

## LANGUAGE WORKSHOP FOR CHILDREN ENROLLMENT POLICIES FOR CLASSES . FALL 2010-11

**STROLLERS IN NYC/PERSONAL PROPERTY.** The Main LWFC is on the second floor, up one flight of stairs and has a small entranceway. Therefore we make an employee available 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 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 all communiqués about enrollments, scheduling, calendar changes, session dates, programs and emergency notices via email. Parents agree to facilitate receipt of LWFC emails from Info@ThibautTechnique.com. The LWFC is not responsible for lost communications in the event that its emails are not opened, read, diverted, 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 medical care are advised that LWFC staff cannot administer any type of medical treatment. The LWFC requires that the parent or caregiver of a child requiring special medical attention remain 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.

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

**NYC Main/Annex: Tots+Family Preschool:** One fixed make-up is added to the end of the session. Subject to availability, we are happy to schedule one additional floating make-up.

**NYS-LI-NJ, NYC Soho/Westside:** One fixed, make-up is added to the end of the session.

**VISITORS.** LWFC learning environments are focused so non-separation classes admit only one adult per child (un-enrolled infants, siblings, or guests are not admitted). Before bringing a family member, please call the enrollment office at least one day before so that we can notify our teacher.

**TOTS.** Languages for Tots® is structured play incorporating interaction and moving and seated activities. Caregivers should guide and encourage child to participate. Please turn off and do not use your cell phone during class.

**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, a parent or caregiver may stay in class on the first day but should remain outside by the second (with a longer adjustment period for Regular Preschool if necessary). A parent or caregiver must remain at the LWFC to assist a child who is not fully toilet trained.

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

### DISCOUNTS.

- **Early Enrollment:** We deduct 10% from enrollments for Classes and NYC Family Preschool received by the deadline posted on the DISCOUNTS page of LanguageWorkshopForChildren.com. (Please note that this discount may vary per location and does not apply to Regular Preschool.)
- **Sibling:** We deduct 10% from the lowest tuition for the 2nd and 3rd siblings enrolled in the same session.
- **Additional Class.** We deduct 20% from additional class(es) in the same session for the same child (in the same or different languages). (For Regular Preschool, the Additional Class Discount is only available for different language enrollments.) The Additional Class and Re-Enrollment Discounts cannot be combined, but we will apply the higher of the two discounts.
- **Reenrollment:** If a child was enrolled in Fall or Winter in the same school year, we deduct 15% from the next session's tuition in that school year when we receive your re-enrollment by the Reenrollment Deadline. **The Reenrollment Deadline for Winter is 11/28/10 and for Spring is 01/28/11. After the deadline passes, reenrolling parents pay the full tuition.** (Reserving by the deadline but not paying tuition does not qualify for a discount). The Re-Enrollment and Additional Class Discounts cannot be combined, but we will apply the higher of the two discounts.

**REGISTRATION FEE.** The LWFC charges a per enrollment registration fee of \$7.50 per child or \$10 per family.

**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.

**CHANGES AND WITHDRAWALS.** To change your day/time or withdraw detail your request by fax to 212/396-1372 or email to info@thibauttechnique.com. The LWFC charges a \$25 Class Change Fee and \$50 Withdrawal Fee.

**REFUNDS AND REFUND DEADLINES.** We will refund tuition (less withdrawal fee) paid toward the Fall session until **08/13/10**, toward the Winter session until **10/28/10**, and toward the Spring session until **01/28/11**.

### SCHOOL CREDITS AND SCHOOL CREDIT DEADLINE.

- If you withdraw after a session's refund deadline passes we will issue you a school credit (less withdrawal fee and class(es) taken) up until two business days before your second enrolled class. No school credit is granted after that date.
- NYC Continuing Curriculum is a school year program. No school credits are issued after the second class of the Fall session.
- 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. Please check for LWFC weather cancellation notices on Cancellations.com or by emergency notice email. Teacher illness cancellations are made by telephone. The LWFC offers a compensatory makeup for every day cancelled for teacher illness or bad weather.