



**MANDARIN & SPANISH
PRESCHOOL & ACADEMY**

10135 E. Via Linda, Suite D-130
Scottsdale, AZ 85258
480-718-9338
www.globalmindsschool.com
globalmindsschool@gmail.com

ENROLLMENT AGREEMENT FOR 2018-2019 SCHOOL YEAR

(Financial Agreement and Terms)

CHILD'S FULL NAME _____ Name usually called _____

Birthplace _____ Sex _____ Birthdate _____ Age _____

Address _____

City _____ State _____ Zip _____ Phone _____

Parents are married () Living together () Separated () Widowed () Single ()

MOTHER/GUARDIAN'S FULL NAME _____

Employer _____ Work Address _____

City _____ State _____ Zip _____ Work Phone () _____

Cell phone () _____ Other () _____

Email address _____

FATHER/GUARDIAN'S FULL NAME _____

Employer _____ Work Address _____

City _____ State _____ Zip _____ Work Phone () _____

Cell phone () _____ Other () _____

Email address _____

Toilet Trained? ___Yes ___No ___ Afternoon nap? ___yes ___no

Children under 4 yrs. old must take a nap. Exceptions can be made at discretion of the director.

Tuition is due by the first of each month. A 2.5% discount is available for those who pay the 1st semester of tuition in advance of August 7th, 2018, in one payment, and a 3.5% discount is available for those who pay for the full 2018-2019 school year in advance of August 7th, 2018. These discounts cannot be used with any other discount the school offers.

PRESCHOOL TUITION PER MONTH

Date	Extended Day	Full Day 8:30-3:15	Half Day
5 days	7:30-5:30: \$1095.00 8:30-5:30: \$1035.00	\$885.00	\$675.00
4 days	N/A	\$810.00	\$615.00
3 days	N/A	\$700.00	\$535.00
2 days	N/A	N/A	\$465.00

Please indicate the program in which you wish to enroll your child. If you are interested in more than one language program, please explain below, including how you would like to distribute their time in each program. Please circle the day and check the time. If you are doing both languages, please allow for the staff to best choose the schedule for your child.

Mandarin					Spanish				
M	T	W	Th	F	M	T	W	Th	F
7:30-5:30 _____					7:30-5:30 _____				
8:30-5:30 _____					8:30-5:30 _____				
8:30-3:15 _____					8:30-3:15 _____				
8:30-12:45 _____					8:30-12:45 _____				

Parent/Guardian Printed Name

Parent/Guardian Signature

Date



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MUST BE RETURNED WITH REGISTRATION

GLOBAL MINDS PRESCHOOL AGREEMENT

The ownership and staff at Global Minds are committed to our students, their families and the expectations that parents have for their children in an educational and social growth environment. We pride ourselves on hiring qualified, experienced and enthusiastic preschool teachers who take an active role in helping in the social and educational development of your child. We ask that parents with children at Global Minds be as committed to our school as we are to their children. By signing this contract, it is acknowledged that you are committed to a month to month contract from August 6th, 2018, through May 30th, 2019. Tuition must be paid on time or you will be assessed the penalties listed in these financial terms and agreements. By signing this contract on page 5 of this document, it is understood that the signee will abide by the following terms of the contract:

- I/We the parents of _____, agree to make my/our payments on the first of every month written in this contract until our tuition is paid in full.
- Annual Fees: \$_____ - \$500.00 initial deposit due on the first day of school, leaving a remaining balance of \$_____ divided by 10 months = \$_____ per month. Payments of \$_____ are due on August 1st, 2018, September 1st, 2018, October 1st, 2018, November 1st, 2018, December 1st, 2018, January 1st, 2019, February 1st, 2019, March 1st, 2019, April 1st, 2019 and May 1st, 2019.
- I/We understand that my/our payments are due the 1st of every month from August 1st, 2018 through May 1st, 2019. If my/our payment is not in the office by the 3rd of each month there will be a \$25.00 penalty fee added to tuition.
- In the event my child decides or is unable to attend Global Minds for any reason, I/We understand that I/We am/are still responsible for the remainder of the fees for the year.

REGISTRATION AND TUITION

Global Minds reserves the right to cancel any class due to insufficient registration.

Students with medical conditions that exceed the scope of care that the school is able and willing to provide may be denied admittance.

