

KUMON MATH AND READING OF MIAMI SHORES

ENROLLMENT CONTRACT

Center Policies and procedures



TUITION FEE POLICY:

The Kumon program is a year-round, long-term commitment that requires a minimum of 12 months of participation, with tuition paid on a monthly basis at a rate of **\$210.00 per subject**. Upon enrollment, there is a one-time registration fee of \$50.00, a one-time materials fee of \$30.00, and a deposit equal to one month of tuition for each subject. If you enroll between the 1st and 15th of the month, you will be required to pay one month's tuition. Please note that Kumon reserves the right to raise the tuition fee at any time with at least 30 days' notice.

DISCOUNT POLICY:

Kumon Math and Reading Center of Miami Shores offers several discount options for students who register for more than one subject, for siblings of students presently enrolled in the Center, and for students that pay their tuition a full year in advance. See 2023 FEE SCHEDULE in page 4.

DEPOSIT:

The deposit is non-refundable or transferable, but will be credited towards their final month of enrollment if a student meets the following two conditions:

1. The student must have been enrolled for a minimum of 12 months at the time notice is given, and
2. Written notice must be given at least 30 days before the start of the student's final month of enrollment

Students who pay their tuition fees for the entire year in advance are exempt from the deposit payment

Students transferring from another Kumon Center are not required to pay the registration fee or deposit payment.

METHODS OF PAYMENT

The following methods of payment are available:

1. Automatic payment by Electronic Funds Transfer (EFT) (preferred method):
Transaction date: Your account will be debited on the 25th of each month for the following month's tuition fee, or the previous business day if the 25th falls on a non-business day.
Cancellation Notice: To stop tuition payments for the following month, a one-month advance cancellation notice is required.
2. Payment by check: Please make checks payable to "Kumon of Miami Shores."
3. Payment by electronic invoicing through QuickBooks Payments:
This is an ACH-based payment method. You will receive an email with a link to make payment.
4. Payment by debit or credit card: Visa and MasterCard are currently accepted.
5. Payment by Zelle: Direct your payment to anaolaya@ikumon.com. Include Student name.

RETURNED TRANSACTIONS:

If a payment is returned due to insufficient funds, a \$25 fee will be charged

LATE PAYMENTS:

Tuition payments are due by the 1st of each month. If a payment is received after the 5th of the month, it will be considered late and a \$10 late fee will be applied.

CANCELLATION POLICY:

To cancel your enrollment in the Kumon program, a one-month advance notice is required.

TUITION PAID MONTHLY:

1. Monthly tuition is non-refundable and non-transferable.
2. The deposit payment is not refundable unless the two conditions for crediting the deposit towards the final month of enrollment have been met.

TUITION PAID ANNUALLY:

1. If you cancel your enrollment in the Kumon program, your tuition fees will be recalculated based on the current monthly tuition rate at the start of your annual paid enrollment period until the month in which you provided advance notice of cancellation.

KUMON MATH AND READING OF MIAMI SHORES

ENROLLMENT CONTRACT

Center Policies and procedures



2. A deposit payment fee will be assessed and is not refundable.
3. The remaining funds after any applicable fees have been assessed will be refunded to you.

CENTER SCHEDULE, STUDY DAYS AND TIME POLICY:

The Kumon Center is open for classes on Tuesdays and Fridays from 12:30 pm to 6:00 pm and closes at 7:00 pm. It is important for students to arrive on time to complete their assignments and supplemental activities for the day. To create a conducive atmosphere for studying, only students are allowed in the Kumon Room during class time. Parents are encouraged to make sure their children use the restroom and get a drink of water (if needed) before starting their work. Please note that class days may be subject to change in the future. The Kumon Center is close the last two weeks of the year.

The following estimates of class time durations are provided as a guideline. The actual time students spend at the center may vary depending on their level, age, and the number of worksheets assigned to them.

- One-subject students typically attend class for approximately 20 to 30 minutes.
- Two-subject students typically attend class for approximately 40 to 60 minutes.
- All Primary Instruction students are served by appointment with the Primary Instruction Assistant. If you are unable to make an appointment, please call ahead to let the center know.

