

# Click and Learn Adventures Policies

We are so excited that you have decided to make Click and Learn Adventures a part of your child's education.

## Class Description:

Every class combines a fun learning adventure with sophisticated technology concepts in a creative way that teaches your child to use computers as a tool. Children work on their own wireless laptops using Imagine Tomorrow software that is custom built for each lesson and scaffolds to your child's academic and technical ability levels. Small class led by certified Imagine Tomorrow® teacher. Parents receive online password to access lessons learned each class and software activities for reinforcement at home!

## Enrollment

We are currently enrolling for our portable program at preschools, daycare facilities, and other public locations. Our enrollment process is easy. You may enroll online at [www.clickandlearnadventures.com](http://www.clickandlearnadventures.com), over the phone (806) 441-0431 or by filling out the registration form attached.

**Students will be automatically re-enrolled in the next session unless we receive written notice 2 weeks prior to the start of the next session.**

Your child may enroll at any time and receive a prorated tuition. Please call for rates and availability. Please note that some locations have a waiting list.

We must have an enrollment form for each child that is in our classes. The teacher assigned to your facility will provide forms to your location.

## Payment Policy

Upon enrollment you can choose a payment option that fits your budgetary needs. Currently we have payment options:

- **Automatic Monthly Billing** - provide debit or credit card information on our secure website and your tuition will be debited on the 1<sup>st</sup> of each month. This form of payment will receive a discount beginning Summer 2011.
- **Online Payment** - you can pay class tuition amount by registering online and choosing the pay by credit card option.

- **Pay by Check** - There is a lock box located at the facility and you can put a check in the box. Our teachers will check the box when they come to facility for classes. Payments are due on or before the first class session of the month. There is a slight increase in this form of payment starting Summer 2011.
- **Late Fee** - Payment is due at the first of the month, but will be accepted any time. However, after the 10<sup>th</sup> of the month you will be billed a \$10.00 late fee.
- **Collection Accounts** - Students will be dropped from our class rosters after 30 days of non-payment, but accounts will accrue a \$10.00 fee for each month that the account is not paid in full. Accounts that must be sent to our outside collection agency will also incur a \$25.00 collection fee.

## Closings & Weather Days

We follow the local school closings.

**Make Up Days** - We have a make-up day built into the session in case your child is absent during the 8 week session.

## Publicity:

We have ongoing recruitment at our facilities and other locations and would love to use your student in our advertising. If you don't mind your student being pictured in marketing materials, please fill out and turn in the photo release form.

## Holidays:

Our company does honor certain holidays and will provide you with a list each semester of holidays observed. We added some when we lowered our prices.

## Birthday Parties:

We have recently launched our mobile birthday parties. We can bring computers to your location for a computer detective party. Call for information and pricing.

## Contact Information:

If you have any questions or comments, please contact us.

Angela O'Brien, Owner/Director  
Click and Learn Adventures  
(806) 441-0431

[www.clickandlearnadventures.com](http://www.clickandlearnadventures.com)  
[info@clickandlearnadventures.com](mailto:info@clickandlearnadventures.com)