

THE LANGUAGE WORKSHOP FOR CHILDREN
NYC, NJ, NYS-LI . Enrollment Form for Regular Classes . Spring 0910

Child 1 Last Name	First Name	Gender	Birth Date	Age at Start	Caregiver Name
Child 2 Last Name	First Name	Gender	Birth Date	Age at Start	How did you hear about us?

Parent Last Name	First Name	Home Phone	Business	Day Phone	Cell Phone
Parent Last Name	First Name	Home Phone	Business	Day Phone	Cell Phone
Street Address / Apt	City	State	Zip Code		
Email Address _____ PLEASE BE VERY CLEAR. YOUR EMAIL IS ABSOLUTELY NECESSARY.					

CALL FIRST TO CHECK AVAILABILITY, PLACE A 3-DAY HOLD OR WAITLIST.
THEN FAX, MAIL OR SCAN-EMAIL FORM TO THE LWFC'S ENROLLMENT OFFICE IN NEW YORK CITY (SEE BELOW).
PLEASE DO NOT DROP OFF OR MAIL FORM TO YOUR LOCAL LWFC

LIST ONLY ENROLLED CLASSES . DO NOT LIST CHOICES

NAME	LANGUAGE	PROGRAM	SESSION	DAY(S) TIME(S)	LOCATION	
CHILD 1	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	[X] Spring	Class 1 Day-Time	<input type="checkbox"/> NYC Main	<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Family Preschool *			<input type="checkbox"/> NYC Annex	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Italian	<input type="checkbox"/> Children's Class			<input type="checkbox"/> NYC Westside	<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese				<input type="checkbox"/> NYC Soho	<input type="checkbox"/> Manhasset
[] Returning Student					<input type="checkbox"/> Scarsdale	
[] New Student						
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	[X] Spring	Class 2 Day-Time	<input type="checkbox"/> NYC Main	<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Family Preschool *			<input type="checkbox"/> NYC Annex	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Italian	<input type="checkbox"/> Children's Class			<input type="checkbox"/> NYC West	<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese				<input type="checkbox"/> NYC Soho	<input type="checkbox"/> Manhasset
					<input type="checkbox"/> Scarsdale	

* PLS COMPLETE A DIFFERENT ENROLLMENT FORM FOR REGULAR PRESCHOOL & SUMMER CAMP-LIKE ENRICHMENT

Does child need medication administered or have allergies potentially affecting his health while at the LWFC? [] Yes [] No

CHILD 2	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	[X] Spring	Class 1 Day-Time	<input type="checkbox"/> NYC Main	<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Family Preschool *			<input type="checkbox"/> NYC Annex	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Italian	<input type="checkbox"/> Children's Class			<input type="checkbox"/> NYC Westside	<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese				<input type="checkbox"/> NYC Soho	<input type="checkbox"/> Manhasset
[] Returning Student					<input type="checkbox"/> Scarsdale	
[] New Student						
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	[X] Spring	Class 2 Day-Time	<input type="checkbox"/> NYC Main	<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Family Preschool *			<input type="checkbox"/> NYC Annex	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Italian	<input type="checkbox"/> Children Class			<input type="checkbox"/> NYC West	<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese				<input type="checkbox"/> NYC Soho	<input type="checkbox"/> Manhasset
					<input type="checkbox"/> Scarsdale	

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Does child need medication administered or have allergies potentially affecting his health while at the LWFC? [] Yes [] No

PLEASE READ REVERSE AND SIGN BELOW . UNSIGNED ENROLLMENTS NOT ACCEPTED . THANK YOU FOR YOUR ENROLLMENT.

I have read and agree to the policies on the reverse. I understand that no refunds are granted after the 01/29/10 refund deadline for the Spring session and that the LWFC charges a \$50 class Withdrawal Fee. Please find my payment information below.

Today's Date	Parent Signature
I would like to pay by: [] Check, Money Order or Cash [] Credit Card	
Name of Cardholder _____	Amount \$ _____**
Expiration Date _____ Security Code _____	Billing Zip Code _____
Card # _____	** THE LWFC RESERVES THE RIGHT TO ADJUST TO CORRECT

ENROLLMENT POLICIES . SCHOOL YEAR 2009-10

NYC STROLLERS + STROLLER VALET: The Main Upper East Side LWFC is on the second floor, up one flight of stairs, and has a small entranceway so we employ a valet to help manage strollers. Please help us keep our entrance clear and safe by (1) **bringing a lightweight, foldable stroller**, (2) **carrying (or allowing the LWFC valet to carry) your stroller upstairs**, and (3) **not leaving your stroller open in the vestibule**. The LWFC regrets that parents assume all liability for loss or damage to strollers (or other personal items) left in the vestibule or elsewhere on LWFC premises.

