

# C3 CYBER CLUB MEMBERSHIP AGREEMENT FORM



## Student Information

 New Student

 Returning Student

Last Name		First Name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB / /	School Name	

## Parent/Guardian Information

Name	SSN#	Phone (H)	
Phone (W)	Phone (C)		Email
Address	City	State	Zip Code
Relationship to Student	Employer		Occupation/Title

## Parent/Guardian Information

Name	SSN#	Phone (H)	
Phone (W)	Phone (C)		Email
Address	City	State	Zip Code
Relationship to Student	Employer		Occupation/Title

## Emergency Contact #1

Name	Relation to Child	Phone (H)
Phone (W)	Phone (C)	

## Emergency Contact #2

Name	Relation to Child	Phone (H)
Phone (W)	Phone (C)	

## Medical Information

Doctor's Name	Address
City	Insurance Co.
Allergies, medications, conditions or physical limitations C3 staff and emergency personnel should be aware of.	

## PERSONS AUTHORIZED TO PICK UP CHILD (Other than Parent)

1)Name	Phone (H)	(W)	(C)
Address			Relation to Child
2)Name	Phone (H)	(W)	(C)
Address			Relation to Child

Parent/Guardian Signature Required _____ Date _____
---

# C3 CYBER CLUB MEMBERSHIP AGREEMENT FORM

## Payment Schedule and Federal Disclosure

<b>SELECT PAYMENT CONTRACT</b>	<input type="checkbox"/> Month to Month <input type="checkbox"/> 6 Months <input type="checkbox"/> Full School Year	Membership Starting Date _____ Membership Ending Date _____
<b>SELECT GRADE</b>	<input type="checkbox"/> K-5 <sup>th</sup> Grade <input type="checkbox"/> 6 <sup>th</sup> -8 <sup>th</sup> Grade	
<b>SELECT PROGRAM</b>	<b>Basic Program</b> <input type="checkbox"/>	<b>Enhanced Program</b> (Choose one) <input type="checkbox"/> Computer Classes <input type="checkbox"/> Martial Arts Classes <input type="checkbox"/> Gymnastics
	<b>Premium Program</b> <input type="checkbox"/>	<b>For the Premium Program</b> (Choose one) <input type="checkbox"/> Computer Classes +Gymnastics <input type="checkbox"/> Computer Classes + Martial Art Classes
<b>SELECT DAYS</b>	<input type="checkbox"/> 5 Days <input type="checkbox"/> 3 Days <input type="checkbox"/> 2 Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
<b>SELECT PAYMENT DATES</b>	<input type="checkbox"/> <b>Every 2 weeks</b> (must pay by 11 <sup>th</sup> business day, usually Mondays) <input type="checkbox"/> <b>Every 4 weeks</b> (must pay by 21 <sup>st</sup> business day, usually Mondays)	

### Amount Received: OFFICE USE ONLY

<b>WEEKLY PROGRAM FEE</b>	\$ _____ + _____ + _____ = \$ _____	Weekly Program Fee	Field Trip Fee (\$9)	Tutoring Fee	Total Before Discounts
<b>WEEKLY GRAND TOTAL</b>	\$ _____ - _____ - \$ _____ = \$ _____	Total Before Discounts	10% Sibling Discount	Credit	Weekly Grand Total
<b>1<sup>st</sup> PAYMENT TOTAL</b>	\$ _____ x _____ + \$ _____ = \$ _____	Weekly Grand Total	Payment Weeks (2 or 4)	Registration Fee	1 <sup>st</sup> Payment Total

<b>PERIOD PAID FOR AT REGISTRATION</b>	<input type="checkbox"/> CASH <input type="checkbox"/> PAYMENT <input type="checkbox"/> CREDIT	<input type="checkbox"/> Pay by Check/Credit Card When Invoice is due	<input type="checkbox"/> Charge to Credit Card on file
<b>PAYMENT RECEIVED</b>			
<b>NEXT PAYMENT PERIOD</b> _____	<b>NEXT FIXED PAYMENT AMOUNT</b> _____ (Weekly Grand Total X Payment Week)		

**Default and Late Payments:** Should you default on any payment obligation as called for in this agreement, the entire remaining balances shall be deemed due and payable upon demand, and you agree to pay allowable interest, and all cost of collection including, but not limited to, collection agency fees, court cost and attorney's fees. All returned payments will be charged a \$45 returned fee. Should any monthly payment become more than seven days past due, you will be charged a \$25 late fee to cover additional administrative expenses and other expenses related to collect your payment.

