



Welcome to CoLab Learning and After School Workshop!

As well as CoLab Learning, our remote and hybrid learning support program, we are continuing to offer After School Workshop.

- Fully remote learning, Monday - Friday, from 7:30 am until 12 pm or 3 pm or 6pm
- Hybrid learning, Monday - Friday, from 12:00 pm until 3 pm or 6pm
- After School Workshop, Monday - Friday, from 3:30pm until 6pm.

We will assist students with remote learning and assignments for the duration of a school day. Students would log on to remote learning when they arrive. This means students would need to arrive before their start time so they can be ready to log on.

From 3:30pm our program consists of various STEAM projects that represent hands-on creative experiences. Our professional artists teach the students about various techniques, media and art movements. Our facility provides indoor as well as outdoor space, in addition to a ceramics studio equipped with a kiln and a maker space equipped with a 3D printer and other tools.

Please send your child with their snack and a water bottle. They will also need a nut-free lunch if they are here for lunch. If you would like us to store food for the week we'll gladly do so in our refrigerator or cabinets. Please make sure to write your child's name on all belongings.

Attached to this letter is a full CoLab Learning and After School Workshop enrollment packet.

Thank you for allowing us the opportunity to provide this educational and artful experience to your children!



For attendance beginning (Month/Year): _____

Child's Name: _____ **Birth Date:** ___/___/___ **Sex:** F / M / other
(Last/First)

Address: _____ Zip: _____ Phone: _____

School Name: _____ Grade: _____ Teacher: _____

Allergies: _____

504 plan / IEP / accommodations Magical Minds should be aware of:

Parents' Information

Parent/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Alt Phone: _____

Email: _____

Parent/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Alt Phone: _____

Email: _____

Health Insurance

Company: _____ Policy # _____

Group #: _____ Holder: _____

Has your child ever attended any After School Program/Workshop? Yes/No

If Yes, When?: _____ Where?: _____



Policies and Fees

Entering and exiting Magical Minds:

Your child must have their mask on before arriving at Magical Minds. Our teacher will take your child's temperature before they enter Magical Minds. They will not be allowed to attend with a temperature of 100F or higher. Parents will not be allowed into the Studio, but will be asked to wait for the all clear from their child's temperature check.

At pick up time parents will wait outside of Magical Minds, and their child will be sent out to them.

Masks:

Students will be required to wear face-covering when appropriate as defined by the CDC and will follow appropriate social distancing guidelines. Students will be required to keep their mask on if they are not able to maintain 6-ft distance from others. Students will not be required to wear masks outdoors unless they are playing close to other people

Absences:

Students that are absent are still required to pay for their full scheduled time. We reserve a seat for your child each week and we do not replace that seat with another child even if the student is absent. *In the event we have room, we will allow for make-up days.*

There are no refunds unless Magical Minds Studio withdraws or dismisses a child due to disciplinary reasons.

If your child will be absent, please notify the Studio by phone or email as soon as you are aware of the absence. Please either call, 708-948-7934, or email, claire@magicalmindsstudio.com

Early Withdrawal:

If you withdraw early we require at least 2 weeks notice (10 business days) in writing via email to haj@magicalmindsstudio.com and/or claire@magicalmindsstudio.com. Early withdrawals are required to pay for your scheduled days through the 2 week notice period. The period is calculated from the day that notice is given.

Pick-up Time:

Each parent is responsible for picking up their child or arranging for an adult to do so. When signing up you will choose 12pm, 3pm or 6pm for your pick up time.

District 97 and/or state-wide closures:

We will offer care on days when District 97 is closed (Institute Days, Winter/Spring Break, and other state and federal holidays). Times are TBA and based on enrollment. An email will go out to all the parents with a schedule, and dates will be posted on our website.

In the event that shelter in place is ordered again, Magical Minds will close its doors.

In the event of snow days we will be open unless there is an extreme weather warning.

iPads, tablets and headphones:

Students will need to arrive with their e-learning equipment charged. We'll have outlets for them to charge at when their batteries run low, so they will also need to make sure they bring their chargers. Our teachers will be on hand to help the kids with tech and e-learning support as well as their assignments. Students may only use their e-learning equipment for school work.

