



# REGISTRATION POLICIES

**Registration:** Registration is based on first come, first served basis. Registration is considered complete when all required forms are completed and payment has cleared.

**Tuition:** Middle school enrichment tuition is \$450. Please note that some courses also require a materials fee.

**Late Registration:** A late registration fee of \$50 applies for any applications received after 5:00pm on Friday, May 19, 2023. Starting June 1, 2023, the late registration fee increases to \$100.

**Materials Fees:** Cooking & Ceramics —\$60 materials fee per class

**Enrollment Minimums:** All courses need a minimum of 15 students enrolled in order for the course to run.

Courses lacking minimum enrollment numbers by 5:00 pm on May 19, 2023 will be canceled and tuition refunded. *Please note that credit card fees are non-refundable.*

*I have read, understand and agree to abide by all Summer School registration policies. My student has read the online code of conduct.*

**Parent/Guardian Signature:**

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

indicates additional materials fee required,  
See [registration.lcfef.org](http://registration.lcfef.org) for further details

## June 12—June 27 Enrichment Courses—must select two (2) courses

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> 7th Grade English Prep                                     | <input type="checkbox"/> 8th Grade English Prep | <input type="checkbox"/> Cooking*  |
| <input type="checkbox"/> 7th Grade Math Prep  | <input type="checkbox"/> 8th Grade Math Prep    | <input type="checkbox"/> Ceramics* |
| <input type="checkbox"/> Mastering Middle School with Tech Tools & Study Strategies |   |                                    |
| <input type="checkbox"/> Middle School Financial Strategies                         |   |                                    |

## PAYMENT

Deliver or mail application to LCFEF Summer School at 4490 Cornishon Ave, room 211, La Cañada, CA 91011. Please make checks payable to LCFEF Summer School. To pay securely by credit card, call 818-952-8070. Credit card information will be destroyed after charges are made. Please note that the nonrefundable 3% fee charged to us by credit card companies will be added to your total. Total Tuition

Enrichment Courses (\$450 for two courses 6/12/23—6/27/23) \_\_\_\_\_

Sibling Discount, \$25/semester (does not apply to first student enrolled) (\_\_\_\_\_)

Name of First Child Enrolled: \_\_\_\_\_

Materials fees (see above —applies to cooking, ceramics) \_\_\_\_\_

Late fees (\$50 if submitting after 5:00pm 5/19/23; \$100 starting 6/1/23) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## **Refund Policy**

Tuition, minus a \$100 handling fee and not including any credit card fees, will be returned for any reason, providing the request is made in writing by email to [sscoordinator@lcfef.org](mailto:sscoordinator@lcfef.org) and received prior to 5:00p.m. on May 19, 2023. The LCFEF Summer School Board will consider a 50% refund (minus the \$100 handling fee and credit card fees) for a verified death in the family or a verified student illness (doctor's note required) which precludes a student from attending summer school, providing the request is made prior to the first day of summer school. **NO REFUNDS FOR ANY REASON WILL BE GIVEN OR CONSIDERED OUTSIDE OF THIS POLICY.**

## **Attendance Policy & Grades — Enrichment Classes**

Students are encouraged to attend classes daily. Many of these courses are project-based and students will fall behind their peers impacting the overall class experience for themselves and those around them. Extended absences will be handled on a case-by-case basis. Students with excessive absences may be dropped from the class and no refunds will be given. There are no grades for enrichment courses, but teachers will communicate weekly with parents indicating student progress.

For questions, **please call** 818-952-8070 / **email** [sscoordinator@lcfef.org](mailto:sscoordinator@lcfef.org)

## **PREREQUISITES & COURSE INFORMATION**

**7th & 8th GRADE ENGLISH PREP** — These courses are provided for enrichment only and prepare students for the types of writing and analysis they will experience in the year of English ahead of them.

**7th & 8th GRADE MATH PREP** — These courses are provided for enrichment only and prepare students for the year of math ahead of them. Incoming 7th graders may take 8th Grade Math Prep with counselor approval.

**COOKING** — This course will provide skill development in the pathway of food services and hospitality. The student receives training in kitchen safety and sanitation, equipment, and facility use, knife skills, introductory baking, meats and poultry, short-order cook. This course has a \$60 materials fee.

**CERAMICS** — This class explores a variety of hand building techniques using clay. Students will be able to express themselves by making a fun and easy clay form everyday. By the end of the class session, students will bring home their finished and glazed ceramic pieces. This course has a \$60 materials fee.

**MASTERING MIDDLE SCHOOL WITH TECH TOOLS & STUDY STRATEGIES** — This project-based course will help students improve the time management and organizational skills needed to accomplish all the tasks needed to reach a goal of their own design. They will learn to use technology based tools in addition to more traditional modes of planning.

**MIDDLE SCHOOL FINANCIAL STRATEGIES** — Students will learn the importance of financial responsibility, money management and smart decision making to ensure overall financial well being.