/e/2PACX-1vSnJ8PjYypNY\\_kV\\_y6O6lc2cnpRVtZO1ZUvDPOyChbx2u6WpGG\\_jVtbmlbXoDJK0p9Vqr01F9hM8wFq/pub](https://docs.google.com/document/d/e/2PACX-1vSnJ8PjYypNY_kV_y6O6lc2cnpRVtZO1ZUvDPOyChbx2u6WpGG_jVtbmlbXoDJK0p9Vqr01F9hM8wFq/pub)

### Banking Fee

Champion will pass on 100% of the fees it incurs from a bank due to a client's mistake to the client. This includes a \$25 bounced check fee (non-sufficient funds). This also includes a \$30 check cancellation fee if Champion needs to re-issue you a refund check because it has been lost, stolen, or otherwise misplaced.

### After school Tuition & Fees

1. After school payment covers transportation & courses fees for all school days for the 2021 - 2022 school year. You do not pay for teacher workdays, track out days, or holidays when children are not in school.
2. The full yearly, semesterly, quarterly, monthly fee is due regardless of the number of days the child is absent from the program for illness, family trips, etc.

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3. Year-around/Thales students can only choose either Semesterly payment or Quarterly payment, besides Full payment.
4. After School Deposits need to be paid at the time of the invoice on your first Champion year, and will be refunded back at the end of the school year. All account balances will be deducted from the deposit before returning, or you can choose to apply the deposit for the future school year.

## Daily Rate will be offered for:

Students who do not want to sign a 1-year contract with Champion or students attend Champion less than twice a week

- Based on published rates

## Credits will be given for:

Coupons and Vouchers

1. Gained from Champion contests and competitions
2. Promotion or more
3. Compensation for unfulfilled service during the State of Emergency

## No credit or refunds will be given for:

1. Days a student is absent for any reason whether planned or unplanned except as noted above. This includes absences due to sickness, inclement weather, vacation, discretion, and all other absences.
2. Dissatisfaction with Champion after-school services that have already been utilized..
3. Suspension of the student for violation of Champion school policy and procedures.

## Schedule Changes

If you need to change your children's schedule at Champion, please fill in the Schedule Change Form and return to us as soon as possible. For parents who signed up for Quarterly and Monthly payments need to add or reduce days at Champion, the tuition changes will reflect on the next billing cycle. You may need to pay the price difference that is caused by changing days at Champion. (Download or print the Schedule Change Form

[https://docs.google.com/document/d/e/2PACX-1vRpgVdH-NA7UaZXkDUhQT8Fw\\_eTJ0cgOrCHdvXPmjccKdNfGw6S\\_KngoPQoR4-eGA75peRAxRR-eNst/pub](https://docs.google.com/document/d/e/2PACX-1vRpgVdH-NA7UaZXkDUhQT8Fw_eTJ0cgOrCHdvXPmjccKdNfGw6S_KngoPQoR4-eGA75peRAxRR-eNst/pub) )

## Withdraw program

A one-month's notice/Termination Letter is required to withdraw from the program. If a one month's notice for early withdrawal is not given, your deposit will not be refunded in any forms unless the deposit will be used towards your child's account balance as credits.

Full withdrawal with a one month notice from Champion:

1. Based on the prorated number of days passed in the school year
2. Subject to a \$100 withdrawal fee
3. Discount applied need to return to Champion Education



# SCHOOL POLICY AND PROCEDURES

(Download or print the Afterschool Termination Form

[https://docs.google.com/document/d/e/2PACX-1vRPwDuT67YMyx-8gtH4eW7Na2AwSFL0q66rvSwhARuixuYmRWGmsFOTgO-6garpwbFct-cMv\\_rg3iM3/pub](https://docs.google.com/document/d/e/2PACX-1vRPwDuT67YMyx-8gtH4eW7Na2AwSFL0q66rvSwhARuixuYmRWGmsFOTgO-6garpwbFct-cMv_rg3iM3/pub)

## Deposit for After School Program

Deposit will not be refunded if there is no one-month's notice for the early withdrawal. After School Deposits need to be paid at the time of the invoice on the first Champion year, and will be refunded back at the end of the school year. All account balances will be deducted from the deposit before returning, or you can choose to apply the deposit for the future school year.