### EASY – PAY EFT AUTHORIZATION FORM

I \_\_\_\_\_, elect to pay my membership fee by Electronic Funds Transfer (EFT) or credit card.  
I \_\_\_\_\_, authorize C3 Cyber Club to debit my payment by the method indicated below and post it to my account as: C3 Cyber Club (membership charges). I understand that a \$45 dollar charge will be assessed for all returned items.

_____	<b>Visa</b>	<b>AMEX</b>	Exp. Date: ____/____/____
Name as it appears on Credit Card	<b>Discover</b>	<b>MC</b>	VIC # _____
_____	_____		
Credit Card Number	Account Holder's Signature		
_____	_____	_____	_____
<b>Billing Address of Cardholder</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

This form of payment, if discontinued, does not release you from your payment obligation or membership agreement.  
By signing this I understand that I have reviewed the Guidelines, Rules and Policy, and I am agreeing to all policies and procedures for C3 Cyber Club's programs. I also understand that my child(ren) is in agreement with the C3 Cyber Club's Rules and Regulations.

Date: ____/____/____	Parent's/Guardian's Signature: _____
Date: ____/____/____	C3 Cyber Club Representative Signature: _____

## GUIDELINES, RULES, POLICIES

**Rules & Regulations:** We expect children to be honest, respectful, fair, trustworthy, and responsible. Children will refrain from abusive language and aggravating others by teasing, fighting, kicking, or pushing. We do not allow any misbehavior in our club. Children who consistently misbehave or who become disruptive will be disciplined by the following means: Removal of FUN time, or written acknowledgement for the improper behavior, restriction from a specific event, phone call home, and other arrangements agreed upon by staff and parents, and finally removal from the program. No refund will be given if your child is removed due to disciplinary actions. Children will remain seated and wear safety belts at all time. We will give them one warning. If they do not wear their safety belts they will be suspended from riding in the C3 Cyber Club vans.

**Membership fee & Registration:** Membership fee is payable to the program your child is registered. If payment is not made the time it is due there will be a \$25.00 late fee and an additional \$5.00 per day until paid in full. There will be a \$45.00 returned check fee and a \$2.00 per day late charge from the date tuition was due until the tuition is paid in full by cash, money order or cashier's check only. C3 Cyber Club shall not pick-up your child from school until Membership fee is paid in full. I understand that full Membership fee is due even if my child is absent for one or more days during the week. I understand and agree to pay a registration fee, as stated at the time of enrollment. I understand that this registration fee is not refundable. I understand and agree to authorize C3 Cyber Club to charge my credit card that I have on file for any fees I owed or any past due invoices over 25 days. The Membership fee schedules do not include winter break, spring break and summer camp.

Parent's Initials \_\_\_\_\_

**Termination Fee:** C3 members who have signed up for 6 months or full year contract have agreed upon our terms and conditions to received discount benefits. Should you terminated the contract early, the entire remaining balances shall be deemed due and payable upon demand, and you agree to pay allowable interest, and all cost of collection including, but not limited to, collection agency fees, court cost and attorney's fees.

Parent's Initials \_\_\_\_\_

**Late Pick Up:** Parents/Guardians must pick up their children at or before the scheduled ending time of their registered program. There is a late charge fee of \$10.00 for the first 15 minutes of tardiness and \$10.00 per every 10 minutes thereafter.

Parent's Initials \_\_\_\_\_

**Holidays:** We will be closed on Thanksgiving, Fourth of July, Christmas Day, New Year's Day, Memorial Day and Labor Day.

**Illness/Sick Days:** If your child is sick and will not attend school, we must receive a call in the morning. If you child goes home sick from school we must receive a call no later that 1:30pm that afternoon. We will not issue a refund but the day can be made up another time. If your child has had a fever, a constant cough, extremely running nose, or other contagious symptoms, we will contact you to pick up your child immediately.

Parent's Initials \_\_\_\_\_

**Holidays/Snow Days/School Closed:** During Teacher work days, Student holiday, Snow Days, Winter Break and Spring Break, we will offer full day camp for our students at additional fees.

During Winter Break holidays, you are not charged for normal after school program tuitions. Winter break camp fees are optional and you must pay for camp fee's if you choose to enroll. **During Spring Break holidays, you are still responsible for paying for the normal after school tuition fees even if your child does not attend our Spring Break Camp.** If you choose to enroll your child in our full day Spring Break Camp, in addition to normal after school program fees, you will have to pay for extended hours fee (7:30am to 2:30pm), field trips fees (if available).

