

Enrollment Agreement and Family Policies

The shared expectations that support a safe, consistent, and personalized learning community.

This agreement records student placement, tuition terms, attendance expectations, safety information, permissions, and the responsibilities shared by Hands Free Learning and each enrolled family. Complete all applicable blanks before signing.

LEARNING BUILT AROUND THE CHILD

High expectations. Individualized learning. Room to explore, grow, and belong.

McKinney, Texas

Prepared for Hands Free Learning families

Important review note

This working agreement is designed for HFL operations and family communication. Before relying on it as a binding contract, Hands Free Learning should have a Texas attorney review the final terms, especially payment, liability, medical, emergency, withdrawal, and program-specific provisions.

1. Family and Student Information

Student name: _____

Preferred name: _____

Date of birth: _____

Grade or age level: _____

Parent or guardian 1: _____

Parent or guardian 2: _____

Primary phone: _____

Email: _____

Home address: _____

Emergency contact: _____

Emergency phone: _____

Relationship: _____

2. Program Enrollment

☐ Two-Day Homeschool Program

☐ Individual Academic Intervention or Tutoring

☐ Small-Group Academic Support

☐ Preschool or Early Learning Program

☐ Enrichment Program

☐ Camp or Workshop

☐ Assessment or Consultation

Other: _____

Program start date: _____

Scheduled days: _____

Scheduled times: _____

Additional program information: _____

3. Educational Approach

Hands Free Learning recognizes that children differ in their strengths, needs, interests, pace, learning styles, and development. HFL may use observations, parent input, academic records, assessments, student work, teacher feedback, and ongoing progress monitoring to determine appropriate instruction.

Instruction may include individualized teaching, small-group learning, targeted intervention, hands-on activities, projects, enrichment, independent work, collaborative learning, educational technology, movement, play, and other developmentally appropriate learning experiences.

Enrollment does not guarantee a particular academic result, grade, test score, placement, or rate of progress. HFL commits to thoughtful, professional instruction and communication with families regarding student growth and concerns.

4. Tuition and Program Fees

Program tuition: \$ _____

☐ Per month

☐ Per program

☐ Per session

Other billing basis: _____

Registration or enrollment fee: \$ _____

Assessment fee: \$ _____

Materials or supply fee: \$ _____

Other fees: \$ _____

Tuition due date: _____

Unless otherwise stated in writing, recurring tuition is paid in advance and reserves the student's place. Tuition is based on enrollment and program availability rather than solely on attendance.

5. Registration and Enrollment Fees

A registration or enrollment fee of \$_____ may be required to secure placement in qualifying programs. The fee may support enrollment processing, initial planning, student records, program preparation, materials, and assessment.

☐ Registration and enrollment fees are nonrefundable.

☐ Registration and enrollment fees are refundable only under these circumstances:

Placement is not secured until HFL receives all required enrollment documents and initial payments.

6. Payment and Automatic Billing

Recurring programs may require automatic electronic billing. The parent or guardian authorizes the approved payment provider to charge the payment method supplied for tuition and other authorized fees according to the agreed schedule.

Billing date: _____

Payment method: _____

Payment provider: _____

The parent or guardian must maintain a valid payment method and promptly notify HFL of changes. Payment information may be processed and stored by HFL's third-party payment provider under that provider's terms and privacy practices.

7. Late and Failed Payments

Tuition is considered late after: _____

Late fee: \$ _____

Returned, declined, disputed, or failed payment fee: \$ _____

Services may be paused after: _____

If an account remains unpaid, HFL may pause services or suspend enrollment until the account is current. Repeated payment issues may result in termination of enrollment. Families experiencing an unexpected financial difficulty should communicate with HFL as early as possible. Any alternative arrangement must be approved in writing.

8. Student Absences

Recurring tuition reserves a student's scheduled placement and is generally not prorated for routine student absences. This includes personal scheduling conflicts, vacations, extracurricular activities, and other family decisions unless HFL agrees otherwise in writing. Parents should notify HFL as soon as reasonably possible when a student will be absent.

