

ENROLLMENT FORM 2011 –2012



To guarantee a spot, this form must be dropped off or sent to Super Spanish before deadline, together with initial fees' payment. Once the maximum number of students has been reached in the group, the following enrolled students will be joining a waiting list. Program's continuing students registering on time will have priority over the new ones. For our Preschooler Program, students enrolling 3 to 5 days a week will have priority. Students enrolling 1-2 days a week will follow upon availability.

COURSE INFORMATION:

Course's Names and Schedules (please circle):

Summer Camp: Week 1: TUE WED THURS FRI Week 2: MON TUE WED THURS FRI Week 3: MON TUE WED THURS FRI Week 4: MON TUE WED THURS FRI Week 5: MON TUE WED THURS FRI Week 6: MON TUE WED THURS FRI Week 7: MON TUE WED THURS FRI Week 8: MON TUE WED THURS FRI **Time: 10 AM TO 2 PM**

Bilingual in Spanish Program: BEBÉS (TERM 1) / BEBÉS (TERM 2) / BEBÉS (TERM 3) / PEQUEÑITOS I (TERM 1) / PEQUEÑITOS I (TERM 2) / PEQUEÑITOS II (TERM 1) / PEQUEÑITOS II (TERM 2) / GRANDECITOS (TERM 1) / GRANDECITOS (TERM 2) / PRIMARIA 1 (TERM 1) / PRIMARIA 1 (TERM 2) / PRIMARIA 2 (TERM 1) / PRIMARIA 2 (TERM 2) / PRIMARIA 3 (TERM 1) / PRIMARIA 3 (TERM 2) / PRIMARIA 4 (TERM 1) / PRIMARIA 4 (TERM 2) / PRIMARIA 5 (TERM 1) / PRIMARIA 5 (TERM 2) / PRIMARIA 6 (TERM 1) / PRIMARIA 6 (TERM 2)

Spanish as a Second Language Program: PRE-K BEGINNER, LESS THAN 9 HRS/WEEK (TERM 1) / PRE-K BEGINNER LESS THAN 9 HRS/WEEK (TERM 2) / MUY BIEN (TERM 1) / MUY BIEN (TERM 2) / MUY BIEN (TERM 3) / MUY BIEN (TERM 4) / LA PANDILLA 1 (TERM 1) / LA PANDILLA 1 (TERM 2) / LA PANDILLA 2 (TERM 1) / LA PANDILLA 2 (TERM 2) / CHICOS&CHICAS 1 (TERM 1) / CHICOS&CHICAS 1 (TERM 2) / CHICOS&CHICAS 2 (TERM 1) / CHICOS&CHICAS 2 (TERM 2) / CHICOS&CHICAS 3 (TERM 1) / CHICOS&CHICAS 3 (TERM 2) / CHICOS&CHICAS 4 (TERM 1) / CHICOS&CHICAS 4 (TERM 2) / SIBLING'S CAMP

Course's Term (please circle): Term 1 FALL (Sept. to Dec) Term 2 SPRING (Jan. to June)

Day/s : MON TUE WED THURS FRI **Time:** _____ TO _____

STUDENT & FAMILY INFORMATION:

Student's Name: _____ Gender: M / F Age: _____ Date of Birth: ____ / ____ / ____
 Mother's Name: _____ Cell: (____) _____ Work: (____) _____
 Father's Name: _____ Cell: (____) _____ Work: (____) _____
 Guardian's Name (if applicable): _____ Cell: (____) _____ Work: (____) _____
 Address: _____
 City: _____ Zip code: _____ Home: (____) _____
 E-mail Address*: _____ (please note that we may send academic and administrative information via e-mail)

* [] I DON'T WANT INFORMATION TO BE SENT VIA E-MAIL. I WOULD PREFER A HARD COPY.

Person/s authorized to pick up the student (other than parents):

Name: _____ Relationship _____ Phone number: (____) _____
 Name: _____ Relationship _____ Phone number: (____) _____
 Name: _____ Relationship _____ Phone number: (____) _____

If new enrollee, how did you find out about us? Door-hanger: ___ Brochure: ___ Web: _____ Recommended by: _____

Payment: [] Check, included Payable to: Super Spanish [] Credit Card, please provide information:
 CC #: _____ - _____ - _____ - _____ Exp. Date ____ / ____
 Last 3 security digits in the reverse side of your card: _____. Is the billing address the same as the one above? Yes / No (If No, please specify: _____)
 Type of Card: Visa / Master Card / American Express / Discover

MEDICAL INFORMATION: Does the student have any health condition or requirement that we should know about? YES NO

If yes, please specify: _____ Allergies / Medical information: _____

Reactions / Observable Symptoms: _____

Does your child have a runny nose on a frequent base? YES NO Has he ever had runny nose? YES NO

Recommended treatment in emergency: _____

Emergency Contact Name, Phone Number and relationship to student: _____

Physician Name & Phone Number: _____

I authorize Super Spanish to administer emergency medical treatment to my child if it becomes necessary: YES NO

TERMS OF AGREEMENT PART 1



COURSE DURATION: Course terms paid in full at Super Spanish can be four months long from September through December, six months long from January through June, or 8 weeks long for “Verano Camp” (Summer).

INITIAL FEES: All initial fees are due by enrollment deadline. Materials fee, book fee, full tuition (or first installment) are taken as a non-refundable down payments for registration.

Enrollment fee: \$ _____
(waived for continuing students)

Materials fee: \$ _____
(waived for After School Programs)

Books fee: \$ _____

Full Term’s Tuition: \$ _____ (Sept-Dec) / \$ _____ (Jan-June) or 10 monthly installments of \$ _____

Monthly Installments are payments towards a non-refundable full term’s tuition, therefore, a 5% finance charge applies.

