



# 2025 Summer Program

## Information Sheet

**When:** June 9th - August 8th, 2025 (9 weeks)  
**Who:** All students ages 4.9 - 15 years old are welcome to attend  
**Where:** 17141 Ventura Blvd Unit C, Encino CA 91316

**Program:** Homework Club Learning Center is offering a fun-packed, educational, hands-on, and exciting Summer Program that promises a memorable summer experience. Our students will learn essential life skills while engaging in various exciting activities. Our dynamic program offers a balanced mix of academics, creativity, and hands-on exploration, including: **Reading, Fluency, Comprehension, Math, Writing, Art, LEGO Building & Challenges, Chess, Woodworking, Robotics, Coding, and Pop-up day** surprises.

Our schedule is packed with fun-filled activities that every child loves, with something new happening every week. There's never a dull moment at Homework Club Learning Center! We will strive to engage in activities that build character and develop an interest and feed the mind with something that excites every child, while we emphasize academic enrichment. Students will engage in daily hands-on Math and English sessions, build Reading Comprehension skills, learn coding, do science experiments, learn to play chess, build Legos, learn Robotics, as well as practice a positive mindset daily. Homework Club Learning Center will strive to provide a well-rounded experience that nurtures both academic growth and personal development. All of our classes are led by professional teachers and tutors. We look forward to welcoming your child to our program and creating unforgettable summer memories together!

**Program Hours & Rates:** 9 am - 3 pm Monday-Friday (before & after care is available as well as pick-up for an additional \$20/hr for each service)  
\$100 Registration fee (includes supplies, workbooks, & materials)  
\$80 a day if attending 5 days a week + at least 7 weeks  
\$95 a day for attending less than 5 days a week

**Payments & Policies:** To secure your student's spot in the program, please ensure that all payments are received at least 10 days before their scheduled attendance. Changes to schedules must be made no later than 10 days before attendance.

**What to Bring:** Water bottle (2-3 recommended)  
Daily lunch and snacks  
Positive attitude

# 2025 Summer Program

## Registration Form

Student's first & last name \_\_\_\_\_ Birthday \_\_\_\_\_

Male:  Female:  Grade: \_\_ Age: \_\_ School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Mother's phone: \_\_\_\_\_ Father's phone: \_\_\_\_\_

Email: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Emergency Contact 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### My child can be dismissed to

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Student's Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1: June 9 - June 13					
Week 2: June 16 - June 20					
Week 3: June 23 - June 27					
Week 4: June 30 - July 4					CLOSED
Week 5: July 7 - July 11					
Week 6: July 14 - July 18					
Week 7: July 21 - July 25					
Week 8: July 28 - August 1					
Week 9: August 4 - July 8					

PAYMENTS ARE NON-REFUNDABLE & MUST BE PAID 10 DAYS PRIOR ATTENDANCE. Pay by Cash or Zell. A \$45.00 fee will be charged for all insufficient and late payments.

Program hours: 9 am - 3 pm \*\*Late pick up and early drop off will be \$20 per hour \*\*

\*\*\*Pick-up is available for \$20 a day\*\*\*

# 2025 Summer Program

## Liability Release Form

### Photography Permission

I hereby grant Homework Club Learning Center permission to use photographs and/or video of my child in any and all of its publications, including web space, and in any and all other media, whether now known or hereafter existing, controlled by Homework Club Learning Center, in perpetuity, and for other use by the Summer Program. I understand and agree that I will make no monetary or other claims against Homework Club Learning Center's Summer Program for the use of the photographs and/or video.

\_\_\_\_\_Parent/Guardian Initials

### Parent/Guardian Release For Emergency Treatment

I hereby authorize the Homework Club Learning Center LLC team to arrange for transportation in the event of an accident or acute illness involving my child. In situations where it is not possible to obtain instruction for the participant's care, I consent to any licensed physician providing medical or dental treatment. I grant permission for the physician to administer medication and perform necessary treatments for the preservation of my child's health and well-being. I understand that any costs incurred for the treatment of sudden illness or accidents shall be paid by me, the signee. In the event of a life-threatening emergency and if neither I nor the individuals listed as emergency contacts are available, I give my permission to Homework Club Learning Center LLC to provide first aid to the child named in the application. Homework Club Learning Center is also authorized to take appropriate measures, including contacting the emergency medical services (EMS) system and arranging transportation to a medical facility. \_\_\_\_\_Parent/Guardian Initials