PLEASE CIRCLE the days of the week and pick up time your child will attend Magical Minds (we require a 2 day minimum):

	5 Days per week	4 Days per week	3 Days per week	2 Days per week
CIRCLE the days of the week your child will attend and pick up time:	Full Week	M Tu W Th F (circle 4 days)	M Tu W Th F (circle 3 days)	M Tu W Th F (circle 2 days)
7:30am - 12pm (fully remote)	\$750.00 (per month)	\$180.00	\$135.00	\$90.00
7:30am - 3pm (fully remote)	\$1,000.00 (per month)	\$300.00	\$225.00	\$150.00
12:00pm - 3pm (hybrid)	\$775.00 (per month)	\$160.00	\$120.00	\$80.00
12:00pm - 6pm (hybrid & After School Workshop)	\$1000.00 (per month)	\$300.00	\$225.00	\$150.00
3:30 pm - 6pm (After School Workshop)	\$575.00 (per month)	\$120.00	\$90.00	\$60.00
These fees are accurate for the 2020-21 e-learning and hybrid learning school year				

10% discount for siblings attending fully remote until 3pm and/or hybrid learning until 6pm for 3 or more days.

Terms of Enrollment:

1. Families will be charged for the exact number of days they are scheduled per month or per week, depending on the payment schedule you select. You will not be charged for dates when District 97 is closed.
2. You may authorize Magical Minds Studio to charge your credit card on the first of each month or weekly on Mondays. Late payments will result in a late charge of \$25.
3. Failure to complete all payments on time will result in forfeiture of child's enrollment in the after school workshop and all fees paid to date.
4. Magical Minds Studio will not be responsible for damaged or lost property.
5. Magical Minds Studio reserves the right to use all pictures taken for publicity purposes, unless you elect not to sign the Consent and Release Form (page 7).
6. Cost of trips and special events are NOT included in the fee. Additional fees may apply.
7. I understand that Magical Minds Studio reserves the right to suspend or terminate a child's enrollment due to unacceptable behavior issues.
8. Once a deposit has been made, no refunds or credits will be issued.
9. Magical Minds Studio does not refund for absences. Please review Absences in our Policies and Fees section (page 2).
- 10. If you withdraw early, before the end of the school year, we require 2 weeks notice (10 business days). Early withdrawals are required to pay for your scheduled days through the 2 week notice period.**

Signature of Parent or Legal Guardian _____ Date _____



Family Information

Child lives with:

___ Both parents ___ Mother ___ Father ___ Guardian(s)

Is there a court order protecting the custody of this child? _____ Yes _____ No

Please describe any court order or information related to your child(ren) that Magical Minds Studio should be aware of.



Child Pick Up Information

Please list all persons allowed to pick up your child from Magical Minds Studio.

Please note, a person other than a parent may be asked to show ID.

I, _____, give my child/children, _____,
(Parent or legal guardian) (Name of child/children)

permission to leave ONLY with the below listed people listed below.

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____



Consent and Release Form

Child's Name: _____ Date: _____

Parent/Guardian's Name: _____

Photo Release

I hereby grant permission, without reservation, to Magical Minds Studio and those authorized by Magical Minds Studio to take photographs and to make recordings of my child and to use them in original or modified form in all media now or hereafter known, with or without my name or information about me, for the promotion, public education, and/or fund-raising activities of both organizations. I understand and agree that I am entitled to receive no compensation for the above.

I release Magical Minds Studio, its officer, director, agents and employees, independent contractors, licensees and assignees from all claims that I now have or in the future may have relation to the above.

I agree that Magical Minds Studio will be the sole owner of all tangible rights in the above mentioned photographs and recordings, will full power of disposition.

I am the parent or guardian of the minor named above, and I hereby consent to the foregoing on behalf of the minor and myself.

Parent/Guardian's Signature: _____



Credit Card Billing Form

Person Authorizing (Name as it appears on the card)	
Credit Card Type:	Visa (<input type="checkbox"/>) MasterCard (<input type="checkbox"/>) Discover (<input type="checkbox"/>)
Credit Card Number:	
CVV Number: (Last 3 digits on the back of card)	
Expiration Date:	
Billing Address:	
City:	
State/Province:	
Zip Code:	
Phone Number:	
Please Select Payment Option	Weekly (<input type="checkbox"/>) Monthly (<input type="checkbox"/>)

Applicant agrees that all information provided is accurate and complete. Disputes to amounts invoiced should be immediately reported to: haj@magicalmindsstudio.com

Authorized Signature: _____

Date: _____