



# Summer Enrichment Institute Summer 2010 Registration Form



*\*Only one student per registration form.*

Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Grade level in fall: \_\_\_\_\_ Parent(s)/Guardian: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My child is currently a student in the LAUSD, or will be enrolled in a LAUSD Kindergarten class in the fall.

**Directions:** Please fill in the course(s) that you would like to register your child in during the Summer Enrichment. By providing an alternate course selection the LAUSDEF will be able to quickly place your student into your second choice, should your original course selection be full. Course registration without alternate selections will be cancelled and payment returned if the course is full. By providing an email address the LAUSDEF will be able to confirm receipt of this registration form.

(1) Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Cost: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Name on Check: \_\_\_\_\_

Alternate Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

(2) Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Cost: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Name on Check: \_\_\_\_\_

Alternate Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

(3) Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Cost: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Name on Check: \_\_\_\_\_

Alternate Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

(1<sup>st</sup>-5<sup>th</sup> Grade ONLY) Do you need transportation between "Camp Fun In The Sun" and "SEI"?

If Yes: Please attach CFITS Transportation Consent Form, available for download at [www.losaledfoundation.org](http://www.losaledfoundation.org).

## Mail-in & Drop-Off Registration Based on Course Availability

PO Box 1210, Los Alamitos CA 90720-1210

*Please read the SEI Registration Policies on the back of this form.*

- I have included one check per course and have noted the course identification number (course ID# is found next to the class name in the summer catalog) and my child's first and last name in the memo section of the check.
- I have read the Summer Enrichment Institute Registration Policies on the back of this sheet and agree to the terms set forth by the LAUSDEF.
- I have enclosed the emergency contact form/behavior contract in my registration envelope.
- I consent to the *Photo Release* section on the Summer Enrichment Institute Registration Policies.

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

\_\_\_\_\_  
Date

## **SUMMER ENRICHMENT INSTITUTE REGISTRATION POLICIES**

### **Starting June 28' 2010**

- You must register at the SEI Office, located at Lee Elementary School from 7:30am-12:00pm or 1:00pm-3:30pm.
- Enrollment is first come, first serve. Classes may fill quickly, so register early!
- Use the registration form and envelope provided. (*One registration form & envelope per student.*)
- All registration materials must be included in registration envelopes (registration form, emergency contact form/behavior contract) and signed by a parent or guardian.
- Include your check or money order, made payable to LAUSDEF. **Use one check per course, per child and note the course identification number (course ID# is found next to the class name in the summer catalog) and your child's first and last name in the memo section of the check.**
- Students will not be officially enrolled until the tuition payment has been processed by the LAUSDEF.
- All courses listed in the SEI Course Catalog are for **ENRICHMENT** purposes **ONLY**, there is **NO** high school **CREDIT** given for secondary courses. Please see the LAUSD summer school registration for courses for credit.
- If your student qualifies for the free and/or reduced lunch program please contact Ondrea Reed (562) 799-4700 ext.80278 for information on reduced and/or free course enrollment fees.

### **Confirmation of Registration**

- You will receive a registration confirmation letter at registration time.

### **Tuition Payments**

- All fees are due at the time of registration.
- The LAUSDEF only accepts checks or money orders.
- A \$25 service fee will be charged for all returned checks.
- Although the LAUSDEF is a non-profit organization tuition for the LAUSDEF Summer Enrichment Institute classes are not considered a tax-deductible expense under current IRS guidelines.

### **Parent Initiated Course Schedule Changes & Cancellations**

The LAUSDEF hires its teaching staff based on confirmed enrollment. The LAUSDEF recognizes that a problem may arise requiring a schedule change or cancellation. Since scheduling changes can negatively affect enrollment loss of fees or an additional fee will be charged to offset this impact.

- Schedule changes are based on space availability and at the discretion of the LAUSDEF.
- A \$25 processing fee will apply to each parent-initiated schedule change.
- Fees arising from a schedule change must be paid at the time of the request and are not refundable.
- All requests for schedule changes and course cancellations must be in writing, to Ondrea Reed, [oreed@losal.org](mailto:oreed@losal.org), by parent or guardian.
- Classes cancelled by April 30<sup>th</sup> - \$50 Cancellation Fee
- Classes cancelled by May 31<sup>st</sup>- 50% Tuition Refund
- Classes cancelled on or after June 1 – NO REFUND
- Refunds will not be processed until July, and can take approximately 2-3 weeks to receive.

### **Student Attendance**

It is expected that student will attend class regularly and be on time. Attendance will be monitored in all classes. (Course hours 8am-3pm)

- Students shouldn't arrive earlier than 10 minutes before class and must be promptly picked up at the course ending time. There is no campus supervision for students before or after posted start and stop times of courses.
- Students are not allowed to leave a class early without being released to a parent/guardian or a named person on their emergency card.
- Refunds are not given for vacation periods, special events, short-term illness, or other personal commitments requiring an absence from class.