HOLIDAYS:

The Kumon Center observes national and religious holidays, with most of these days aligning with the holiday calendar of the Miami-Dade County Public School District. Specific dates when the center will be closed, will be posted in the parent waiting area.

HURRICANE AND DISASTER PLANS AND PROCEDURE:

In the event of an emergency or inclement weather, the Kumon Center may need to cancel classes and close to ensure the safety of our students and employees. In such cases, the center will follow the same procedures as the Miami-Dade County Public School District. Information about class cancellations and updates will be provided on the center's telephone voice message system, website, and social media channels. It is important for parents and students to stay informed and check for updates in these outlets.

ATTENDANCE AND ABSENT POLICY:

Attendance in class is an important part of the Kumon program. It allows the instructor to observe the student's progress and plan their study plan accordingly. If a student is unable to attend class, it is important to inform the center by 1:30 pm on the day of the class by calling and leaving a message. At the parent's request, the student's work for the day can be left in a designated pickup box outside the center. It is the parent's responsibility to notify the center if the student's work is not in the pickup box, so that the issue can be promptly addressed.

ABSENCE POLICY:

Taking time off from Kumon can have negative effects beyond simply starting back at a lower worksheet level. It can also disrupt a student's progress and extend the time it takes to reach the next level, as the student has to regain their momentum and reestablish their study habits. Kumon North America currently allows students to be absent for up to one calendar month per calendar year. If a student is reported as absent for more than one month in a given calendar year, they will be considered unenrolled and will be required to pay a registration fee and deposit fee when re-enrolling. (Note: Currently, this policy applies only if a multi-subject student is absent for more than one month in all subjects. Students who remain enrolled in at least one subject will not be affected by this policy.)

KUMON IS A YEAR-ROUND PROGRAM OF STUDY:

Daily study is a crucial aspect of the Kumon method, and we encourage students to do a little bit of work each day to get the most out of the program. **Kumon worksheets are assigned 365 days per year**, but parents may request to adjust the daily workload for weekends, vacations, holidays or even request to take a few days off (all of which

KUMON MATH AND READING OF MIAMI SHORES ENROLLMENT CONTRACT

Center Policies and procedures



without stopping payment) from homework. If you are planning to be away for a few days, please let the center know at least a week in advance so that we can prepare a packet of work to cover the student's time away. It is fine to take holidays such as Thanksgiving, Christmas, and New Year's Day off from Kumon study, as it is important for students to have fun and relax during these holidays. However, we encourage students to try to do at least a little bit of Kumon work each day to maintain their progress.

HOME GRADING POLICY:

Grading your child's Kumon work at home can be an effective way to gauge their understanding of the material and encourage them to work harder. There are several benefits to grading your child's work at home:

- a) It allows your child to learn from any mistakes they may have made by correcting them while the material is still fresh in their mind.
- b) Knowing that their work will be checked immediately can motivate students to work harder.
- c) It helps you stay informed about your child's progress and results.
- d) It can help your child reach their grade level more quickly. By grading your child's work at home, you can help them stay on track and make the most of their Kumon experience.

WORKSHEETS POLICY:

To maximize the benefits of the Kumon method, we encourage students to keep at least the previous two levels of completed worksheets. These worksheets can be useful for students to refer back to when they have difficulties with their current level, as reviewing previously completed material can help improve understanding and foster a sense of accomplishment. Additionally, completed worksheets can serve as a tool to promote self-learning abilities. Keeping a record of past worksheets can be a valuable resource for students as they progress through the Kumon program.

LIABILITY POLICY:

It is important to note that the Kumon Center is not a daycare facility and cannot provide child care services. The length of each child's study session will vary depending on the time it takes to complete the day's assignment. If a parent or guardian determines that their child is not old enough to go to and from the center on their own, it is the parent's or guardian's responsibility to ensure their child's arrival and departure. The Kumon Center is not responsible for ensuring that any child stays on the premises. Parents and guardians will be held liable for any damages or injuries caused by their child to other people, and agree to hold Kumon North America, Inc., Miami Independent Learners, LLC., (Kumon of Miami Shores), its officers, and its instructors harmless, defend, and indemnify them. The instructor is not liable for any Kumon student outside the center facility before the student enters or after they leave the center.

