

# The Language Workshop for Children

## ENROLLMENT FORM • SUMMER CLASSES • New York City • New Jersey • Long Island

Please use a different form for NYC Camp-Like Enrichment

**CHILD . PLEASE COMPLETE ONE FORM PER CHILD.**

\_\_\_\_\_

Child Last Name                      First Name                      Gender      Date of Birth                      Age at Start

**PARENT(S) . PLEASE COMPLETE THIS SECTION, EVEN IF YOU WERE WITH US IN PRIOR SESSIONS.**

\_\_\_\_\_

Parent Last Name                      First Name                      Business/Day Phone                      Home Phone                      Cell Phone

\_\_\_\_\_

Parent Last Name                      First Name                      Business/Day Phone                      Home Phone                      Cell Phone

\_\_\_\_\_

Street / Apartment                      City                      State                      Zip Code

**EMAIL ADDRESS** \_\_\_\_\_ **PRINT CLEARLY, IMPORTANT FOR COMMUNICATION**

**BEFORE FAXING, MAILING, OR SCAN/EMAILING FORM, PLEASE CALL THE LWFC TO CHECK AVAILABILITY TO PLACE A 3-DAY HOLD**

Please return both pages of this form . Please sign page two.

LANGUAGE	PROGRAM	ENROLLMENT OPTION	CLASSES TO BE ATTENDING	CLASS(ES)	
			<b>FLEXIBLE SCHEDULE</b>	<b>BY PARTS</b>	<b>CLASS 1</b>
<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> By Parts	1 _____	<input type="checkbox"/> June Part	Day . Time
<input type="checkbox"/> Spanish	<input type="checkbox"/> Children's Class	<input type="checkbox"/> Flexible	2 _____	<input type="checkbox"/> July Part	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Family Preschool		3 _____	<input type="checkbox"/> Aug Part	_____   _____
<input type="checkbox"/> Italian			4 _____		
			5 _____		
<b>LOCATION</b>			6 _____	<b>FOR JUNE/JULY MONDAY ENROLLMENTS</b>	
<input type="checkbox"/> NYC Main/Annex			7 _____	<input type="checkbox"/> Contact me to schedule make-up(s)	
<input type="checkbox"/> Manhasset			8 _____	<input type="checkbox"/> Deduct cost of class(es)	
<input type="checkbox"/> Montclair			9 _____		
<input type="checkbox"/> Madison			10 _____		
<input type="checkbox"/> Ridgewood			11 _____		
			12 _____		
			<b>FLEXIBLE SCHEDULE</b>	<b>BY PARTS</b>	<b>CLASS 2</b>
<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> By Parts	1 _____	<input type="checkbox"/> June Part	Day . Time
<input type="checkbox"/> Spanish	<input type="checkbox"/> Children's Class	<input type="checkbox"/> Flexible	2 _____	<input type="checkbox"/> July Part	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Family Preschool		3 _____	<input type="checkbox"/> Aug Part	_____   _____
<input type="checkbox"/> Italian			4 _____		
			5 _____		
<b>LOCATION</b>			6 _____	<b>FOR JUNE/JULY MONDAY ENROLLMENTS</b>	
<input type="checkbox"/> NYC Main/Annex			7 _____	<input type="checkbox"/> Contact me to schedule make-up(s)	
<input type="checkbox"/> Manhasset			8 _____	<input type="checkbox"/> Deduct cost of class(es)	
<input type="checkbox"/> Montclair			9 _____		
<input type="checkbox"/> Madison			10 _____		
<input type="checkbox"/> Ridgewood			11 _____		
			12 _____		

**PLEASE ANSWER:**

Is another child from the same family enrolling in Summer 2010?..... Yes, Child's Name \_\_\_\_\_  
 Does this child need medication or have allergies potentially affecting his health at the LWFC?.....  Yes  No

**SUMMER 2010 ENROLLMENT POLICIES  
NYC & NJ-LI CLASSES**

**MAKE-UPS/ATTENDANCE.** We will extend our best efforts but cannot guarantee that we can accommodate a make-up over the Summer session. We regret that no refunds or school credits are made to compensate for non-attendance. We cannot guarantee that we can accept a child arriving on a day that he or she is not enrolled.