### **Dress Code**

All students will be under the dress code guidelines set forth by the LAUSD for attendance during the regular school year.

### **Student Behavior**

The student behavior contract is included in the registration materials and must be signed by a parent or guardian for a student to participate in the SEI. The contract is located on the back of the Student Emergency Card and is to be mailed in the registration envelope.

### **Student Photo Release**

On occasion, the LAUSDEF would like to use pictures of our students participating in classroom and outdoor activities during the SEI for advertising/marketing or publicity purposes. There is a box below the parent/guardian signature line on the registration form to check of you would like to "opt out" of this general student photo release.



# Summer Enrichment Institute Student Emergency Card

(Please complete one form per student.)



\_\_\_\_\_ M / F  
Last Name First Name M.I. Date of Birth

\_\_\_\_\_ ( )  
Street Address City Zip Code Home Phone

Current School Site School Site in September Grade in September

Parent/Guardian's Name (Relationship) Work Phone Cell Phone

Parent/Guardian's Name (Relationship) Work Phone Cell Phone

Student currently lives with: \_\_\_\_\_

After summer courses student will:  Walk Home  Be picked up by parent/daycare  Camp Fun in the Sun

**In addition to parents, student may be released to the adults (18 years and older) listed below:**

(1) Name Relationship Home Phone Cell Phone

(2) Name Relationship Home Phone Cell Phone

**There is a court order on file at my child's home school site restricting who may pick up the student from school.** Please initial:  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Please indicate any health problems of which the summer institute should be aware:**

Local Family Physician Address Phone

**Diagnosed Medical Problem(s): (Circle all that apply)**

**Asthma:** Inhaler needed at summer institute? Yes No  
**Diabetes:** Blood sugar testing in summer institute? Yes No Insulin Pump? Yes No Insulin Injections? Yes No  
**Life-threatening Allergy:** Bees Peanuts Latex **Other Allergies** \_\_\_\_\_  
**EpiPen needed at summer school?** Yes No Other meds? \_\_\_\_\_  
**Epilepsy ADD ADHD Autism Headaches Cramps Other:** \_\_\_\_\_

**Medication needed at summer institute?** Yes No Reason \_\_\_\_\_  
(Doctor's orders must be submitted to Summer Director for ANY /ALL medications. Medication can't be carried by a student.)

**Physical Limitations/Activity Restrictions?** \_\_\_\_\_

I understand that it is a parental/guardian responsibility to communicate with school staff about student medical/health needs. Yes  
\_\_\_\_\_ No \_\_\_\_\_

**If the above named student needs emergency medical treatment, and neither a parent nor the designated family physician can be contacted, consent is hereby granted for such emergency treatment as may be considered necessary in the opinion of the attending physician or emergency medical team.**



\_\_\_\_\_  
Signature of PARENT or GUARDIAN

\_\_\_\_\_  
Date



# Summer Enrichment Institute Behavior Contract



It is the goal of the Los Alamitos Unified School District Educational Foundation (LAUSDEF) to provide a positive, safe and secure classroom-learning environment for all students. To ensure that all students have equal access to success and a sense of well being during the LAUSDEF Summer Enrichment Institute (SEI) all parents must complete the SEI behavior contract.

I, \_\_\_\_\_, understand that my child,  
(Print Parent Name)

\_\_\_\_\_, will be held accountable to the following  
(Print Student Name)

conduct policies while attending courses through the SEI.

1. Students shall respect authority. This shall include conformance to school and classroom rules and regulations and those provisions of civil law that apply to the conduct of juveniles.
2. Student conduct shall reflect consideration for the rights and privileges of others and demands cooperation with all members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty and respectful relationships with others shall be maintained. Respect for real and personal property, pride in the student's work, and achievement within the student's ability shall be expected of each student.

*\*The above conduct guidelines were taken from LAUSD School Board Policy No. 715*

**(Please initial the following)**

I understand that my child needs to be picked up from the SEI at the posted ending time for his/her course.  
\_\_\_\_\_

I understand that if my child has to be removed from the classroom during the scheduled course time due to inappropriate behavior it will be my responsibility to pick him/her up from SEI earlier than the scheduled ending time of the course. \_\_\_\_\_

I understand that if my child engages in a physical argument during SEI, displays behavior that the LAUSDEF feels threatens the safety or well being of other students, or has to be removed from and SEI classroom on more than one occasion I will forfeit my course fee and my child will no longer be able to participate in SEI courses during the 2010 session. \_\_\_\_\_

\_\_\_\_\_  
Signature of PARENT or GUARDIAN

\_\_\_\_\_  
Date