950 Roosevelt, Irvine, CA 92620
M 949.744.8642 | info@eplexjeffrey.com | www.e-plex.net

2026/2027 E-PLEX JF Program Registration Form

Student Name	School	Grade (2026 / 2027)	Sibling
Parent Name	Contact #	E-mail	

REGISTRATION

New Student Registration Fee	$100	Deposit (For secure your spot. will be applied to the payment)	$200

AFTERSCHOOL PROGRAM (Homework Support, ELA, Math, Reading Club, Time for Kid)

Afterschool	5-Day Program (without pick-up)	$1180/mo
	3-Day Program | Circle Choice: M T W TH F (without pick-up) Day	$980/mo
Optional Services	Pickup From School	$200/mo

ACADEMY PROGRAMS

	Private Tutor Math	$75/hr		Private Tutor Writing / Grammar	$75/hr
	GATE APAAS Test Prep : 50 min/class	$200/mo		Bookclub : 50 min/class	TBD
STEM	Fun/Lab Science : 50 min/class	$200/mo	ELA	Speech & Debate : 50 min/class	$200/mo
	Coding / Robotics : 50 min/class	TBD		Evidence Based Writing : 50 min/class	$200/mo
	Math Kangaroo : 50 min/class	TBD		Korean : 50 min/class	$200/mo

ART PROGRAMS

Art	Art for Fun : 50 min/class	$180/mo
	Fundamental Art : 50 min/class	$220/mo
	Premium Class : 50 min/class	$280/m
	Material Fee	$20/mo

MUSIC PROGRAMS

Instrument	Piano / Violin	
Private Lesson Regular	$45 for 30 min lesson $60 for 45 min lesson $75 for 60 min lesson	
Private Lesson for CM	Violin / Piano : $80~100 for 60 min lesson	

SPORTS PROGRAMS

Gym Program	KPOP Dance 50 min/class (8weeks required)	$200/mo	Outsourcing	Ballet	TBD
	Table Tennis 50 min/class (8weeks required)	$200/mo		Gymnastic	TBD
	Growth & Jump Rope 50 min/class	$200/mo		Keundo	TBD

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

Current afterschool students get 20% discount on Enrichment Class Tuition

E-PLEX
EDUCATION COMPLEX

E-Plex Irvine Jeffrey
950 Roosevelt
Irvine, CA 90620

info@eplexjeffrey.com
(949) 744-8642

Application Form

Full Name of Child:	Gender: M / F	Date of Birth:
School:	Grade:	
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:

E-PLEX
EDUCATION COMPLEX

Admissions Agreement

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

PAYMENT POLICY: Payment is based on a monthly schedule and is due on the first 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 start of Summer Camp 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. Cancellation of **'SUMMER CAMP TUITION'** must be made two weeks before the camp start date for a refund. **Initial:**

PARKING LOT SAFETY REGULATIONS: All vehicles must be parked in the designated lot for pick ups and drop offs. Vehicles not in compliance with regulations will be towed by building management. "E-PLEX JF" is not responsible for any fees pertaining to towing violations. "E-PLEX JF" is not responsible for theft or damage to vehicles or its contents. **Initial:**

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

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

LIABILITY RELEASE: I understand that the activities offered at **"E-PLEX JF"** involve physical activity that may result in injury. I hereby release and agree to indemnify **"E-PLEX JF"** 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 JF"** In addition, I give my permission for **"E-PLEX JF"** 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:**

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

Parent/Guardian Signature Date

E-PLEX
EDUCATION COMPLEX

E-PLEX AFTER-SCHOOL TRANSPORTATION AGREEMENT

This Agreement ("Agreement") is entered into between E-PLEX JF ("E-PLEX") and the parent/legal guardian ("Parent/Guardian") of the enrolled child(ren). Parent/Guardian authorizes E-PLEX and its designated employees, drivers, staff members, contractors, or authorized representatives to pick up and transport the enrolled child(ren) from school to the E-PLEX facility or designated after-school destination.

