

# German American Elementary School

@ German Language Center – 3510 Mt. Vernon - Houston, TX 77006

Please print, complete and sign this form. Then mail the form to us with a check attached.

Date and Signature required

**Date of Admission:** \_\_\_\_\_

Father's Name:	<input style="width: 100%;" type="text"/>		
Mother's Name	<input style="width: 100%;" type="text"/>		
Child's Name:	<input style="width: 100%;" type="text"/>		
Birth date	<input style="width: 45%;" type="text"/>		(MM/DD/YY)
Address:	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 25%;" type="text"/>	State/Zip	<input style="width: 25%;" type="text"/>
Work:	<input style="width: 25%;" type="text"/>	Home:	<input style="width: 25%;" type="text"/>
Cell:	<input style="width: 25%;" type="text"/>	Email:	<input style="width: 50%;" type="text"/>

<input type="checkbox"/> Kindergarten	8:00 am -1:30 pm	\$ 660 /per month	
<input type="checkbox"/> Elementary Grade 1-5	8:00 am -3:30 pm	\$ 1060 /per month	
<input type="checkbox"/> After School Program	5 Day Program / 1:30 pm – 5:30 pm	\$ 360 /per month	
<input type="text"/> Monthly Tuition	<input type="text"/> First Time Reg. Fee \$ 60 (non-refundable)		
<input type="text"/> Deposit (1 monthly tuition)	<input type="text"/> Annual Supply Fee \$ 200 (non-refundable)		
	<input type="text"/> Contribution (Capital Building		<input type="text"/> Total Amount Due \$
Payment Information:	<input type="checkbox"/> <b>Check</b> (pre-dated checks for the entire academic year are required in order to finalize this registration! Please make all checks out to GAES)	<input type="checkbox"/> <b>AutoPay</b> (please provide us with documentation of the contract of the bank of your choice)	

# Enrollment Contract

## First Time Enrollment

Parents who wish to enroll at the **German American Elementary School (GAES)** begin by completing the **GAES** Enrollment Contract and submitting the **GAES** Admission Information (one application per child).

To secure your child's enrollment at **GAES** please attach a check with first time registration fee, annual supply-fee, and deposit equaling one month's tuition, plus tuition for the first month of attendance. After acceptance first time registration fee, annual supply fee and deposit are strictly non-refundable.

If an opening is not immediately available, your child's name will be placed in the class waiting list after completion of all enrollment procedures including payment. As soon as an opening exists a parent orientation will be scheduled and an informal teacher-child assessment will be made to determine the child's readiness, class placement and date of admission. Upon acceptance your child is enrolled at **GAES**. If there is still no vacancy after a waiting period of 3 months, parents may withdraw the enrollment and a refund of deposit, first month's tuition and supply fee will be granted.

## Re-Enrollment

Re-enrollment is due in Spring 2011 for the upcoming school year 2011-2012. All returning children are given priority enrollment. For returning children the difference between the deposit on file and the new deposit is due upon re-enrollment, if parents decide to upgrade the child's attendance during the week. To secure your child's re-enrollment at **GAES** please sign the **GAES** Enrollment contract and attach a check with the annual supply fee plus tuition for the first month of attendance and – if applicable – the updated deposit. Annual supply fee and deposit are strictly non-refundable.

## Withdrawal policy

The deposit might be refundable for school-initiated dismissal of student(s) or family while in attendance. The deposit will be applied to the child's last month tuition while in attendance with 30 days prior written notice of withdrawal by the 1<sup>st</sup> of the month. Without written notice, the deposit will be forfeited.

The deposit will only be refundable at the discretion of the owner and director of **GAES**.

## Payment procedures

A 20 % discount is applicable for the second child enrolled.

Monthly tuition is payable on the 25<sup>th</sup> of each month for the following month commencing with the child's first month of attendance. A 10% late fee will apply after the 5<sup>th</sup> of the next month and will be enforced. A charge of \$25 will be assessed on returned checks.

For returning students the first year's deposit will be transferred to the next school year, and will be counted as tuition for the last month of attendance.

Refunds or allowances in tuition cannot be made for absences in the event of illness, vacations, and extended personal leaves or on the occasion of holidays such as Thanksgiving or Christmas, or other circumstances.

# Agreements

I (we)  agree to pay the **GAES** the net monthly tuition of \$  for my / our child  for the 2011-2012 school year.

I / We hereby agree to relieve the school and its directors of any liability for injury or accident occurring on the school premises or while on parent outings. I understand that as a parent, I am liable for any loss or damage to school property caused by my child. We give permission for the taking of photographs or movies of this child as a student at the school displayed on the **GAES** Website and **GAES** Flyer. Pictures displayed on the website or flyer will not carry the names of the children. **Addresses and other personal information will be treated confidentially and will not be sold or distributed.**

A copy of the Texas Department of Human Services "Minimum Standards" is available in the **GAES** office for parents who wish to review it.

The parent(s) /Legal Guardian(s) hereby agree to

- + sign all necessary forms and documents required by the TDFPS and **GAES**
- + drop off their child on time
- + pick up their child on time. A late pick-up fee of \$ 5.00 for every 15 min will be charged, payable with an extra check at the end of the month
- + bring lunch and something to drink every day
- + clean the cubby of their child every Friday and take crafts, dirty clothes home
- + bring 2 new sets of spare clothes and a sun hat
- + bring insect repellent in a pump spray and sun lotion as needed
- + label all your children's belongings
- + share child related information with **GAES** staff
- + check e-mails on regular basis

In signing this application, the parent or guardian agrees to abide by the policies and procedures stated above.

Policies and regulations subject to change. **GAES** reserves the right to modify contracts, policies and procedures during the school year. Parents will always receive written notice prior to initiation of change.

**I / We have read and agree to the Enrollment Contract**

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Signature of Parent or Legal Guardian

Date

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**German American Elementary School**

Director's Signature

Date

All children regardless of race, color, creed, nationality, or ethnic origin are eligible for enrollment.