



**MANDARIN & SPANISH
PRESCHOOL & ACADEMY**

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ENROLLMENT AGREEMENT FOR 2019-2020 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 1st, 2019, in one payment, and a 3.5% discount is available for those who pay for the full 2019-2020 school year in advance of August 1st, 2019. 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 8:30-12:45
5 days	7:30-5:30: \$1125.00 8:30-5:30: \$1075.00	\$905.00	\$695.00
4 days	N/A	\$835.00	\$645.00
3 days	N/A	\$725.00	\$555.00
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 indicate how you would like to distribute their time in each program. Circle the day and check the time of your first choice. We will try to honor your preferences, but reserve the right to make adjustments in order to keep our student to teacher ratio as low as possible.

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



**MANDARIN & SPANISH
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MUST BE RETURNED WITH REGISTRATION

GLOBAL MINDS PRESCHOOL FINANCIAL TERMS AND AGREEMENT

The ownership and staff at Global Minds Preschool 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 Preschool be as committed to our school as we are to their children. By signing this contract, it is acknowledged that you are signing a contract for the 2019-2020 school year (August 2019 through May 2020).

Payment for each month is due in full prior to the first day of each month, commencing August 1st, 2019 through May 1st, 2020. Late payments hinder our mission, and as such, will be assessed penalties listed in this Financial Terms and Agreement. If payments are flagrantly late, students may be barred from attending school until payment is received. A \$500.00 non-refundable down payment is required to hold an enrollment slot for your child at Global Minds Preschool. This fee will go towards your child's monthly tuition for the 10 months of this contract, reducing monthly payments by \$50.00 per month. A child attending any month of school at Global Minds must pay for the entire month of tuition (no proration). A \$200.00 registration fee must be paid with your child's first tuition payment. Tuition must be paid on time or you will be assessed the penalties listed in this Financial Terms and Agreements.

- I/We the parents of _____(print child's name), agree to make my/our payments on the first of every month listed in this agreement while our child is attending Global Minds Preschool.
- I/We _____(print your name) agree to make payments of _____(write in monthly tuition amount selected from the previous page, minus \$50.00 per month) from August 1st, 2019, through May 1st, 2020 to Global Minds Preschool.

Payment: Global Minds Preschool only accepts personal checks and cash for monthly tuition payments. Payments are to be made by the first of each month while your child is enrolled at Global Minds Preschool.

Medical Conditions: Students with medical conditions that exceed the scope of care that the school is able and willing to provide may be denied admittance. Please let us know on the attached EIIR form if your child has any medical issues. Global Minds Preschool will attempt to meet the requirements of special needs children. In this case, a scheduled conference with the director and parents/guardians is required prior to admittance to Global Minds Preschool.

Potty-Training: Children must be at least two years old to enroll at Global Minds Preschool. 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 Preschool reserves the right to deny enrollment if potty-training is not feasible.

Registration and Tuition: 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. This non-refundable 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.

Late Tuition Fees: 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 of the month falls on a weekend, the grace period will be extended to 1:00 p.m. the following Monday or next school day that Global Minds Preschool opens, 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 Preschool reserves the right to suspend a student's attendance until tuition and late charges are brought up to date.

Multi Child Discount: Global Minds Preschool 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%.

Withdrawal Policy: Should unforeseen circumstances arise during the time of your child's attendance, parents must provide the Director of Global Minds Preschool with a 30-day prior written notice. Parents will be liable for tuition for a period of 30 days from the date that written notice is given to the school.

Early & Late Fees: 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 an \$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 \$20.00 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.

Global Minds Preschool is a private institution and our income is derived solely from tuition fees. We are not subsidized by a sponsoring or government agency. It is imperative that tuition fees are paid on time in order for our school to maintain its viability.



DISMISSAL

Although we do not foresee dismissal of any child in our care, it is important to address how a child may be dismissed from school 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 Preschool will call for immediate dismissal.
- The child is not fully toilet trained and is older than 3 years old (director's discretion).
- 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 about school on social media, etc.).
- The child's special needs are beyond the scope of Global Minds Preschool's care.

I _____ (Printed Name) have read and understand all of the terms of this tuition, payment and dismissal agreement in its entirety. By signing below, I agree to comply with the terms stated in this agreement.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date



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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		

