



## Happy Beginners School of Learning

#32 Roxas Avenue, Brgy.39 Bacolod city Negros Occidental  
Government Recognition ER-013 S. 2015  
Telephone number: 445 - 3047

### ENROLLMENT CONTRACT WITH PARENTS

Parents, guardians, or other persons responsible for the child should read all the provisions of this contract, complete the required information, and sign and return the contract to the admission office. A student is accepted for enrollment when the contract has been delivered to **Happy Beginners School of Learning, Inc.**, and upon payment of the registration and enrolment fee. A signed copy of the contract will be returned to the parents prior to the start of the child's sessions. No amendment of this contract, and no alteration or addition to the printed terms hereof, will be effective without the express prior written approval of the School Administrator.

#### ENROLLMENT IS CONDITIONED UPON THE FOLLOWING TERMS:

1. Submission of all the admission requirements (NSO, 1X1 PICTURE) of Happy Beginners' School of Learning is required for the enrollment of the student.
- 2. Acceptance of enrollment constitutes an agreement to pay the corresponding one-time registration fee and monthly account on or before the 5th of the month.**
3. If the monthly dues have not been paid consecutively for two (2) months, the school may discontinue the services provided to the child. The School is entitled to be reimbursed for any attorney's fees and collection of any unpaid balance.
4. An account is considered delinquent if not paid on or before the 5th of the month. A late payment fee of Two Hundred Pesos (P200.00) per week will be charged on a delinquent account.
5. The tuition fee is calculated on the basis of the entire year. No deduction will be made from tuition for absence during the school year regardless of the cause of such absence.
6. The student and their parents agree to comply with and be subject to the school's rules and policies as set forth in this contract, as amended from time to time, and as may be announced by the school.

In consideration of the acceptance of this Contract by the school, the undersigned agrees to be bound by the provisions of this Contract.

Students Name \_\_\_\_\_  
Parent's Name \_\_\_\_\_  
Parents Signature \_\_\_\_\_  
Date Entered \_\_\_\_\_

## SCHOOL GUIDELINES

### **A. GATHERINGS, SUCH AS BIRTHDAY PARTIES, ARE NOT ALLOWED DURING THIS TIME OF PANDEMIC.**

### **B. PARENT ORIENTATION**

An orientation is held at the start of every school year. The purpose of this orientation is to discuss preschool/SPED policies and curriculum for the smooth operation of the school, and for the guidance of the parents and guardians.

### **C. ATTENDANCE**

On a day that a child is absent, parents or guardians should call the school at 445-3047 or message us through our FB page HAPPY BEGINNERS SCHOOL OF LEARNING INC., to report the absence. It is the parent's responsibility to inform the school of prolonged periods of absences.

### **D. SCHEDULE**

Any request to change the child's schedule must be arranged with the school administration. Parents should also fill out the form given by the school secretary. Requests will be accommodated depending on the availability of slots.

### **E. WITHDRAWING FROM PROGRAM**

The school's program is individualized and designed for a one-year intervention. If the parents decide to withdraw from the program, a written notice should be provided to the school one (1) month in advance of the child's last day. For the Preschool program, tuition fees will be charged until the end of the current year. For the SPED Program, any pre-paid tuition in excess of the quarterly fees will be refunded.

As our tuition fee is charged on a monthly basis, regardless of the starting date or number of days the child attended school, parents are obliged to pay the tuition fee for the whole month.

In addition, if the parents fail to inform the office that they will withdraw from the program, or if the child only attended school for less than a month, parents are still obliged to pay the tuition fee for the whole month.

### **F. Medication**

Medications will not be given to the children by any school personnel. It is the responsibility of the parents/guardians to make arrangements to come to school to give the prescribed medication to their child.

### **G. Illness**

Children who are sick, with temperatures of 37.5C and above, or if they have a **fever, colds, flu, or** any other illness, will not be allowed to attend school anymore. Parents are advised to let their children stay at home when they are sick.