9. Illness

Students should not attend when they have symptoms of a contagious illness or attendance could reasonably pose a health risk to others. HFL may ask a parent or guardian to pick up a student who becomes ill. Specific illness and return guidelines may be communicated separately. Illness absences remain subject to the applicable attendance and makeup policies.

10. Makeup Sessions

For individual tutoring or academic intervention:

Required cancellation notice: _____

Eligible makeups must be completed within: _____

Maximum eligible makeups per month or term: _____

Other condition: _____

Eligible makeups are subject to instructor availability. Sessions missed without the required notice may be forfeited. Group programs, homeschool programming, camps, workshops, and enrichment experiences

generally do not generate individual makeups unless otherwise stated.

If HFL cancels an individual session, HFL will make reasonable arrangements to reschedule it or provide an appropriate credit.

11. Weather Emergencies and Center Closures

HFL may close, delay opening, dismiss early, move instruction online where appropriate, or cancel programming because of severe weather, unsafe conditions, building issues, emergencies, government directives, or other circumstances beyond HFL's reasonable control. Families will be notified as promptly as reasonably possible.

Tuition or credit policy for extended closures: _____

12. Withdrawal from a Recurring Program

Required written notice: _____

Withdrawal notices must be submitted through: _____

The parent or guardian remains responsible for tuition and fees through the effective withdrawal date under this agreement. Failure to attend does not, by itself, constitute withdrawal.

13. Refunds

General refund policy: _____

☐ Registration fees are nonrefundable.

☐ Registration fees are refundable only under these conditions:

☐ Tuition already paid is nonrefundable.

☐ Tuition may be prorated only under these conditions:

Camp, workshop, and event refund policy: _____

HFL may establish separate cancellation terms for special programs, field experiences, workshops, or events. Those terms will be communicated before registration.

14. Sibling Enrollment

Sibling discount or credit: _____

Applicable programs: _____

Sibling adjustments cannot be combined with other promotions unless HFL states otherwise.

15. Parent Responsibilities

Families are important partners in the HFL educational model. Parents and guardians agree to:

- ☐ Provide accurate information relevant to instruction, safety, and participation.
- ☐ Provide requested academic records, evaluations, report cards, test results, and teacher feedback.
- ☐ Communicate significant changes affecting the student's learning or participation.
- ☐ Ensure timely arrival and pickup.
- ☐ Maintain respectful communication with staff and community members.
- ☐ Support reasonable educational expectations for the student's program.
- ☐ Keep emergency contact information current.
- ☐ Meet agreed financial obligations.

Questions or concerns should be communicated directly so they can be addressed constructively.

16. Student Conduct and Community Expectations

HFL is intended to be a peaceful, respectful, safe, and welcoming learning community. According to their developmental ability, students are expected to treat others respectfully, participate appropriately, respect property, follow safety instructions, and avoid behavior that threatens the physical or emotional safety of others.

HFL recognizes that behavior is often communication and will seek to understand and appropriately support students. HFL may require a meeting, modify participation, establish a support plan, require early pickup, temporarily suspend participation, or discontinue enrollment when a student's needs or behavior cannot reasonably or safely be supported. When reasonably possible, HFL will communicate concerns and work with the family toward an appropriate solution.

17. Learning Needs and Accommodations

Parents and guardians are encouraged to disclose information reasonably necessary for HFL to understand and support their child's educational needs, including relevant learning plans, evaluations, accommodations, developmental information, and professional recommendations. HFL will make enrollment and programming decisions in accordance with applicable law and the services it is reasonably equipped to provide. Enrollment does not represent that HFL can provide every service, therapy, accommodation, or specialized support a student may require.

18. Medical and Emergency Information

Allergies: _____

Relevant medical information: _____

Emergency instructions: _____

If a parent or guardian cannot be reached during an emergency, I authorize HFL to contact emergency medical services when reasonably believed necessary for my child's immediate health or safety. I understand that I remain responsible for associated medical treatment or transportation costs, subject to applicable law.

