

THE LANGUAGE WORKSHOP FOR CHILDREN • SUMMER 2012 • ENROLLMENT FORM

NYC SUMMER TOTS & FAMILY PRESCHOOL . NJ-LI ALL SUMMER PROGRAMS

PLEASE USE A DIFFERENT FORM FOR NYC SUMMER CAMP-LIKE ENRICHMENT

CHILD(REN)

Last Name . Child 1 First Name Gender Date of Birth Age at Start

Last Name . Child 2 First Name Gender Date of Birth Age at Start

PARENT(S)

PLEASE COMPLETE EVEN IF YOU WERE WITH US IN PRIOR SESSIONS. THANK YOU.

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

PARENT EMAIL ADDRESS _____ **PRINT CLEARLY, IMPORTANT FOR COMMUNICATION**

BEFORE RETURNING FORM PLEASE CALL TO CHECK AVAILABILITY AND PLACE A 3-DAY HOLD

Please (1) Return both pages of this form, (2) Sign the back, & (3) Please use a different form for NYC Camp-Like Enrichment

CHILD 1	LANGUAGE	PROGRAM	DAY(S) TIME(S)	PART(S)	or	FLEX SESSION (List any 4+ Class Dates)
NAME _____	<input type="checkbox"/> French	<input type="checkbox"/> 45M Tots	Class 1	<input type="checkbox"/> Part 1	1	_____ 7 _____
	<input type="checkbox"/> Spanish	<input type="checkbox"/> 1 Hr Children	Day Time	<input type="checkbox"/> Part 2	2	_____ 8 _____
	<input type="checkbox"/> Chinese	<input type="checkbox"/> 2-1/2 Hr Enrichment		<input type="checkbox"/> Part 3	3	_____ 9 _____
	<input type="checkbox"/> Italian		_____/____		4	_____ 10 _____
	LOCATION				5	_____ 11 _____
	<input type="checkbox"/> NYC	<input type="checkbox"/> 45M Tots	Class 2		6	_____ 12 _____
	<input type="checkbox"/> Montclair	<input type="checkbox"/> 1 Hr Children	Day Time			
	<input type="checkbox"/> Madison	<input type="checkbox"/> 2-1/2 Hr Enrichment		<input type="checkbox"/> Part 1	1	_____ 7 _____
	<input type="checkbox"/> Manhasset		_____/____	<input type="checkbox"/> Part 2	2	_____ 8 _____
	<input type="checkbox"/> Ridgewood			<input type="checkbox"/> Part 3	3	_____ 9 _____
					4	_____ 10 _____
					5	_____ 11 _____
				6	_____ 12 _____	

CHILD 2	LANGUAGE	PROGRAM	DAY(S) TIME(S)	PART(S)	or	FLEX SESSION (List any 4+ Class Dates)
NAME _____	<input type="checkbox"/> French	<input type="checkbox"/> 45M Tots	Class 1	<input type="checkbox"/> Part 1	1	_____ 7 _____
	<input type="checkbox"/> Spanish	<input type="checkbox"/> 1 Hr Children	Day Time	<input type="checkbox"/> Part 2	2	_____ 8 _____
	<input type="checkbox"/> Chinese	<input type="checkbox"/> 2-1/2 Hr Enrichment		<input type="checkbox"/> Part 3	3	_____ 9 _____
	<input type="checkbox"/> Italian		_____/____		4	_____ 10 _____
	LOCATION				5	_____ 11 _____
	<input type="checkbox"/> NYC	<input type="checkbox"/> 45M Tots	Class 2		6	_____ 12 _____
	<input type="checkbox"/> Montclair	<input type="checkbox"/> 1 Hr Children	Day Time			
	<input type="checkbox"/> Madison	<input type="checkbox"/> 2-1/2 Hr Enrichment		<input type="checkbox"/> Part 1	1	_____ 7 _____
	<input type="checkbox"/> Manhasset		_____/____	<input type="checkbox"/> Part 2	2	_____ 8 _____
	<input type="checkbox"/> Ridgewood			<input type="checkbox"/> Part 3	3	_____ 9 _____
					4	_____ 10 _____
					5	_____ 11 _____
				6	_____ 12 _____	

SUMMER 2012 ENROLLMENT POLICIES
NYC TOTS & FAMILY PRESCHOOL . NJ-LI ALL PROGRAMS

MAKE-UPS/ATTENDANCE. Since per class headcount is fixed and limited we cannot guarantee that we can admit a child on a day that he/she is not formally enrolled. We will extend our best efforts but cannot guarantee that we can accommodate a make-up during the Summer session. We regret that no refunds or school credits are made to compensate for non-attendance.

