



6940 Beach Blvd. D-212 | Buena Park, CA 90621
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2024/2025 E-PLEX Buena Park Afterschool Program REGISTRATION FORM

Student Name	School	Grade (2024 /2025)	Sibling		
Parent Name	Contact #	E-mail			
REGISTRATION					
Registration Fee	\$100	Deposit	\$100		
AFTERSCHOOL PROGRAM					
Afterschool	5-Day Program (Pickup included, \$80 deducted without pickup)		\$730/mo		
	3-Day Program Circle Choice: M T W TH F (Pickup included, \$50 deducted without pickup)		\$600/mo		
Optional Services	Afterschool heavy Snack		\$100/mo		
	All day care for non-school day (Current Afterschool Student with lunch)		\$35/day		
	All day care for non-school day (One -Time Drop-in Service with lunch)		\$90/day		
ACADEMY PROGRAMS					
STEM	Private Tutor Math/Gate/Coding	\$75/H	ELA	Private Tutor Writing/Phonics	\$75/H
	GATE Test Prep : 80 min/class	\$200/mo		Speech/Debate	\$200/mo
	Coding - Robotics : 50 min/class	\$160/mo		Phonics : 50 min/class	\$160/mo
	Math Club : 50 min/class	\$160/mo		Bookclub : 50 min/class	\$160/mo
	Fun/Lab Science : 50 min/class	\$160/mo		Writing Class : 50 min/class	\$160/mo
ART PROGRAMS					
Kid's Art	Play Art (2-5yrs) : 40 min/class	\$160/mo	Fine Art	Studio Art (10-17yrs) : 90 min/class	\$200/mo
	Art for Fun (5-7yrs) : 50 min/class	\$160/mo		Digital Art (8yrs~) : 50 min/class	\$160/mo
	Fundamental Art (7-10yrs) : 80 min/class	\$200/mo	Kid's Art	Material Fee	\$20/mo
MUSIC PROGRAMS					
Instrument	Piano / Violin / Guitar / Drum				
Private Lesson Regular	\$45 for 30 min lesson \$60 for 45 min lesson \$75 for 60min lesson				
Private Lesson for CM	Violin / Piano : \$80 for 60min lesson				
SPORTS PROGRAMS					
Taekwondo	Trial 2 weeks with uniform	\$20	Outsourcing	K-POP 60 min/class	\$18/class
	Twice a week	\$150/mo		Muay Thai 50 min/class	Contact TKD
	Uniform	\$40		Self Defense 55min/class	Contact TKD

Tuitions listed above are **4 week basis per month**, and each class may differ in duration. **We do not issue refunds for any reason.**

Enroll in two or more enrichment classes and save \$20 per class each month! (2 classes-\$40, 3 classes-\$60, 4 classes-\$80)



Application Form

Full Name of Child:

Date of Birth:

Sex: Male Female

Address:

Please list your child's primary language:

Mother's Details:

Mother's name:

Cell Phone:

Email address:

Address (if different from child's):

Father's Details:

Father's name:

Cell Phone:

Email address:

Address (if different from child's):

Other Emergency Contacts:

Name:

Relationship to child:

Telephone Number:

Name:

Relationship to child:

Telephone Number:

Medical/Allergy Details:

Does your child have any medical problems and/or allergies that we should be made aware of? Please give details below:

Special Dietary Requirements:

Does your child have any dietary requirements? e.g. vegetarian. Please give details below:

Applicant Parent/Guardian Confirmation

Full Name of Parent/Guardian Filling out the Application:

Parent/Guardian Signature:

Date:



Admissions Agreement

Student Name		Facility	
Address			
Parent Name 1		Parent Name 2	
Phone Number		Phone Number	
E-mail		E-mail	

PAYMENT POLICY: Payment is due on or before the 1st day of the Month. Payments after the 5TH will be considered late and will be charged a \$20.00 late fee. There will be a \$20.00 surcharge for all returned checks.

Initial:

HOLIDAYS/ILLNESS/VACATIONS: There are no fee deductions for holidays, illness, or vacations.

Initial:

REFUND/WITHDRAWAL/TRANSFER POLICY: All tuition and registration fees are NON-refundable. Deposit is mandatory to hold a space. When there is no deposit on file, a new registration must be completed with the registration fee. A withdrawal notice is required two weeks before the withdrawal date to be in effect. Our goal is to make sure that your child receives the absolute best quality education.

Initial:

CANCELLATION AND MAKE-UP: No make-up or reductions in tuition for any missed lessons. Private lessons require a 24-hour advance notice to reschedule.

Initial:

PARKING LOT SAFETY REGULATIONS: "E-PLEX BP" is not responsible for theft or damage to vehicles or contents.

Initial:

ADVERTISING CONSENT: I hereby, give my consent to "E-PLEX BP" to use photographs of my child for commercial purposes.

Initial:

SPECIFICATION: I understand that "E-PLEX BP" is a private educational institution and is not under the jurisdiction of Community Care Licensing Department.