Global Minds will attempt to meet the needs of special children. A scheduled conference with the director and parents/guardians is required prior to admittance.

Children must be at least two years old to enroll at Global Minds. Children who are not potty-trained will be assessed a monthly fee of \$25.00 per month until they are potty-trained. For children three years and older who are not fully potty-trained, parents must schedule a meeting with the director to establish a plan of action for potty-training. Global Minds reserves the right to deny enrollment if potty-training is not feasible.

Tuition is not prorated and will not be refunded for vacations, school holidays, absences due to sickness or other circumstances. An annual registration fee is paid once each calendar school year to cover the initial cost of supplies, special projects and our customized language materials that children take home in their books. The registration fee is \$200.00 per student for all programs, which includes 3 t-shirts to be worn Monday through Friday of each school day, unless told otherwise.

After 1:00 p.m. on the 3rd of each month, tuition is deemed late and will incur a \$25.00 late fee. **This fee is to be paid immediately, and not at the next tuition period.** If the 3rd falls on a weekend, the grace period will be extended to the following Monday at 1:00 p.m. sharp, with no exceptions. After the 10th of the month, an additional \$50.00 charge will be incurred. For so long as the past due tuition and/or late charges remain past due after the 10th of the month, Global Minds reserves the right to suspend a student's attendance until tuition and late charges are brought up to date.

Global Minds will give a 10% discount for any sibling from the same immediate family that is fully registered at the school for the same calendar school year. No additional discounts offered by Global Minds can be added to this 10%.

EARLY AND LATE PICK UP POLICY

Students must be dropped off and picked up at the appropriate times. There is a 10 minute grace period for students that begin class at 8:30. Students dropped off before 8:20 sharp will be assessed a \$8.00 charge to be paid before the child's next day of school. Pick up time for the afternoon is deemed late after 12:45, and 3:15 sharp and will be assessed a fine of \$5.00 for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute. Students picked up after 5:30 will be assessed a \$15.00 fine for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute.

Payment must be made before the child's next day of class.

DISMISSAL

A child may be dismissed from Global Minds for the following behavior:

A child is overly aggressive toward other children or the staff and causes harm to others or self.

An inordinate amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom of the level of care and concern to which they are entitled. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. If feasible, a two-week notice may be given before termination of services in order to allow parents to find alternative childcare. However, in extreme cases, Global Minds will call for immediate dismissal.

In the event of default in the payment of any of the installment payments or any interest or extra charges that have been assessed when due as herein provided, time being of the essence, Global Minds, without notice or demand, may declare the entire sum then unpaid, including all unpaid annual fees, immediately due and payable. The Parent or Guardian is in default, without additional notice being given, if the current payments are not made by the 10th of the month they are due.

The child is not fully toilet trained and is older than 3 years old.

Parents/guardians fail to honor the obligations of payments or any rules or regulations.

Parents/guardians undermine the dignity, serenity, and reputation of the school by adverse behaviors and actions (e.g. Causing a scene at school, cursing in front of children or at staff, defamation or adverse commentary of school on social media, etc.).

The child's special needs are beyond the scope of Global Minds' care.

I have read and understand all of the terms of this tuition, payment and dismissal agreement.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

PHOTO RELEASE FORM

Throughout the course of the year there are many opportunities for us to take pictures of your children in their classrooms, the Jefferson Theater, the playground, and at outside school gatherings. Global Minds likes to share these pictures on their Facebook page, the school website, and other school related materials (newsletter, Facebook print ad, etc.). By signing below, you are giving your consent for Global Minds to use pictures of your child for school related material and communication.

Parent/Guardian Name Print

Parent/Guardian Name Sign

GLOBAL MINDS DRESS CODE

Included with the \$200.00 registration fee, your child will be given three short sleeved Global Minds t-shirts to be worn to school every Monday through Friday (if more are needed, they can be purchased close to cost from the front desk). The last school day of each month Global Minds will have a theme day/free dress day where children are allowed to not wear their Global Minds t-shirt. During the colder months, long sleeved shirts will also be available for purchase at cost.

Please choose the color below and the child's size shirt for your three t-shirts included with your child's tuition.

Size	Blue	Red
2T		
3T		
4T		
5/6T		
7/8 T		