SEPARATION/TOILET TRAINING. Parent represents that a child enrolled in Camp-Like Enrichment can separate and is toilet trained. In the event that a child is not adjusted to separation or toilet trained a caregiver must remain on premises. No refunds or school credits are made to compensate for separation or toilet training issues.

MEDICAL CONDITIONS. LWFC staff cannot administer any type of medical treatment. The LWFC requires that a parent or caregiver of a child likely to require special medical attention remain outside the classroom ready to administer drugs or medical treatment in the event that they become necessary.

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

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.

AGREED CLASS DATES. Parents are responsible for making a photocopy of this enrollment form and knowing their flexible class dates, schedule, and holidays.

EMAIL COMMUNICATIONS. The LWFC confirms classes and sends all communiqués about enrollments, scheduling, calendar changes, session dates, programs and emergency notices via email. Parents agree to facilitate receipt of LWFC emails from Info@ThibautTechnique.com. The LWFC is not responsible for lost communications in the event that its emails are not opened, read, diverted, or the recipient unsubscribes from or blocks LWFC communiqués.

VISITORS. LWFC learning environments are focused so Tots and Family Preschool classes admit only one adult per child (un-enrolled infants, siblings, or guests are not admitted). Before bringing a family member, please call the enrollment office at least one day before so that we can notify the teacher.

STROLLERS IN NYC/PERSONAL PROPERTY. During June NYC classes are held at the main LWFC which is on the second floor, up one flight of stairs, and has a small entranceway. Therefore we try to 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. To accommodate family travel the LWFC divides its summer session into three parts.

MINIMUM. Enroll for a minimum of (1) one part, or (2) any four or more classes (flexible session).

DISCOUNTS.

- **Early Enrollment Discount.** Deduct 10% of for paid enrollments received by 3/1/12 for NJ-LI, and 3/15/12 for NYC.
- **Sibling Discount.** Deduct an additional 10% from tuition paid for the second and third sibling from the same family.
- **Additional Class.** Deduct 20% from tuition paid toward additional class(es) in the same part for the same child (in the same or different language).

PAYMENTS. Children are not admitted until tuition is paid in full. The LWFC accepts personal checks (payable to "Language Workshop for Children"), American Express (AMEX), VISA, Mastercard, and Discover ("credit card"), money orders, or cash. In days before a session starts personal checks are not accepted.

CHANGES AND WITHDRAWALS. During the Summer requests to change class day/time must be received with at least two weeks notice. Requests to cancel/withdraw are made subject to the terms below. Please send requests by email to Enrollment@ThibautTechnique.com. Please do not submit your request by telephone. **The LWFC charges a \$25 Change Fee and \$50 Withdrawal Fee.**

REFUNDS AND SCHOOL CREDITS.

Before 04/25/12 we refund 100% of payments made less a \$50 Cancellation/Withdrawal fee.

After 04/25/12 and before 05/11/12 we issue a school credit less a \$50 Cancellation/Withdrawal fee.

After 05/11/12 no refunds or school credits are granted for any reason. All tuition received after this date is non-refundable. A school credit is not a credit to a credit card (a credit to a credit card is a refund). A school credit can be extended on behalf of the same child, a sibling, transferred to another child (not presently or previously enrolled at the LWFC), converted into a school donation or personal gift certificate, or redeemed for Professor Toto products.

AGREEMENT, PLEASE SIGN.

I have read and agree to the policies above. I understand that no refunds or school credits are granted after 05/11/12 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 _____