

# YSC Registration, Payments and Cancellation Policy

Attention: the Youth Science Center has changed to a new online registration system.

## How Do I Register?

1. Go to [www.youthsciencecenter.org](http://www.youthsciencecenter.org) .
2. Click on the “Summer Science Discovery” button.
3. Please view our tutorial video or document for a step-by-step guide on how to register your children.
3. Select the week that you desire to register for and pay using the online system’s prompts.
4. A class confirmation will be sent to you via email automatically once registered via the online system.

We regret that we are not able to confirm classes by telephone.

5. For more information regarding registration, please email Elaine Chiu at [elaine@youthsciencecenter.org](mailto:elaine@youthsciencecenter.org). For more class information, please call Diana Padilla at (626) 588-7818.
6. We will post a list of classes closed due to full enrollment on our website.

## When Should I Register?

Registration is first come, first served. Register early to avoid disappointment.

## What Age Must My Child Be to Participate?

Grade level is listed on the class schedule. This is the grade your child will be entering in September 2018. Preschool Students must be 4 years old as of September 2017 and must be registered as a kindergartener or above for the September 2018 school year.

## Where Are the Classes Located?

Bixby Elementary, 16446 Wedgeworth Drive in Hacienda Heights. (Across the street from Wilson High School.)

## Where Can I Find Class Descriptions?

Please go to our website, click on the “Summer Science Discovery” button and download “Summer Schedule with Class Descriptions” to view.

## What About Lunch Time Supervision?

Your child’s safety and comfort are extremely important to us. Any child who is enrolled in classes right before and right after lunch (12:30pm) of the same week will be supervised during lunch time. Students must bring their own lunch. We do not provide microwaves for the students. Activities will be provided when the students have finished eating. There is no additional charge for this supervision.

**What Happens if I Register Late?**

Late registrants are considered those who register after the first day of class. Late registrants will be charged \$5.00.

**What Payment Options Do You Accept?**

We can accept credit, debit, PayPal, and check payments online. Please note that any bounced checks will be charged a \$35 service fee.

**Am I a Member or a Non-Member?**

Unless you have previously purchased a life membership fee, your membership expires on May 1.

**What is Your Cancellation Policy?**

If you must cancel your registration one day before the class starts, please email Elaine Chiu at [elaine@youthsciencecenter.org](mailto:elaine@youthsciencecenter.org). No cancellations can be accepted over the phone. Cancellations before the first day of class will be given a full refund in original form of payment. Cancellations after the class has begun will be issued class credit for the 2018 summer program minus a \$20 processing fee per class. Please allow 5-7 business days for any refunds.