Summer Camp Tuition: \$ _____ (July/August)

Term’s First Day of Class: ____ / ____ / ____ **Late Enrollment (please circle):** YES NO

THE FOLLOWING DISCOUNTS MAY HAVE BEEN INCLUDED IN THE FINAL FEES APPEARING IN THIS CONTRACT:

Siblings discounts / New student specials / 2 to 5 days a week discounts / Referral program.

OTHER FEES: Monthly installments received after the 1st of each month: 7.5% late charge / Returned checks: 5% charge / Student’s late pick up or early drop off: \$ 30 unless pre-arranged (after the 5 minute grace time, and after the 3rd occurrence).

LATE ENROLLMENT: When enrolling after the beginning of a Term, full Term tuition will change, and tuition will be prorated on the remaining of the term. When enrolling after the first class of the month, missed classes will be given as make-up coupons.

MISSED CLASSES: There are no refunds for missed classes. Make up classes are provided AT NO EXTRA CHARGE as a regular class at the same course on a different day, if available.

No make-up spaces are available during Summer Camp. To be eligible for a make-up class, the Center must be notified in advance of absence (no exceptions). To schedule a make-up class, the “COMPLIMENTARY CLASS COUPON” provided by the Center, must be completed, signed and handed to the center’s personnel by the make-up day. There is no make up class for a missed make up.

EARLY WITHDRAWAL / CANCELLATION: In the event of an early withdrawal or non-completion of the course’s term, the cancellation fee will be the equivalent of 2 monthly installments. To be eligible for a cancellation at Super Spanish, a “Cancellation Form” will be required.

When courses are cancelled by Super Spanish due to insufficient enrollment or loss of students, tuitions paid in advance, registration, materials and/or book fees will be refunded 60 days after the first class date or after the last session. Classes already attended will not be refunded. The songbooks, music & Parent Handbook need to be returned to the office or a \$200 fee will be billed.

CHANGE OF SCHEDULES: To be eligible for a change of schedule, the “Change of Schedule Form” must be completed and given to the Directors at least 60 days before the intended new schedule. A \$50 administrative fee will apply to every change of schedule request. If reducing the number of hours / days agreed on this “Enrollment Form” it will not be considered a change of schedule but a “Cancellation” for the reduced days, and the family will be required to go through our cancellation process and sign our cancellation form (2-month cancellation fee will be applied to the reduced days). If increasing the number of hours / days agreed on this enrollment form, a new enrollment form will need to be completed and materials fee (if applies) will increase. A spot on a schedule different from the one appearing on this enrollment form cannot always be guaranteed.

TERMS OF AGREEMENT PART 2



I AGREE WITH THE DISCIPLINE POLICY: “Positive Reinforcement”, “Conflict Resolution” and “Redirecting children’s behavior (RCH)” are the main philosophies regarding discipline and behavior in all courses. Students need to feel they are immersed in an accepting and tolerant atmosphere in order to feel confident and comfortable enough to speak the language. Students need to feel that it is ok for them to make mistakes, and that they can correct themselves if they did not follow or understand any direction given to them.

The most important role of the teacher regarding discipline is to create this relaxing and accepting environment for the students, addressing conflicts or misbehaviors very strategically, with patience and persistence. Language is all about interaction, and this is what needs to be achieved in the first place (encouraging participation, action and interaction at all times, and this is why this is not a typical class). It is the teacher’s constant routine to balance these interactions in an encouraging, yet effective way.

If there’s persistent misbehavior, in spite of all the previous efforts, the following consequences will be applied: 1st Incident/ Disruption in class: the student is given a verbal warning. / 2nd Incident/Disruption in class: the student loses the chance to win a certain amount of points or stars. / 3rd. Incident/Disruption: the student is given a time out apart from the class. / 4th Incident/Disruption: the student is taken to the office where a teacher talks to him / her separately and asks if there’s something wrong, parents are told about the incident, and a solution plan will be determined between parents and teacher /director.

LIABILITY WAIVER: I realize that any Super Spanish course intended for children, which involve movement and motion, can result in physical injury. I permit my child to participate in them and release Super Spanish, its owners, employees, instructors and staff from all liability for injury to my child from his/her participation in these programs. I also accept the responsibility for my child after the class has finished or before it started within the Super Spanish premises. Super Spanish is not liable for events out of its control such as natural disasters, environmental problems, external hazardous substances, flood, air pollution, fire, electrical outage, organized crime, etc.

EMERGENCY KIT: All families at Super Spanish are required to provide the center with one emergency kit per child before / on the first day of class. The required kit is a “Survival Pal Kit for Children” and it can be purchased for around \$35 at www.wholesalesurvivalkits.com Super Spanish cannot be held responsible for any damage resulting on a child who did not have its survival kit at the center in the event of an emergency.

PHOTOS, VIDEOS AND VISITORS: I acknowledge that photos or videos could be taken during class times or open houses by the teachers, directors or other families attending the program. I will not make Super Spanish responsible for any misuse of this images outside the school environment. I authorize Super Spanish to use any video or photo on any of the program’s advertisement. I allow class observation for new prospective families as long as they go through security (all visitors entering our sessions are required to fill in a form and leave photo ID at the front office, as well as signing guidelines for class visitors).

By signing I certify that the information in the “Enrollment Form” and “Terms of Agreement” is true. I have personally read and understood the policies stated in this document and agreed with all of them, as well as with other communications (such as brochures, website and parent handbooks) listing additional information and policies about the courses.

Please sign & date:

Mother: _____

PRINT:

or Father: _____

PRINT:

or Guardian: _____

PRINT:

DATE SIGNED: / /