### General Release of Liability

In consideration of my child being granted participant privileges in the Homework Club Learning Center LLC, I hereby assume full responsibility for any risk of bodily injury, death, or property damage incurred while using the premises or any facilities or equipment hereon. I further agree to hold harmless the Homework Club Learning Center, their partners, directors, and employees, from any and all claims that may arise from any action for damages, including but not limited to such claims resulting from injury or death, accident or otherwise, during or arising in any way from said activity. I acknowledge that this General Release of Liability of the Homework Club Learning Center LLC and its partners is binding on me and my heirs, personal representatives, successors, and assigns. \_\_\_\_\_Parent/Guardian Initials

### Release of Claims

Release of All Claims In consideration for being accepted by Homework Club Learning Center's Year Round Programs, we being 21 years of age or older, for ourselves, and for and on behalf of our child-participant if our child is not 21 years of age or older, do hereby release, forever discharge and agree to hold harmless Homework Club Learning Center, and its officers, directors, members, agents, servants, volunteers, and employees from any and all liability, claims or demands for personal injury, sickness or death, as well as expenses, of any nature whatsoever, which may be incurred by the undersigned and/or the child/participant that we incur while our child-participant is participating in the above-described activity. Furthermore, we for ourselves and on behalf of our child-participants if under the age of 21 years hereby assume all risk of personal injury, sickness, death, damage, and expense arising from participation in recreation and activities involved in the program. Further, we give authorization and permission to the Homework Club Learning Center to furnish any necessary transportation, food, and lodging for the participants for the program activities. The undersigned agree(s) to hold harmless and indemnify, on behalf of the signor and named participant, Homework Club Learning Center, its officers, directors, members, agents, servants, volunteers, and employees, for any damages, or third-party claims for indemnity, sustained as the result of the negligent, willful or intentional acts of the undersigned

participant, including any expenses incurred by Homework mClub related to such acts. Unless this document is signed by a participant who is over 21 years old, by signing below my signature confirms I am the parent or legal guardian of the participant. I grant permission for him/her to participate fully in any activities during this program. By signing below, I give permission to Homework Club Learning Center and/or its agent(s) to take the named participant to a doctor or hospital if a medical emergency occurs. If I or my designated emergency contact cannot be reached by telephone or other means in a reasonable amount of time, or in an emergency situation where time is of the essence, I authorize medical treatment, including but not limited to emergency surgery or medical treatment, to stabilize the participant if needed, and I assume the responsibility of any medical bills arising from that treatment. Further, if circumstances require the participant to leave the program for the day due to medical reasons, disciplinary action, or otherwise, the undersigned hereby assumes responsibility for all transportation costs. The use of plurals such as "we, ourselves," etc., is intended to also encompass the singular and should be read as "myself," etc., where appropriate. \_\_\_\_\_ Parent/Guardian Initials

### **Release of COVID-19 Claims**

I, \_\_\_\_\_ acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that Homework Club Learning Center has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. I further acknowledge that Homework Club Learning Center cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, parents, and other children participating in the program and their families. I voluntarily authorize my child to participate in the group activities and acknowledge that I am increasing my risk of exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while participating. I attest that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or net loss of taste or smell.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I am following all CDC-recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold Homework Club Learning Center harmless from, and waive on behalf of myself, my children, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses, and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the church, or that may otherwise arise in any way in connection with any activities provided we're engaged in with Homework Club Learning Center. I understand that this release discharges Homework Club Learning Center from any liability or claim that I, my children, my heirs, or any personal representatives may have against the church with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities my children are engaged in from Homework Club Learning Center summer program. This liability waiver and release extend to Homework Club Learning Center, together with all parties and clergy involved at Homework Club Learning Center.

**I agree with all the above Liability Release Statements.**

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 2025 Summer Program

## Parent Handbook

### Arrival and Pick-up

To ensure the safety of the students in our care, Homework Club Learning Center has implemented the following procedures: 1. Students will only be released to adults authorized in the application by the parent(s). Identification will be checked before any student is released until the staff becomes familiar with the individuals who pick up students. 2. Daily attendance will be taken, and parents will be notified by a text message to their primary caretakers' cell phone if their child is not at the Homework Club Learning Center location after 10 minutes of their scheduled time. 3. Each student must be signed out by an adult identified in the Identification and Emergency Information form. Students will not be released to anyone not listed on the emergency form. 4. It is critical that the information on the emergency form is current. If there are any changes, please let our staff know. 5. Homework Club Learning Center will not provide transportation for drop-off or pick-up unless agreed upon with parents/guardians. These measures are in place to ensure the safety and well-being of all students under our care.