EMAIL COMMUNICATIONS. The LWFC confirms classes and sends communications about enrollments, scheduling, calendar changes, session dates, and programs via email from ThibautTechnique.com. Parents are responsible for facilitating receipt of LWFC emails. The LWFC is not responsible for lost communications in the event that its emails are not opened, not read, diverted to spam, or the recipient unsubscribes to LWFC communiqués.

CALENDAR. Parents are responsible for knowing their session start and end dates, holidays, and calendar changes by periodically visiting the CALENDARS link on the LanguageWorkshopForChildren.com homepage.

MEDICAL CONDITIONS: Parents of children who require any type of special medical care are advised that LWFC staff will not administer medical treatment. The LWFC requires that a parent or caregiver of any child requiring special medical attention stay outside the classroom in the event that a drug or other treatment may be necessary.

MAKE-UPS: We regret that unused make-ups cannot be carried forward to the next session. Children who are never absent during a session are welcome to join the fixed make-up at the end of the session.

NYC: Children+Regular Preschool: Two make-ups are allowed per session, scheduled in Children's classes.

NYC: Tots+Family Preschool: One fixed make-up is added to the end of the session. We are happy to schedule one additional floating make-up in an age-appropriate class, subject to availability.

NYS-LI-NJ: One fixed, make-up is added to the end of the session. We are happy to schedule one additional floating make-up in an age-appropriate class at the same or a different location, subject to availability.

VISITORS: LWFC learning environments are intended to be focused so non-separation classes admit one adult per child; un-enrolled infants, siblings or guests are not admitted. Before bringing a family member, please call the enrollment office the day before so we have time to notify our teacher.

TOTS CLASS FORMAT: Languages for Tots® is a structured playgroup incorporating game-based interaction, including both moving and seated activities. To maximize educational value caregivers should guide and encourage child to participate.

SEPARATION CLASSES/TOILET TRAINING: By enrolling in a Children's class, Camp-Like Enrichment, or Regular Preschool parents represent that their child can separate and is toilet trained. If necessary, parents and caregivers may stay in class on their child's first day but (except for preschool) are asked to remain outside by their second. Parents and caregivers

ENROLLMENT: The School Year has 3 sessions: Fall, Winter, & Spring. Enroll for the school year or session-by-session.

DISCOUNTS:

- **Sibling:** Deduct 10% from the lowest tuition for the 2nd and 3rd siblings enrolled.
- **Additional Class.** Deduct 20% from tuition paid toward additional class(es) in the same session for the same child (in the same or a different languages).
- **Reenrollment:** If a child was enrolled in Fall or Winter in the same school year, parents **deduct 15%** from the next session's tuition in that school year as long as **the LWFC receives the re-enrollment with paid tuition by the Reenrollment Deadline. The Reenrollment Deadline for Spring is 01/29/10. After the deadline passes, reenrolling parents pay the full tuition.** (Reserving by the deadline but not paying tuition does not qualify for a discount). Parents may combine the Reenrollment Discount with the Sibling Discount, but may not combine the Additional Class Discount with the Reenrollment Discount.

PAYMENTS. The LWFC accepts personal checks (payable to "Language Workshop for Children"), American Express (AMEX), VISA, Mastercard, and Discover ("credit card"), money orders, or cash. Ten days before a session starts personal checks are no longer accepted. After 01/29/10 all payments made towards the Spring Session are nonrefundable.

CHANGES AND WITHDRAWALS. To change your class day/time or withdraw please send your request in writing (with necessary details) by email to info@thibauttechnique.com or by fax to 212/396-1372. Please do not call in your request. The LWFC charges a \$25 Change Fee and \$50 Withdrawal Fee.

REFUNDS AND REFUND DEADLINES. We will refund tuition (less a \$50 withdrawal fee) paid toward the Spring Session until **01/29/10.**

SCHOOL CREDITS AND SCHOOL CREDIT DEADLINE:

- If you withdraw after a session's refund deadline passes we will issue a school credit (less withdrawal fee and class(es) taken) up until two business days before your second enrolled class. No school credit is available after that date.
- NYC Continuing Curriculum is a school year program. No school credits are issued after the second class of Fall.
- A school credit is not a credit to a credit card. A credit to a credit card is a refund. A school credit may be used for the same child, a sibling, or a child not previously or presently enrolled at the LWFC, converted into a donation gift certificate, or redeemed for Professor Toto products.

CLASS TIME CHANGE BY LWFC: We may need to revise your class time ahead or behind by 10 minutes.

TEACHER: The LWFC cannot guarantee that a class will be taught by the teacher originally scheduled at the time you enrolled.

CLASS CANCELLATIONS: If local public schools close, the LWFC closes. We offer extra, compensatory classes for days cancelled by us for teacher illness or bad weather.

PROTECTION OF METHODS. The methods used at The Language Workshop for Children (LWFC) are proprietary. Use of our proprietary methods outside our premises, by individuals not authorized or licensed by the LWFC in writing, is strictly prohibited. Such unauthorized use may cause irreparable damage to the LWFC.