

Kinderspiel

@ German Language Center - 3516 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 type="text"/> | | |
| Mother's Name: | <input type="text"/> | | |
| Child's Name: | <input type="text"/> | | |
| Birth date: | <input type="text"/> | (MM/DD/YY) | |
| Address: | <input type="text"/> | | |
| | <input type="text"/> | | |
| City: | <input type="text"/> | State/Zip: | <input type="text"/> |
| Work: | <input type="text"/> | Home: | <input type="text"/> |
| Cell: | <input type="text"/> | Email: | <input type="text"/> |

- Kinderspiel 5 Day Program \$660 /per month
- Kinderspiel 3 Day Program \$460 /per month
- Kinderspiel 2 Day Program \$360 /per month

| | | |
|---|--|--|
| <input type="text"/> Monthly Tuition | <input type="text"/> First Time Reg. Fee \$ 60 (non-refundable) | <input type="text"/> Total Amount Due \$ |
| <input type="text"/> Deposit (1 monthly tuition) | <input type="text"/> Annual Supply Fee \$ 100 (non-refundable) | |
| | <input type="text"/> Parent Workshop Fee \$ 20 (non-refundable) | |

| | | |
|----------------------|--|---|
| Payment Information: | <input type="checkbox"/> Check made out to GLC - Kinderspiel | <input type="checkbox"/> Cash <input type="checkbox"/> Automatic payment |
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Enrollment Contract

First Time Enrollment

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

To enroll your child at **Kinderspiel** please attach a check with first time registration fee and deposit equaling one month's tuition. Once you have received a written confirmation from **Kinderspiel** of an opening the following payments finalize your child's enrollment: supply fee, parent workshop fee, and tuition for the first month of attendance. After acceptance, First Time Registration Fee, Annual Supply Fee, Parent Workshop Fee, and Deposit are strictly non-refundable.

If an opening is not immediately available we will contact you. You have the option to place your child on the **Kinderspiel** waiting list. Waiting list openings are distributed on a first come first served basis. As soon as we can offer your child an opening, a parent orientation will be scheduled and an informal child assessment will determine the child's readiness, class placement, and date of admission. Upon acceptance, your child is enrolled at **Kinderspiel**. Parents may withdraw the child from the waiting list through a written notice at any time. A waiting list refund will be granted.

Re-Enrollment

Re-enrollment is due in Spring for the upcoming school year. 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 re-enrollment at **Kinderspiel** please return the signed **Kinderspiel Enrollment Contract** with a check attached (including the fees for Annual Supply Fee, Parent Workshop Fee, plus Tuition for the first month of attendance and - if applicable - the updated deposit). Annual Supply Fee, Parent Workshop Fee and Deposit are strictly non-refundable.

Payment Plan

Kinderspiel offers payment plans. Please contact our office for details.

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 a **30 days prior written notice** _____ (initial) of withdrawal by the 1st of the month. Full month tuition is applied if child is withdrawn in the middle of the month. Without written notice, the deposit will be forfeited. The deposit will only be refundable at the discretion of the owner of **Kinderspiel**.

Payment procedures

A 20 % discount is applicable for the second child enrolled. The **monthly tuition is payable on the 25th of each month** _____ (initial) for the following month commencing with the child's first month of attendance. A 10% late fee will apply after the 5th of the next month and will be enforced. A charge of \$30 will be assessed on returned checks.

Kinderspiel offers an automatic bank payment or pre-dated checks as payment methods. **Proof of automatic scheduled payment plan or pre-dated checks have to be submitted before the first day of attendance** _____ (initial).

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, extended personal leaves, or on the occasion of holidays such as Thanksgiving or Christmas, or other circumstances.

Agreements

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

I / We hereby agree to relieve the school, its director and all staff members 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. I give permission for the taking of photographs or videos of this child as a student at the school displayed on the **Kinderspiel** website and **Kinderspiel** 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.**

_____ (initial)

A copy of the Texas Department of Family and Protective Services (DFPS) "Minimum Standards" is available in the **Kinderspiel** 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 DFPS and **Kinderspiel**
- + drop off their child on time and call in late arrival or absence by 8:30 a.m.
- + 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 a beverage every day
- + clean the child's cubby every Friday and take crafts and dirty clothes home
- + provide the facility with a small towel (towel will be washed once a week by **Kinderspiel**)
- + bring two (2) sets of spare clothes and a sun hat
- + bring insect repellent in a pump spray and sun lotion as needed
- + label all of the child's belongings
- + share child-related information with **Kinderspiel** staff
- + check e-mails on regular basis

_____ (initial)

In signing this application, the parent or guardian agrees to abide by the policies and procedures stated above. Policies and regulations subject to change. **Kinderspiel** 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:

Signature of Parent or Legal Guardian

Date

Kinderspiel Director's Signature

Date

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