Initial:

LIABILITY RELEASE: I understand that the activities offered at "E-PLEX BP" involve physical activity that may result in injury. I hereby release and agree to indemnify "E-PLEX BP" and any of its shareholders, directors, employees, volunteers, contractors, or agents for any and all liability from accident or injury incurred while my son/daughter participates in any of the programs offered, whether these programs occur inside or outside of "E-PLEX BP" In addition, I give my permission for "E-PLEX BP" to seek necessary medical aid for my son/daughter in case of an emergency. I agree to accept financial responsibilities for any cost incurred in the treatment of any injury or accident of the above student name.

Initial:

OPEN DOOR POLICY-UNLIMITED ACCESS : All parents who have a child enrolled in one of E-PLEX programs have unlimited access to their child(ren) and to all written records concerning their child(ren) during normal hours of operation and whenever the child(ren) is in the care of E-PLEX. We welcome parents to visit and participate in daily activities at any time.

Initial:

ASSUMPTION of RISK and WAIVER of LIABILITY RELATING to COVID-19: Please see details on next page.

Initial:

I have read, understand, and agree to abide by all or the above policies and conditions.

Parent/Guardian Signature _____ Date _____

E-PLEX BP Director Signature _____ Date _____

Assumption of the Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

E-PLEX Preschool, Afterschool, Academy, Art, Music and Sports (“E-PLEX”) have put in place preventative measures to reduce the spread of COVID-19; however, E-PLEX **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending E-PLEX could increase** your risk and your child(ren)’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending E-PLEX and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at E-PLEX may result from the actions, omissions, or negligence of myself and others, including, but not limited to, E-PLEX, its employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expenses, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at E-PLEX or participation in E-PLEX programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless E-PLEX, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of E-PLEX, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any E-PLEX program.

Los Angeles Branch
4009 Wilshire Blvd. #100, #201
Los Angeles, CA 90010
T. 213-915-0300
eplexla@gmail.com

Buena Park Branch
6940 Beach Blvd. #D-212
Buena Park, CA 90621
T. 714-4648355
eplexbp@gmail.com

Johns Creek Branch
1700 Abbotts Bridge Rd. #190
Duluth, GA 30097
T. 978-365-2220
eplexga@gmail.com



How to use BRIGHTWHEEL Mobile Application

Download the mobile application

To download the BRIGHTWHEEL mobile application, search BRIGHTWHEEL on your app store(iOS) or play store (Android). Then, click on the icon which is **rainbow colored dashes in a circular pattern** Or, simply use the web for mybrightwheel.com

Create an Account

Please create an account using your email. Your email and the account will be linked, ensuring your child (ren) is assigned to the correct parent email. Additional parents and guardians can be added to the account along with primary payers and online payment options being provided. If your child does not appear upon login, please let us know at eplexbp@gmail.com.

Add your child (ren)

Teachers will check attendance and send reports through the app, it is important to check the app daily for updates. Also, you will be able to exchange messages with the admin team through the application.

Checking reports and invoices, sending messages

Once a child has been selected, reports and check-in/check-out times will be visible. Invoices and reports will be sent via the app for review.

Checking replied messages

We try our best to check and reply to messages constantly. Direct messages to staff will be replied to as soon as possible. Teacher messaging is not possible as our teachers are focused on providing students with quality care and attention. If there is a message to relay to teachers, our administration team will relay the message to our teachers.

If you have any trouble using the application, feel free to ask us and we will walk through it with you! Thank you for choosing E - PLEX.

Best,

E - PLEX BUENA PARK



이플렉스에서 지켜야 할 사항

학교 온라인 어카운트의 로그인 인포

I-Ready, IXL 등 학교에서 제공하는 온라인 교육 프로그램 및 숙제/성적확인을 위한 어카운트의 로그인 정보를 학기 첫 주에 제출 부탁드립니다. 학생들의 꾸준한 관리 및 학습을 위해 오피스에서 보관하도록 하겠습니다.

이름 표기와 분실물 관리

모든 학생들은 본인의 물건에 이름을 쓰도록합니다. 가급적이면 자켓이나 후디의 안쪽 레이블에도 Sharpie 펜으로 이름을 쓰기를 권유합니다. 부모님께서 픽업하실 때 숙제, 물병, 런치박스 및 걸옷을 챙겨왔는지 다시 한번 확인 부탁드립니다. 분실물은 매월 마지막주 금요일에 도네이션 됩니다.

준비물

물컵을 이용할 경우 바닥이나 책상에 물을 엌지르게 되어 미끄러지거나 책이 젖는 경우가 발생할 수 있습니다. 모든 학생들은 본인의 물병을 꼭 챙겨와야합니다. 환경과 건강을 위해 새지 않는 음식 컨테이너와 수저도 가져와야 합니다.

스낵

스낵은 스낵타임과 휴식시간에 먹도록 합니다. 수업이 시작되면 교실 안에서는 음식먹기를 중단해야합니다. 학생들은 새지 않는 개별 음식 컨테이너를 가지고 와서 음식을 보관해 두었다가 쉬는시간에 먹도록 합니다.