Parent or guardian initials: _____

19. Arrival Dismissal and Authorized Pickup

Students may be released only to a parent, guardian, or other authorized person unless otherwise permitted in writing. HFL may request identification before releasing a child to an unfamiliar authorized individual.

Authorized person 1

Name: _____

Relationship: _____

Phone: _____

Authorized person 2

Name: _____

Relationship: _____

Phone: _____

Authorized person 3

Name: _____

Relationship: _____

Phone: _____

Late pickup policy: _____

Late pickup fee: \$ _____

20. Field Trips and Off-Site Experiences

HFL may incorporate museums, libraries, parks, nature experiences, educational venues, and other community-based opportunities. An off-site activity may require a separate permission form, transportation authorization, waiver, or fee. Families will receive applicable information before participation when separate authorization is required.

21. Photography and Media

☐ YES - I authorize HFL to use photographs or video of my child for HFL's website, social media, printed marketing, and other promotional purposes.

☐ LIMITED - I authorize photography or video for internal documentation or family communication, but not for public marketing.

☐ NO - I do not authorize photography or video of my child for public or promotional purposes.

Student names or identifying information will not be intentionally published with marketing content unless separately authorized.

Parent or guardian initials: _____

22. Personal Belongings

Students should bring only belongings appropriate for their program. HFL is not responsible for lost, damaged, or misplaced items except as required by law. Families should label children's belongings.

23. Program Changes

As HFL grows, it may reasonably modify schedules, instructors, curriculum resources, classroom assignments, programming, policies, or operational procedures. When a material change directly affects an enrolled family's program or financial obligation, HFL will provide reasonable notice when practicable.

24. Termination of Enrollment

HFL may discontinue enrollment when reasonably necessary, including for unpaid tuition, repeated payment problems, significant or repeated policy violations, safety concerns, conduct that substantially disrupts learning, repeated failure to follow arrival or pickup requirements, breakdown of the collaborative family relationship, or circumstances in which HFL cannot reasonably provide the services or support required. Any refund or remaining financial obligation will be determined under this agreement and applicable law.

25. Communication

☐ Email

☐ Text message

☐ Parent portal

Other: _____

Families must maintain current contact information and review communications concerning enrollment.

HFL email: _____

HFL phone: _____

Website: _____

26. Acknowledgment of Educational Role

I understand that HFL provides educational programming and support according to the program selected. HFL's responsibilities may differ depending on whether the student participates in tutoring, intervention, enrichment, homeschool support, camps, workshops, or another program. For homeschool families, the parent or guardian retains educational responsibilities imposed on the parent under applicable Texas law unless a separate written agreement expressly provides otherwise.

27. Family and HFL Partnership

HFL believes education works best when families and educators work together. HFL commits to treating each child as an individual, maintaining high expectations with appropriate support, communicating with families, and creating opportunities for meaningful academic and personal growth. Families agree to approach this partnership with honesty, communication, respect, and shared commitment to the child's development.

28. Agreement and Acknowledgment

By signing below, I acknowledge that I have read this agreement, had an opportunity to ask questions, provided accurate information to the best of my knowledge, understand the applicable tuition and program policies, accept the financial obligations for the selected program, agree to reasonable safety and program policies, and understand that additional program-specific permissions may be required.

Signatures

Parent or guardian	Second parent or guardian if applicable
Printed name: _____	Printed name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
HFL representative	
Printed name: _____	Signature: _____
Date: _____	

Program and Financial Summary

Item	Agreed information
Student	_____
Program	_____
Start date	_____
Schedule	_____
Monthly tuition	\$ _____
Registration fee	\$ _____
Materials fee	\$ _____
Other fees	\$ _____
Payment due date	_____
Withdrawal notice	_____
Late fee	\$ _____
Sibling adjustment	_____
Additional terms	_____ _____

Parent or guardian initials: _____

HFL representative initials: _____