



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:

Registration fee is **\$25.00 per new student**. (No sibling discount). We have an annual material fee of **\$20.00 per student**. (No sibling discount). **REGISTRATION IS NON-REFUNDABLE.**

Payments:

We accept cash, check, money-order, Venmo and Zelle. Check or money order are made to MY Learning Center. Please provide the name of the child on the memo of the check. There will be a \$45.00 fee for any returned checks.

Tuition Fee:

Our weekly tuition fee is \$150.00 per week. Our daily rate is \$55.00 per day. Private Tutoring is \$40.00 per hour. (This fee includes pick up and student early release day)

We accept weekly tuition fees. The tuition is due no later than Monday morning. If payment is not received or communication is not given to the center, the late fee of \$10.00 will incur.

A written notice is required two weeks in advance if your child will no longer attend MY Learning Center. **Charges will still incur without the proper notification from the parent or guardian.**

Attendance:

Please call or text us at 909-745-1800 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 before picking up the student, we will consider it a paid day.

A doctor's note is required to receive a credit if your child is ill for more than five 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.

Late Pick Up:

MY Learning Center closes at 6:30 p.m. Should a parent be delayed, a curtesy phone call is required to the center.

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, check, Venmo, Zelle.

Behavior:

We know all children want to learn in a safe and friendly environment. Children are expected to conduct themselves in a respectful manner each day they attend MY Learning Center. This includes respecting MY Learning supplies and computers. Any item damages due to careless or malicious acts will be the liability of the parent or guardian to replace or pay for those items. Continuous disruption or bad behavior towards students or staff may result in suspension of our program. Children attending MY Learning Center guidelines for disruptive behavior:

1. Verbal notification to parents.
2. Parent conference.
3. Removed from the center/program. Any tuition that was allocated for that week the child is removed WILL NOT BE REFUNDED.

Hours of Operation:

We follow Bonita Unified School District schedule. We closed all federal holidays and Student free days from Bonita Unified School District. If we receive enough enrollment for certain holidays, the center will remain open but the tuition will differ for all day care.