



Enrichment & Camp Registration & Cancellation Policy

This policy applies to all Enrichment Programs, including after-school activities and camps, at San Diego French-American School (SDFAS).

1. Purpose

Accurate registration numbers allow us to ensure high-quality programming. We use these numbers to hire instructors, plan space use, manage materials, and determine whether programs run.

2. Registration & Payment

- Registration closes two weeks before the start of the program.
- Registrations after the deadline incur a \$35 late registration fee per student, and are only accepted if space permits.
- Enrollment is only confirmed when full payment is received.

3. Cancellations & Refunds

● Before Registration Deadline (*More than 2 weeks before program start*)

- Cancellations: Full refund (minus any payment processing fees)
- Modifications: Free of charge

● After Registration Deadline, Before Program Start

- Cancellations: 50% refund for any class
- Modifications: \$20 flat fee per change
 - only permitted within the same program category (e.g., changing the day for Homework Help or switching between two classes from the same vendor).
 - Requests to switch between non-equivalent programs (e.g., from Art to Soccer) will be processed as a cancellation + new enrollment.
- Late Registration: \$35 per student

- No prorated enrollments. If enrolling after the halfway point of the program, you may receive a 50% discount (space permitting).

● **After Program Has Started**

- Vendor-led classes: No refunds
- SDFAS-led classes: 50% refund
- Modifications: \$50 flat fee per change, only within the same program category and subject to availability
- Late Registration: \$35 per student
- No prorated enrollments. Enrollments after the midterm mark may be eligible for a 50% discount (space permitting).

All requests must be submitted in writing to: enrichment@sdfas.org

4. Absences & Missed Classes

- No make-ups, refunds, or credits are offered for missed classes due to illness, travel, or personal reasons.
- If SDFAS cancels a session (e.g. instructor illness, weather):
 - A make-up class will be offered if possible.
 - If a make-up isn't possible, a prorated refund or credit will be issued.

5. Vendor Classes

- No refunds after registration closes for any vendor-led class.

6. Behavior Expectations

Students must meet SDFAS behavior expectations to participate. The school reserves the right to remove a student from a program without refund if their behavior is unsafe or disruptive.

7. Force Majeure

In case of events outside our control (e.g. natural disaster, public health emergency, or school closure), SDFAS reserves the right to:

- Modify, reschedule, or cancel programs
- Transition to online programming
- Issue full, partial, or no refunds depending on circumstances

8. Campus Access & Student Movement

I understand that depending on their age and program enrollment, my child may be supervised in areas of the campus different from their regular classroom. Examples include but are not limited to:

- **2-year-olds** may be moved to the **Preschool (PK) recess grounds and building** during after-care.
- **Kindergarten students** may have supervised access to the **Elementary campus** during extended care, depending on program enrollment.

These transitions are managed and supervised by trained staff following campus safety protocols.

9. Contact

For questions, modifications, or cancellations, please contact: enrichment@sdfas.org
Only written requests for changes to student schedules, class selections, or participation will be considered.