Parent's Initials \_\_\_\_\_

**Schedule Changes:** If you need to change the days of your child's registered schedule we must have at least 7 days advance notice. If your child will not be attending for a period of time we need 7 days advance notice. If your child is not going to attend C3 Cyber Club Daily Camp on the scheduled day, please call and let us know by 1:30pm. Otherwise, there will be a fee of \$10.00 charged to your account for no call, no show

**\*\*Program schedules and teachers may change without notice. \*\***

Parent's Initials \_\_\_\_\_

**Snacks:** Children should bring their own snacks each day. No food that will spoil and no glass containers permitted. If your child is bringing their own snack, they must ask for permission to consume it from the teacher.

**Snack Pass/Account:** Parents can purchase snack pass for their children to purchase snack foods on the premises. C3 Cyber Club is not responsible for any food items purchased and will not be held liable for any allergic reactions, or conditions associated with food items.

Parent's Initials \_\_\_\_\_

**Personal Items:** Children should not bring any valuable items. Any personal items they do bring must be clearly labeled with their first and last name. The staff cannot hold money or other valuable items for children. We are not responsible for items that are lost or stolen at our facility.

**Emergencies:** If an emergency occurs, we will contact the first name of the registration form. If that person is not available, we will call the emergency contact. Please make sure this information stays up to date at all times.

**Drop in facility:** *Please read carefully*

C3 Cyber Club is not a licensed child day care center. We are categorized as a computer education/entertainment center, where we offer a variety of different services such as after school computer programs, computer Spring & Summer camps. By initial and signing the form, each parent or guardian understands that C3 Cyber Club is a drop-in facility and as required by Virginia law 63.2-175 (A) (2) my child is free to enter and leave the premises without permission or supervision of C3 Cyber Club Staff. Each parent or guardian have read and discussed the above policy with a facility representative; however, as a parent I reserve the right to direct my child not to leave the facility until I arrive.

Parent's Initials \_\_\_\_\_

**Liability Release:** By signing this registration I absolve C3 Cyber Club of any responsibility for ANY accident or injury that may occur. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries/illness which may result from my child's participation in any activities or the use of any equipment. I hereby release and discharge C3 Cyber Club, its agents, servants, and employees from any and all claims for injury, illness, death, loss or damage with my child may suffer as a result of my child participation in these activities. I give permission to C3 Cyber Club to use, without limitation or obligation, photographs, film footage, my child's image or voice for purpose of promoting or interpreting C3 Cyber Club programs. My signature will also serve as permission for C3 Cyber Club to transport my child to and from school (including field trips).

**We require a 15 days written notice of withdrawal from month to month contract customer. Failure to provide such notice will result in a charge equal to the amount of two weeks tuition**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## THE CYBER PLEDGE

*At the C3 Cyber Club we take the happiness of your children very seriously. We want everyday here to become a happy memory for them. Therefore we work hard at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement, please read over it with your children and be sure they understand what it is, and why they 're signing it. This will help us help them have a wonderful experience at C3 Cyber Club program*

*Thank you!*

- I promise to respect other people's belongings by not touching/using their stuff without permission
- I promise to respect other's personal space by keeping my hands and feet to myself.
- I promise to respect other's feelings by having a positive attitude when talking to them and not talking down to others
- I promise to use appropriate language. Which does not include any swear words or negative remarks. (I.E. "Shut Up", "Stupid", "Dumb", etc...)
- I promise not to yell while inside C3 Cyber Club facility and I will use my inside voice when speaking.
- I promise to put my backpacks inside cubbies and hang my jackets. Not to throw them on the floor
- I promise to clean up the area when I'm done eating and playing. That means roll up controllers (xbox,wii,game cube, guitar, etc..), push in the chairs, hang up head set, throw away my own trashes.
- I promise to immediately inform the staffs if I need something to be mopped or swept. We won't be mad if you tell us, but we don't want to find it later
- I promise to always encourage and help my club members and never insult them
- I promise to always follow directions and listen to the staffs.
- I promise to respect the property of the C3 Cyber Club.
- I promise not to hit or fight with other club members.
- I promise to show respect to counselors by saying hi when I come in and say bye when I leave the premises

Not abiding by these rules can result in suspension from the program. All incidents will be handled on a 4 incident system, except hitting/fighting. Hitting/fighting will be an immediate 1-day suspension from the program.

### Penalties and Consequences

<b>FIRST INCIDENT:</b>	Deduct playing/free time
<b>SECOND INCIDENT:</b>	Taking a privilege away
<b>THIRD INCIDENT:</b>	Written Warning/parent meeting
<b>FOURTH INCIDENT:</b>	Suspension or expulsion from the C3 Cyber Club

Parent Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

Revised 3/20/10