**SEPARATION/TOILET TRAINING.** Parents represent that a child enrolled in a Children's Class or Camp-Like Enrichment program is able to separate and is toilet trained. In the event that a child is not adjusted to separation or toilet trained a responsible caregiver must remain on premises. No refunds or school credits are made to compensate for separation or toilet training issues.

**PERSONAL ITEMS.** Parents assume all liability for loss or damage to personal items brought to the premises.

**MEDICAL CONDITIONS:** Parents of children who require any type of special medical care are advised that LWFC staff will not administer medical treatment. The LWFC requires that a parent or caregiver of any child requiring special medical attention stay outside the classroom in the event that a drug or other treatment may become necessary.

**CLASS TIME CHANGE.** We may need to revise your class ahead or behind by 10 minutes.

**TEACHER.** We cannot guarantee that your class will be taught by a particular teacher.

**COMMUNICATIONS.** The LWFC confirms classes and sends communications about enrollments, scheduling, calendar changes, session dates, and programs via email from ThibautTechnique.com. Parents are responsible for facilitating receipt of LWFC emails. The LWFC is not responsible for lost communications in the event that its emails are not opened, not read, diverted to spam, or the recipient unsubscribes to LWFC communications.

**CALENDAR.** Parents are responsible for making a copy of this form and knowing their scheduled classes and/or parts.

**STROLLERS IN NYC/PERSONAL PROPERTY.** The Main LWFC is on the second floor, up one flight of stairs and has a small entranceway. Therefore we make an employee available to help manage strollers. Please help us keep our entrance clear and safe by (1) **bringing a lightweight, foldable stroller**, (2) **carrying (or allowing the LWFC to carry) your stroller upstairs**, and (3) **not leaving your stroller open in the vestibule**. The LWFC regrets that parents assume all liability for loss or damage to strollers (or other personal items) left in the vestibule or elsewhere on LWFC premises.

**SCHEDULING.** In the Summer parent may choose:

- **Flexible Session.** Enroll in a minimum of any 4 to 12 weeks, or
- **By Part.** Enroll in any one 4-week part. If enrolling on a June/July Monday please indicate on the front of this form whether you want to schedule make-up(s) for Memorial Day/Fourth of July Monday or have us deduct the cost of the class(es).

**DISCOUNTS.**

- **Sibling Discount.** We deduct 10% for the second and third sibling from the same family enrolled in Summer.
- **Additional Class.** We deduct 20% for an additional class for the same child in the same week in Summer (in the same or a different language).

**PAYMENTS.** The LWFC accepts personal checks (made payable to "Language Workshop for Children"), American Express (AMEX), VISA, Mastercard, and Discover ("credit card"), money orders, or cash. Ten days before a session starts personal checks are no longer accepted. The LWFC reserves the right to charge the card below for any class attended in excess of those specified on page one of this form.

**CLASS CHANGE.** During the Summer Session a request to change class day/time must be received **with at least two weeks notice**. The LWFC cannot guarantee that a request to change class day/time can be accommodated. Please send such requests by email to enrollment@thibauttechnique.com or by fax to 212/396-1372. Please do not call in your request. **The LWFC charges a \$25 change Fee for each change.**

**REFUNDS.** All tuition received is non-refundable. No refund or school credit granted for any reason in the event that a child stops attending or cannot attend his enrolled classes.

**AGREEMENT, PLEASE SIGN.**

I have read and agree to the policies above. I understand that no refunds or school credits are granted after 05/14/10 for any reason and that the LWFC charges a \$50 Withdrawal/Cancellation Fee and a \$25 Class Change Fee.

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

**CREDIT CARD AUTHORIZATION.** If paying by credit card please complete below:

Cardholder Name \_\_\_\_\_ Billing Zip Code \_\_\_\_\_ Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Security Code \_\_\_\_\_