

Please purchase a JoKhyKi membership for optimum discounted prices. You do not have to be a member to attend a track out camp however, if you do purchase a membership your administration fee will decrease. There is a \$50.00 minimum per non-member and \$15 minimum per member for administration fees. All administration fees are non-refundable. An administration fee for each program varies and should be found on www.jokkhyki.com website and/or registration form. First payment for program fees is due 2 weeks prior to program starting unless other arrangements were previously made.

I. Registration Forms

A registration form must be completed and turned by end of registration deadline. Fees must be in the exact dollar amount. We accept most forms of payment except personal checks. Members receive registration priority. Most programs have open registration for members first then public.

II. Payment of Fees

Payment fees are due on the 5th and 20th of the month. Payments are divided into no more than three payments prior to camp unless other arrangements were previously made. Please see Jokhyki Enterprise Corporation participation terms and agreement to pay, signed when membership dues were paid. Fees are the same regardless of the number of days your child attends. Additional money may be needed based on program participation and trips if not specified at time of registration. Parents will receive advance notice for money needed for special trips and community exposure.

III. Memberships

Students who have a membership will have priority registration. All memberships fees but be paid in advance before registering for any program or the participant will pay non-membership fees for programs. Administration fees are discounted for members and full administration fee for non-members.

IV. Late Pick-Ups

If your child is not picked up within 5 minutes after the program (ex. 7:00pm program end child must be gone by 7:05pm) ends there will a fee of \$10.00 per 15 minutes up to the first 30 minutes and \$20.00 per 15 minutes after 30 minutes. No child can return until the late fees are paid. The continual payment of all regular program payments must be paid regardless of attendance due to late pick-up fees. Students may not register for further programs until late-payments are paid.

V. Signing In and Out of Student

Each child must be signed in and out of the registered program by either a PARENT or LEGAL GUARDIAN. That individual must be 21 years of age and must be listed on the authorization section of the application. If a student uses their own transportation the parent must sign a "Permission to Accept and Release Student" to allow students to sign themselves in and out of the program. When available and appropriate an email will be sent to parents that signed the "Permission to Accept and Release Student" to inform parents of time of arrival and dismissal.

Program Overview

Jokhyki Enterprise Corporation education programs provide a safe, stimulating environment for student whose family situations require intervention, exposure, and supports for school age children. Students must be enrolled in a North Carolina (NC) School via public, charter, private, or homeschool. Students that are suspended from any school within NC will be accepted after interviewing with a Sr. Education Consultant or qualified staff. Programming with pre-k students is also available and must be accompanied by parent or legal guardian to all programming throughout the entire participation of the program unless the program specifies otherwise.

Program Policy and Procedures

All students from pre-k to 12 grades are eligible to be enrolled in programs that are age appropriate. Parents/Guardians must acquaint themselves with the program policies and procedures and determine if the program parameters meet the needs of their child and family schedule.

Program Directors have the option to include other students from other programs within the Education programming. Inclusion of students from another program must not interfere with:

- Safe operation of program
- The ability of the program to provide required staffing levels for safe supervision of students
- Waiting list slots for students enrolled at the program

Staff Ratio

Jokhyki Enterprise Corporation Education programs are staffed at a minimum of 1 program staff at all times, with a ratio of 1 program staff to 12 student participants.

Arrival of Children

Upon arrival, parents are required to enter the program to drop their children off unless they are a pre-k student or the program required parent involvement. Parents must sign student in.

Inclement Weather Procedures

If weather is unsafe programs will cancel for that day until safe weather permits. Make-up days in most cases will be allowed and arrangements will be made. No refunds will be given and regular scheduled payments are still required.

In Case of Illness

If a child becomes ill, the parent or designated adult will be called to pick up the child as soon as possible. All parents must provide an emergency number, which can be called if the parent cannot be reached. In addition, the name of the child's family physician is kept on file at program site. The child will be kept comfortable and watched until someone arrives. Slight injuries that occur will receive first aid. If the child contracts a communicable disease other than a cold, parents should notify the school.

Discipline Procedures

It is important that children respect themselves, other people, and property. Discipline should be viewed in very positive manner with appropriate activities, mutual respect, adequate planning, and consistent supervision contributing to a climate in which self-discipline can flourish.

The teacher will set aside time during the first week of school to develop and discuss guidelines, procedures and rules with the children. These will be reviewed as necessary throughout the school year.

Occasionally, children will need to be removed from a situation when they cannot act appropriately. The student may be taken to the office or another place to regain his/her composure.

If problems with a child seem to arise frequently, the parent will be notified and a conference scheduled to discuss these concerns. Persistent and/or severe misbehavior may result in the child being withdrawn from the program. *Please see the Discipline Policy and Behavior Management Policy for parent's signature.*

Enrollment Information

Parents will fill out a Jokhyki Enterprise Student Program Application to enroll their child. Forms are available www.jokhyki.com website and in their principle office at 4909 Waters Edge Drive Suite 202 Raleigh, NC 2706. There are various



registration fees based on program participation. Registration forms will have the appropriate fee. Student Program Applications are given at registration and should be returned at Parent/Student Orientation.

If a parent wishes to end their child's enrollment in the program, an Enrollment Termination Form must be completed by the parent. Payments are not refunded if termination occurs.

Activities

Supervised activities such as games, stories, music, arts, and crafts, office campus trips, and outside play are offered. Students may also do homework, however at least three different activities will be provided. In addition, off campus planned trips or resource people brought in on special days.

Payment Schedule/ Fees

Fees are due on the 5th and 20th of every month if they are not paid in full before program begins. Fees are not prorated for any reason including a child's illness, family vacation, or change in the work schedule, etc. Fees from time to time are discounted and/or removed depending on corporate sponsorships and/or grant funding.

Payment Types

Cash and all forms of payment except checks are accepted however a receipt must be given at the time of payment. If staff cannot provide a company approved receipt payment cannot be taken. If parent does not receive a receipt of payment or one is not on file students will not have permission to participate until verified payment is made.

Late Payment

If payments are not made on time there will be a late fee of \$5.00 or 3 percent whichever is greatest. Parents understand that Jokhyki Enterprise is the parent company of the subsidiary program you are participating in and both have legal rights to collect on any current or outstanding balances for services that have been or will be rendered to your child. Services rendered will receive an invoice to responsible party for payment. Responsible party's name will be found in the "Financial Responsibility Statement" filed safely in the membership records. If parent desires to discontinue services with any subsidiary program of Jokhyki Enterprise Education programs they must contact them in writing. Parents understand that the effective date of discontinued services will be the date of response from Jokhyki Enterprise in writing. This notice will serve as the discontinued notice of services.