1. \$100 deposit for full Payment, Two Payments, Quarterly Payments, and Monthly Payments.

## Auto Payment Set up/ Recurring Invoice

Please request via email [office@champion-education.com](mailto:office@champion-education.com)

We are currently setting up auto/recurring payments.

## Inclement Weather

Champion after school will observe the following policy relating to inclement weather:

1. If Wake County Public Schools are closed, Champion will be closed.
2. If the Wake County Public School System has an unscheduled early release, Champion will not pick up students. Parents will be responsible for picking up your child at your child's school.

Please [visit www.wcpss.net](http://www.wcpss.net) for the latest in inclement weather makeup and other schedule changes. Alternatively, call us at 919-943-2905 for updated information.

## Champion After School Makeup

Champion Afterschool will make up days missed due to inclement weather in line with Wake County's weekday makeup schedule ([wcpss.net](http://wcpss.net)). Champion does not offer Afterschool makeup on Saturdays or Sundays. No extracurricular activities and English classes will be held on makeup days.

## Champion School Cancellation

Champion reserves the right to close the school in the following situations, including but not limited:

- A state of emergency is declared during a natural disaster, civil unrest, armed conflict, medical pandemic or epidemic, or other biosecurity risks.
- Underutilization of a school's space
- Poor physical condition of the building
- The need for alternative use of the school's facilities

## Late Pick Up



# SCHOOL POLICY AND PROCEDURES

We understand that circumstances occur which may impact picking up your child in a timely manner, however, Champion will undertake procedures that will ensure pick up of your child at the posted time that the class is completed.

Make all attempts to notify the Champion Administration letting us know prior to picking up that you have a reasonable excuse/ cause for running late, such as bad weather, traffic delays/accidents, and other factors that we may consider, but please let us know if you can.

The first time you pick up your child late without prior notification, we will provide you a 10-minute grace period without charging any late fee. After the first 10 minutes, a late fee of \$1 per minute will be charged to you until your child is picked up.

On each additional time that your child is picked up late without prior notification or approval, there will not be a 10-minute grace period, as you will be immediately charged \$1 per minute starting from the end of your child's class. For example, if your child's class ends at 6:00, a late fee will be assessed starting at 6:01. Or, if your child's scheduled class ends at 6:30, the late fee will start at 6:31.

We can process the late fee in several ways:

- Pay in cash at the time of pickup.
- The late Pick-Up fee will be noted & the amount deducted from your \$100 deposit.

## Waiver & Liability Agreement

I authorize and grant permission for a representative of Champion to treat minor injuries including scrapes, small cuts, splinters, and insect bites. I authorize and grant permission for a representative of Champion to obtain emergency medical care from any licensed physician or hospital and/or medical clinic should my child become ill or injured. I therefore freely and voluntarily execute this release with such knowledge, assume the risk of personal injury and/or property loss arising from or in any way connected with participation in any programs offered by said child care center. I hereby release and discharge said Champion and any and all agents from any liability, claim, cause of action, demand or damages from injury or damages of any kind to my child or my property as a result of participation in the programs of Champion. I grant permission and understand that photos and other images taken during this event could be used in print advertisements and other forms of media. I understand that should my child become a disruptive force during the educational program, the instructor may choose to release him/her from the program with no refund.

