



WELCOME

Who We Are:

We are extremely proud of our center and the programs we have designed to meet a wide variety of educational needs for children. We inspire students to become confident and independent learners.

The staff at MY Learning Center have been chosen by their years of experience, responsibility, dedication, and enthusiasm.

Our focus is to help your child with homework and provide academic skills in reading, math, and language so families can spend more quality time together.

Registration:

The registration fee is **\$35.00 per new student**. (No sibling discount). We have an annual material fee of **\$30.00 per student**. (No sibling discount). **REGISTRATION IS NON-REFUNDABLE**.

Payments:

We accept cash, check, Zelle and Venmo. Checks are made out to **MY Learning Center**. Please provide the name of the child and the dates attended on the memo of the check. There will be a \$45.00 fee for any returned checks. Payment of Zelle is to the center that your child will be attending. 626-879-8600 (Arcadia) 909-745-1800 (San Dimas). Venmo transactions will also be to the phone numbers listed above and transactions must be through friends not business.

Tuition Fee:

2 Week Agreement Required: A minimum of 2 weeks' tuition is required for all students. This ensures stability and consistency in our program and allows us to staff accordingly.

Tuition Payment Deadline: Tuition fees must be settled no later than Saturday morning prior to the pick-up weeks.

Late Payment Policy: If payment is not received by Saturday a late fee of \$25 will be added to the tuition. If payment with a late fee is not received by Monday afternoon your child **WILL NOT** be picked up the next day.

Cancellation Notice Requirement: If your child will no longer be attending MY Learning Center, we need a written notice at least two weeks in advance. Failure to provide proper notification from the parent or guardian may result in charges still being incurred.

Attendance:

Please call or text us at 626-879-8600 (Arcadia) 909-745-1800 (San Dimas) to let us know that your child will not be needing pick up service when they are schedule to come to the center.

If you do not call to inform us that a pick was not needed, we will consider it a paid day. It is the student responsibility to be in the designated pick-up area agreed upon with MY Learning Center. Our drivers will not wait for students, a \$10 charge will occur if we need to go back and pick them up from school. A doctor's note is required to receive a credit if your child is ill for more than two consecutive days.

Pick Up Procedure:

To ensure your child's safety, he/she may not leave the building unaccompanied. You may call us and one of our staff members will escort your child to your car. If someone other than a parent will be picking up your child, please notify the center immediately.

For the safety of the children and staff our door will be locked. NO PARENTS are allowed to enter our center. We will help the child pack up and bring them to the door. Parents who do not follow this rule will have their child be removed from our program.

Late Pick Up:

MY Learning Center closes at 6:00 p.m. Tutors are scheduled till 6pm and are not scheduled to stay later. If a child is not picked up on time a late fee will be charged.

Late fee: \$1.00 per minute after 6:00 p.m. The late fee must be paid at the time of pick up by cash, Zelle or Venmo.

My Learning Center Calendar:

We follow Arcadia and Bonita Unified School District calendar. We closed all federal holidays and student free days by the Arcadia Unified and Bonita Unified School District. My learning Center will consider opening on holidays based on enrollment for an additional fee, please discuss with Director for full details.