### Absence Policy

Research consistently demonstrates that students who maintain consistent attendance and punctuality tend to achieve greater success in school. Parents play a crucial role in supporting their child's academic journey by ensuring they arrive on time and attend regularly. At Homework Club Learning Center, we hold all students to these standards to maximize their learning potential. It's imperative for students to commit to and respect their assigned schedules. Absences are only excused in cases of infectious diseases. We require a minimum of 2 weeks prior notification for all absences; failure to provide timely notice will result in non-reimbursement due to space limitations and enrollment restrictions. When we schedule a student, we dedicate our full attention and allocate a designated staff member to ensure their success. We are committed to providing each child with the support they need to thrive academically. Please note that termination of the contract requires a 10-day prior notice.

### Behavior

At Homework Club Learning Center, we strive to cultivate a safe and nurturing environment where students feel valued, respected, and happy. Our aim is to foster a sense of belonging and inclusivity, creating a space where students can become part of our family in an unbiased learning environment. We uphold a zero-tolerance policy towards any form of disrespect or bullying towards staff or fellow students. We expect all students to demonstrate kindness, politeness, and good manners in their words and actions. Our goal is to promote a cohesive and respectful community where students work harmoniously together. To maintain a focused learning atmosphere, we do not permit swearing, stealing, fighting, or any other form of disruptive behavior. Additionally, the use of cell phones during program hours is strictly prohibited. Cell phones must remain in students' backpacks throughout the duration of the program, and failure to comply will result in confiscation.

By adhering to these guidelines, we ensure a positive and productive learning environment for all students at Homework Club Learning Center. Staff can be reached at 818-606-7658 for Mrs. Kristine, 818-624-7657 for Mr. Henry.

## **Discipline**

At Homework Club Learning Center, we maintain high expectations for student behavior, and it is essential that all students respect our rules and guidelines. In instances where a student does not adhere to these expectations, we will initiate a conference with their parents to address the concerns. Students who continue to disregard the rules may be removed from the group to work directly with the administrator. Our priority is to ensure that every student works in a happy and safe environment. In many cases, behavior issues can be resolved through private conversations with the student. We make every effort to address these concerns before involving parents. However, if the behavior issues persist despite our interventions, the child may be asked to be picked up from the program. It's important to note that any form of discipline or punishment that violates a child's personal rights is strictly prohibited, regardless of authorized representative consent or authorization. Students will never experience corporal punishment, denial of snack breaks, or denial of restroom use under any circumstances. Our ultimate goal is to create a positive and supportive learning environment where every student can thrive.

## **Admission Policy**

To enroll a student at Homework Club Learning Center, we require an interview with the parent/guardian and the child. Before attending, parents must complete an enrollment application packet. Upon request, we can schedule a quick observation of the program to provide insight into our activities and environment. We are committed to transparency and communication with our families. Therefore, we will provide a 30-day notice to the parent/guardian regarding any changes to the program, tuition, policies, or procedures. This ensures that parents are informed and have sufficient time to adjust to any updates.

## **Termination of Contract**

The contract with Homework Club Learning Center may be terminated by providing a 10-day written notice to the Director of the club. Additionally, Homework Club Learning Center reserves the right to terminate the contract for the following reasons: Student's continuous bad behavior, which includes but is not limited to: Interruption of class, Bullying, and Disrespect towards staff and other students. Prior to termination, the student will receive three warnings and parent conferences to address the behavior concerns. If the behavior persists despite interventions, Homework Club Learning Center may proceed with the termination of the contract.

## **Snacks and Breaks**

Students at Homework Club Learning Center will have scheduled 30-60 minute breaks during their sessions, which can be spent in the classroom or in the schoolyard. These breaks will be supervised by our staff to ensure the safety and well-being of all students. We encourage students to bring their own snacks and lunch to enjoy during these breaks. However, if needed, the Homework Club Learning Center may provide a small snack consisting of prepackaged non-perishable food items. Our priority is to ensure that students have the opportunity to refuel and stay energized during their time with us.

## **Medication Policy**

Homework Club Learning Center staff are not trained to administer ANY type of medication to students. Thus, medication will not be administered by our staff or stored on location.

### **Questions and Concerns**

We encourage all parents to maintain open communication with us. Effective communication is vital in helping students achieve their goals, and with your input, we can better serve your child's needs.

You can reach us at any time during the day through various channels:

- Email: Kristine@demirchian.com
- Phone: Kristine at 818.606.7658 or Henry at 818.624.7657
- We are also available for communication via text messages, emails, & letters.

Please feel free to contact us with any questions, concerns, or updates regarding your child. Your partnership in their education journey is invaluable, and we look forward to working together to support their success. Thank you for your ongoing collaboration.

## **Parent Handbook and Admission Agreement**

I, the parent of \_\_\_\_\_ understand and respect the rules of the program and the structure of Homework Club Learning Center Summer Program. My signature confirms that I have read and understood all that was stated in the Parent Handbook and Admission Agreement.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Cell Phone Number