## SCHOOL RULES AND DISCIPLINES

**To ensure student success and school safety, please read and inform your child(ren) about these school rules and discipline policies.**

Students who do not follow the rules listed below will be given a one-time warning. Students who are given a warning for not following the rules will be sent to the office to speak with the principals, and their parents will be

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# SCHOOL POLICY AND PROCEDURES

called. Given the severity of the action, the student may either return to class or be sent home. **Second warnings result in the student being sent straight home for the remainder of the day and suspended from the next day of the after-school program. No refunds will be given to parents whose students are sent home or suspended from Champion for disciplinary action.**

## General Rules

- Each student is expected to follow all school rules, bus and safety rules, policies and procedures and always follow instructions set forth by our after-school teachers/staff for each activity.
- Each student shall show respect to teachers/staff and fellow students at all times and always use respectful language when addressing teachers and students. No disruptive behavior, including fighting, the violence of any kind, or inappropriate language will be tolerated for any reason.
- Students will exit their buses and report directly to a class/activity where they will stay with that class/activity at all times. Students are required to move appropriately throughout Champion during after-school hours. Students are not allowed to roam hallways for any reason and must use the designated hall pass provided to each classroom to be in the hallways.
- Teachers are required to take attendance by 4:15 pm and will be responsible for each student and their safety during class. At which time class starts, students need to remain in their seats and stay engaged in the class curriculum.
- Students will have the option to exercise a one-time 3-minute break, where they can use the bathroom and or get water, however, they must have the classroom hall pass with them at all times. This ensures teachers/staff the whereabouts of each student in our after-school program at all times.
- Students must raise their hands to ask their teacher to be excused from class. Only one student may be excused from class at a time.

## Pick-up Procedures

Adhering to NC DHHS/ CDC guidelines, we will make modifications to our Pickup Procedure to ensure the safety and well-being of our students and staff. For the upcoming Fall semester, the following changes will be implemented: and will remain in effect until receiving further guidance from public officials and consideration from Champion Administration.

1. Adults picking up students will remain in their cars.
2. A Champion staff member will meet you & get your child's name. To expedite the pick-up process and to ensure safety of all individuals during the pickup process- we request the following from each family picking up their child:
  - If you can clearly print your child's grade level and first name on an 8.5 x 11 piece of paper- for example:  

1A OLIVIA
3. Your child will be called from the classroom. If your child is in the kindergarten or 1st-grade classroom, the child will be escorted by an adult staff to the front lobby.
4. At that point, the child will be escorted to your car by a Champion staff member.



# SCHOOL POLICY AND PROCEDURES

## Attendance

Being tardy to class, skipping class or school, leaving campus without permission or being in an unauthorized area is prohibited. Excused absences include illness or injury, a death in the family, health care appointments, court appearances, and religious observance. To avoid interruption during class, please notify us before the class starts if you will pick up students before 4:30 pm.

## Bullying and Harassment

Bullying and harassment are unacceptable behaviors that should be immediately addressed. Bullying and harassment include any physical act, threatening communication, or pattern of gestures or communications that places a student in actual and reasonable fear of harm or is certain to create a hostile environment. Bullying and harassing behavior includes, but is not limited to, behaviors motivated by the victim's identifying characteristics, such as race, ethnicity, sex, sexual orientation, pregnancy, religion, age or disability. If bullying or harassment at Champion is suspected, parents should contact us immediately.

## Character Education and Respect

Champion has activities to help students develop good character, to help students understand, assess and take responsibility for their behavior and learning, as well as how to act responsibly toward others. School staff members ensure that positive behavior is practiced, demonstrated, modeled and reinforced within an environment of mutual respect, caring and dignity.

## Non-Discrimination

We are committed to providing a non-discriminatory, inviting and inclusive school environment for all students. Parents and students who perceive any form of discrimination should report it to the school principal. Parents and students also should contact the principal to request assistance or accommodations to assure a non-discriminatory, inviting and inclusive school environment.

## Food Safety and Health Conditions

Food sharing among students is not allowed. Parents should update children's medical information or emergency medication. Champion staff should be notified with students' food sensitivities. It is the parent's responsibility at the beginning of each school year to inform their child's teacher and school staff if there are medical conditions that require special measures during the Champion day.