1. AUTHORIZATION FOR SCHOOL PICK-UP
Parent/Guardian agrees to notify the child(ren)'s school that E-PLEX is an authorized after-school transportation provider and to add E-PLEX to all applicable school emergency contact and authorized release forms. Drivers and staff may vary and may wear E-PLEX identification when feasible.

2. TRANSFER OF SUPERVISION RESPONSIBILITY
E-PLEX responsibility begins only after the child has checked in with designated E-PLEX staff and entered the transportation vehicle. E-PLEX is not responsible for children prior to check-in, children who fail to report to the designated pick-up area, leave without authorization, or are absent without notice.

3. PARENT NOTIFICATION REQUIREMENTS
Parent/Guardian must notify E-PLEX in advance if the child will be absent, transportation is not needed, another individual will pick up the child, or dismissal procedures change. Notification may be made by email, Brightwheel message, phone call, or text.

4. LATE / MISSED PICK-UP POLICY
Students must report immediately to the designated pick-up location after dismissal. If a student fails to arrive within five (5) minutes after dismissal without prior notice, E-PLEX may continue the transportation route without the student and shall not be responsible for supervision of unattended students remaining at school.

5. TRANSPORTATION RULES
Students must remain seated, wear seat belts at all times, follow driver instructions, behave respectfully, refrain from disruptive conduct, and may not consume food in the vehicle except water. Seating assignments are determined solely by E-PLEX staff.

6. BOOSTER SEAT / CHILD RESTRAINT COMPLIANCE
Parent/Guardian acknowledges that California law may require booster seats or other child restraint systems and agrees to provide accurate age, height, and weight information.

7. MEDICAL EMERGENCY AUTHORIZATION
Parent/Guardian authorizes E-PLEX staff to administer reasonable firs6t aid, contact emergency medical services, and obtain emergency medical treatment if necessary. Parent/Guardian accepts full responsibility for any resulting medical expenses.

8. ASSUMPTION OF RISK
Parent/Guardian understands that transportation activities involve inherent risks including automobile accidents, sudden stops, traffic conditions, weather conditions, loading/unloading incidents, and unforeseen emergencies, and voluntarily assumes all such risks.

9. INDEPENDENT ENTITY STATUS
E-PLEX JF is an independently owned and operated entity. Participation in E-PLEX JF services does not create any legal relationship with, responsibility of, or liability against any other E-PLEX locations, affiliates, franchises, businesses, owners, or operators not directly associated with E-PLEX JF. Parent/Guardian agrees that any obligations or liabilities arising from services provided by E-PLEX JF shall be limited solely to E-PLEX JF. Nothing in this Agreement shall be construed as creating a partnership, joint venture, franchise relationship, or agency relationship with any other E-PLEX entity.

10. RELEASE OF LIABILITY
To the fullest extent permitted under California law, Parent/Guardian releases, waives, discharges, and agrees to hold harmless E-PLEX, its owners, employees, drivers, contractors, and affiliates from any and all claims, liabilities, damages, losses, costs, or expenses arising from participation in transportation services, except in cases of gross negligence or willful misconduct.

11. ACKNOWLEDGMENT
By signing below, Parent/Guardian acknowledges that they have carefully read and understood this Agreement, voluntarily agree to its terms, and authorize E-PLEX to transport their child(ren).

Child's Full Name: _____ Parent/Guardian Name: _____

School Name / Grade: _____ Phone Number: _____

Emergency Contact 1: _____ Emergency Contact 2: _____

Parent/Guardian Signature: _____ Date: _____

E-PLEX
EDUCATION COMPLEX

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 info@eplexjeffrey.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 JEFFREY IRVINE.

Best,
E - PLEX JEFFREY IRVINE

E-PLEX
EDUCATION COMPLEX

EPLEX 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

EPLEX 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.