전자기기

이플렉스에서는 오전 8시부터 오후 6시까지 학교 숙제나 공부, 리서치를 위한 사용 외의 모든 전자기기의 사용을 금지하고 있습니다. 사용하는 경우에도 개별 헤드셋을 이용하여 다른 학생들을 방해하지 않아야 합니다. 학부모님들께서도 학생들에게 직접 연락을 가급적이면 자제해주시고 오피스로 연락 주시면 감사하겠습니다.

기본적인 매너

- 사용한 물건이나 책은 원래 자리로 돌려 놓기
- 다른 사람의 물건을 함부로 손대거나 달라고 자꾸 조르지 않기
- 다른 교실에 들어가지 않기



E-PLEX POLICIES AND CODE OF CONDUCT

LOGIN INFORMATION FOR ONLINE SCHOOL PROGRAMS/GRADES

Please submit the login information (ID/Password) for school-related online assignment programs such as I-Ready and/or IXL, as well as the information needed for checking the students' grades by the end of the first week. We will retain the information in the front office in case of emergencies.

ITEM ACCOUNTABILITY AND LOST AND FOUND

All students are required to put their full names on their belongings. We recommend that jackets and hoodies are marked with a sharpie on the inside. We request that upon pick up of the students, that the parent or guardian double checks the accountability of students' belongings, such as homeworks, water bottles, lunchboxes, and/or outerwear. Items left in the lost and found are donated every other week on Friday.

MATERIALS

There is a safety concern regarding open containers resulting in spillage, and subsequently slipping, as well as destruction of school materials. All students are required to bring their own water bottles. We also recommend that the students bring a spill-proof container as well as their utensils for environmental and food safety reasons.

SNACKS

Snacks are to be eaten during snack time or recess. Eating is not allowed during class time, and students will be required to put the remainder of their snacks away in their spill-proof containers or throw them away once class starts or resumes.

ELECTRONICS

E-PLEX forbids the use of any and all personal electronics from 8 A.M. to 6 P.M., with the exceptions only for academic purposes, such as homework, classwork, and research. During use, they are required to use headsets/earphones in order to avoid disturbing the other students. We ask the parents to contact the front office for non-emergent messages and limit direct calls and messages to improve the academic atmosphere.

CODE OF CONDUCT

- Return all borrowed materials to the original location or person by the end of day.
- Do not touch another person's belongings without permission or try to get them to relent.
- Do not enter classrooms that are not your own.



Pick- up Information

Guideline for parents:

- Inform your child(ren)'s school that they will be using E-PLEX after-school pick-up service.
- Provide **parent consent** and **register E-plex** as an authorized afterschool program for pick-up in your school Emergency Contact : **"E-PLEX AFTERSCHOOL, SUNNY LEE, 714-464-8355"** (Actual pickup person's information will be provided later)
- Pick-up drivers will be wearing t-shirts with the E-plex logo.
- **On the first day, parents are recommended** to accompany their children to the pick-up place. Continuing this routine for the first week is recommended to familiarize and train the younger kids for safety.
- Pick-ups will also be available during minimum days.
- A push alert notification on E-plex mobile app will be provided when the driver picks up from school. Parents will be able to check the E-PLEX app for this notification manually.
- Late pickups from schools are **not viable** unless it is for a credit based class. (i.e GATE, Mathletes, Band/Orchestra, Yearbook, Journalism etc.)
- **If your child(ren) is absent from school or is being picked by someone else, parents are required to notify us in advance via email (eplexbp@gmail.com) or phone call to avoid disruptions in the pickup schedule.** (Always provide your child(ren)'s first and last name, grade level and school info)

Guidelines for Children:

- **Find our school driver with E-plex logo T-shirts:** To avoid any delay, children are required to check in with the pick up driver within 5 minutes of the school dismissal.
- **No Foods in the van:** Remind your children not to consume any foods or snacks in the car during the pick-up drive.
- **Behave Respectfully:** Encourage your children to behave in a good manner during the drive. This includes avoiding loud noises, refraining from kicking the front seats and remaining seated throughout the journey.
- **No Seat Reservations:** Inform your children not to reserve seats in the car. The driver will arrange the seating based on age to ensure a safe and comfortable ride for everyone.

Safety Guidelines:

- **Fasten Seat Belts:** It's crucial for your children to always wear their seat belts while in the car. Seat belts provided essential protection in case of any unexpected incidents.
- **Stay Seated:** During the drive, children should remain seated and not move around the car. Moving while the vehicle is in motion can be dangerous and distracting for the driver.
- **Listen to the Driver:** Instruct your children to follow the driver's instructions promptly. The driver is responsible for their safety and well-being during the journey.
- **Be Alert and Watchful:** Encourage children to be aware of their surroundings and to report any unusual or concerning situations to the driver.
- **Respect Other Passengers:** Teach your children to be respectful and considerate of other passengers' space and belongings.
- **Exit Safely:** Remind children to wait for the driver's signal before exiting the car and to use crosswalks or designated areas when arriving at the after-school place.