## Bus Conduct

A driver will report to the school administrator any misconduct or violation of the driver's instructions. Yellow school buses also have cameras onboard to provide video and audio that school leaders may use to monitor student behavior. See Champion Comprehensive list of Bus Rules below or download:

[https://docs.google.com/document/d/e/2PACX-1vQtqeV\\_bo\\_g3aeeRd2BqYPub\\_6GmBkAAoI73Ee-gMyUil7aAyg61wg6sLoeKXw2oeVryKkEWkKMZ\\_ON/pub](https://docs.google.com/document/d/e/2PACX-1vQtqeV_bo_g3aeeRd2BqYPub_6GmBkAAoI73Ee-gMyUil7aAyg61wg6sLoeKXw2oeVryKkEWkKMZ_ON/pub)

### **Champion School Bus Safety Rules**



# SCHOOL POLICY AND PROCEDURES

## **Students**

Students are responsible for being on time and for knowing and following the rules outside and inside the bus.

### **Before loading:**

- Each Student needs to be on time at the designated school bus stop in order to keep the bus on schedule.
- Students should avoid roughhousing or other careless behavior that can lead to danger or that can be unsafe for themselves and others.
- When waiting for the bus, students need to line up on the sidewalk away from the road. Staying away from traffic as the school bus approaches.
- Students need to wait until the bus has stopped and the door opens before stepping off the curb to enter the bus.
- Students should use the handrail when stepping onto the bus.
- Students must not enter or exit the vehicle while it is moving.

### **While on the bus:**

- When riding the school bus, remain in your seat.
- Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, camera, etc.) except as directed by the driver or during an actual emergency.
- Students must wear the complete seat belt assembly.
- Students should sit with their feet in front of them, not with their feet in the aisle. Doing so will eliminate falls and or tripping other students.
- No student should yell, scream or use any other noise that can distract the bus driver.
- Students are to behave themselves on the bus in such a way that will not distract the driver and or other passengers/students.
- Be courteous to fellow students, bus driver, and assistants.
- No student should put hands, feet, or any other part of your body on other students or outside the school bus window.
- Students are not to use electronic devices on the bus.
- Students should not eat or drink while riding the school bus.
- Students are to keep aisles clear – books or bags are tripping hazards and can block the way in an emergency.
- Students should have their belongings together before arriving at their stop.
- Students should wait for the bus to stop completely before getting up from your seat. They then should walk to the front door and exit, using the handrail.

### **Upon leaving the bus:**

- Students need to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road until you can turn around and see the driver. Making sure that the driver can see you.





# SCHOOL POLICY AND PROCEDURES

- Students should wait for a signal from the driver before beginning to cross.
- When the driver signals, students should walk across the road keeping an eye out for sudden traffic changes.
- Students should not cross the centerline of the road until the driver has signaled that it is safe for you to begin walking.
- Students should stay away from the bus' rear wheels at all times.
- The student needs to take all their belongings with them while leaving the bus.

## **The Emergency Door**

- The emergency door is the door at the rear of the school bus. It is only used if there is an emergency.
- If students must use the emergency door to get away from the bus, they need to stay calm and move quickly and orderly as possible.

## **Parents**

Parents need to accept some responsibility for the conduct and discipline of their children while on the bus. In the event of a serious problem, the driver may have to deal directly with a parent. A parent may deal directly with their child or choose to go through school administrator.

## **Discipline**

For any student passenger who has caused a disruption to the school bus by violating rules above will receive a warning letter and a driver report of matter. The student and his/her parent/guardian shall return the signed warning letter to the office the next day. If a student receives more than two warning letters in one school year, Champion will suspend him/her from school transportation for two weeks. If a student with a suspension history receives a warning letter again; after returning to Champion transportation, he/she will be suspended from the school bus for the rest of the whole school year.