### **H. Toys and Jewelry**

**Bringing of toys to school is prohibited.** Children are also not permitted to **wear jewelry such as necklaces, bracelets, and watches, for security reasons.** It can be a dangerous hazard as well. The school is not responsible for the loss of any such item.

### **I. TUTORIAL CLASSES**

We allow our teachers to handle tutorial classes or enhancement programs for our students, provided their fees should be paid on the first day of the month at the office.

## **J. PARTNERSHIP BETWEEN PARENTS AND THE SCHOOL**

Parents are highly encouraged to coordinate with the teachers on their children's daily activities, to check daily the Reminder notebook, and to have a constant follow-up at home.

**K.** Teachers will not release the child to Guardians, not on our list.

**L.** For past due accounts, please give the finance office a promissory note. Teachers will not admit a child without a promissory note signed by the parents or guardian.

## **M. PARENT-TEACHER CONFERENCE**

A Parent-Teacher Conference (PTC) shall be scheduled by the school.

**For SPED students** - PTC is scheduled after the first month of admission and every quarter for the assessment of the Individualized Educational Plan.

**For Preschool and Elementary students** - PTC is scheduled every end of the quarter.

However, if there is a need, it may be scheduled earlier, or more often, by either party. There shall at least be a week's notice for the PTC. Please call the school for any request for a PTC, as the need arises.

## **N. CONFIDENTIALITY**

Any information, assessment, and document of the child shall be treated with the utmost confidentiality. The school administration will not release information about the child's record to anyone except the parents.

## **O. WEATHER**

The School shall be guided by the pronouncements of the Bacolod LGU and Department of Education on suspension of classes on account inclement weather shall be followed by the School accordingly.

SIGNAL #1: NO CLASS PRE-SCHOOL and BEGINNERS SPED CLASS

SIGNAL #2: NO CLASS PRE-SCHOOL, BEGINNERS AND TRANSITION SPED CLASS

SIGNAL #3: NO CLASS / SCHOOL OPERATION WILL BE SUSPENDED

**P. RESPECT SCHOOL PERSONNEL.** We encourage everyone to accord the school personnel and teachers with respect and courtesy. In case of any complaint, please go to the office calmly and clearly discuss the concern with the school administration peacefully.

**Q.** This is to acknowledge that we are aware of, and consent to, Thru recording of class via CCTV cameras in the premises of Happy Beginners School of Learning. We are aware that the installation of CCTV cameras is for the objectives of security, feedbacking, and review.

## **UNDERTAKING**

I, \_\_\_\_\_ have read and understood the admission procedure of Happy Beginners' School of Learning, Inc., as well as their school guidelines. I hereby declare that I understood the same and will abide by them.

Student's Name \_\_\_\_\_ Date Enrolled \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's  
Signature \_\_\_\_\_

**SAFETY GUIDELINES AND HEALTH PROTOCOLS DURING THE  
PANDEMIC  
FACE TO FACE CLASSES**

1. Both parent/guardian and child need to wear a face at all times in observance of government-mandated health protocols.
2. Food will not be allowed inside the room to lessen physical contact between the teacher and the child. Parents are highly encouraged to feed their children before going to school.
3. A one-on-one session is highly encouraged, but with a 1.5 meters distance inside the classroom.
4. Footbath and temperature check is available upon arrival to ensure the safety of the students and teachers.
5. Classrooms are disinfected at the end of every session, in preparation for the next student.
6. Teachers are provided with vitamins, and they must strictly follow the safety guidelines and health protocols.

**MODULAR LEARNING**

- The school will send the materials to the house of the child.
- Parents will be given instructions thru messenger or over the phone for the date of submission of these materials. Summative and periodical exams will be given one on one at Happy Beginners School of Learning Inc. at the Parent's preferred time.

**DISTANCE LEARNING**

- Happy Beginners' School of Learning will disinfect the room used by teachers for online teaching after each session.
- Teachers are trained to use Google classroom for the presentation of lessons and Google forms for summative tests and periodical exams.

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