MISCELLANEOUS POLICY:

COPYRIGHT

It is important to note that Kumon worksheets are protected by copyright and subject to U.S. copyright law. Any reproduction, reuse, or distribution of the worksheets, including photocopying, is strictly prohibited. Violators will be held liable to the fullest extent of the law. Once worksheets have been used, they should be sent home with the students.

NOT A CHILD OR DEPENDENT EXPENSE

It is important to note that Kumon tuition does not qualify as a childcare or dependent care expense, and instructors are not required to provide their social security number or employer identification number for this purpose.

This document outlines certain current policies, but it is possible that these policies may be changed or modified as needed. I read and agree to these Policies and Procedures and would like to enroll my child in the Kumon Math and Reading Center of Miami Shores:

KUMON MATH AND READING OF MIAMI SHORES
ENROLLMENT CONTRACT
Center Policies and procedures



2023 TUITION FEE SCHEDULE

	Registration	Material	Tuition	Discounts	Deposit	Total Due	Total Due
NEW ENROLLMENT MONTHLY PAYMENT TUITION						1 Month	1.5 Months
First Student							
One Subject	\$ 50.00	\$ 30.00	\$ 210.00		\$ 210.00	\$ 500.00	\$ 605.00
Two Subject	\$ 50.00	\$ 30.00	\$ 420.00	\$ (20.00)	\$ 400.00	\$ 880.00	\$ 1,080.00
Sibling							
One Subject	\$ 50.00	\$ 30.00	\$ 210.00	\$ (15.00)	\$ 195.00	\$ 470.00	\$ 567.50
Two Subject	\$ 50.00	\$ 30.00	\$ 420.00	\$ (40.00)	\$ 380.00	\$ 840.00	\$ 1,030.00
NEW ENROLLMENT ANNUAL PAYMENT TUITION						12 Months	12.5 Months
First Student							
One Subject	\$ 50.00	\$ 30.00	\$ 2,520.00	\$ (180.00)	\$ -	\$ 2,420.00	\$ 2,615.00
Two Subject	\$ 50.00	\$ 30.00	\$ 5,040.00	\$ (420.00)	\$ -	\$ 4,700.00	\$ 5,085.00
Sibling							
One Subject	\$ 50.00	\$ 30.00	\$ 2,520.00	\$ (300.00)	\$ -	\$ 2,300.00	\$ 2,485.00
Two Subject	\$ 50.00	\$ 30.00	\$ 5,040.00	\$ (660.00)	\$ -	\$ 4,460.00	\$ 4,825.00
TRANSFER MONTHLY PAYMENT TUITION						1 Month	1.5 Months
First Student							
One Subject		\$ 30.00	\$ 210.00	\$ -	\$ -	\$ 240.00	\$ 345.00
Two Subject		\$ 30.00	\$ 420.00	\$ (20.00)	\$ -	\$ 430.00	\$ 630.00
Sibling							
One Subject		\$ 30.00	\$ 210.00	\$ (15.00)	\$ -	\$ 225.00	\$ 322.50
Two Subject		\$ 30.00	\$ 420.00	\$ (40.00)	\$ -	\$ 410.00	\$ 600.00
TRANSFER ANNUAL PAYMENT TUITION						12 Months	12.5 Months
First Student							
One Subject		\$ 30.00	\$ 2,520.00	\$ (180.00)	\$ -	\$ 2,370.00	\$ 2,565.00
Two Subject		\$ 30.00	\$ 5,040.00	\$ (420.00)	\$ -	\$ 4,650.00	\$ 5,035.00
Sibling							
One Subject		\$ 30.00	\$ 2,520.00	\$ (300.00)	\$ -	\$ 2,250.00	\$ 2,435.00
Two Subject		\$ 30.00	\$ 5,040.00	\$ (660.00)	\$ -	\$ 4,410.00	\$ 4,775.00

Parent/Guardian Name and Signature

Date

Kumon of Miami Shores, Ana Olaya, Kumon Instructor