

**THE LANGUAGE WORKSHOP FOR CHILDREN  
ENROLLMENT FORM FOR CLASSES . SPRING 2011-12**

|                         |                  |              |                  |                    |                                  |
|-------------------------|------------------|--------------|------------------|--------------------|----------------------------------|
| 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 _____ <b>PLEASE BE CLEAR. YOUR EMAIL IS ABSOLUTELY NECESSARY.</b> |                  |                              |                                      |                              |

**CALL TO CHECK AVAILABILITY & PLACE A 2-DAY HOLD. THEN FAX, MAIL, OR SCAN/EMAIL FORM TO THE LWFC'S NYC ENROLLMENT OFFICE (ADDRESS BELOW). PLEASE DO NOT SEND TO YOUR LOCAL LWFC.**

**LIST ONLY ENROLLED CLASSES, NOT CHOICES. USE A DIFFERENT FORM FOR NYC REGULAR PRESCHOOL & CAMP-LIKE ENRICHMENT**

| NAME             | LANGUAGE                         | PROGRAM  | SESSION                                    | LOCATION   |
|------------------|----------------------------------|--|--|--|
| CHILD 1<br>_____ | <input type="checkbox"/> French  | <input type="checkbox"/> Tots                      | <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> NYC Main <input type="checkbox"/> Ridgewood   |
|                  | <input type="checkbox"/> Spanish | <input type="checkbox"/> NY Family Preschool       |  | <input type="checkbox"/> NYC Annex <input type="checkbox"/> Montclair  |
|                  | <input type="checkbox"/> Italian | <input type="checkbox"/> NJ-LI Preschool           |  | <input type="checkbox"/> NYC Westside <input type="checkbox"/> Madison |
|                  | <input type="checkbox"/> Chinese | <input type="checkbox"/> Children's                |  | <input type="checkbox"/> Manhasset                                     |
|                  |                                  | <input type="checkbox"/> NYC Regular Curriculum    |  |  |
|                  |                                  | <input type="checkbox"/> NYC Continuing Curriculum | <b>CLASS 1 DAY-TIME</b> ____               |  |
|                  | <input type="checkbox"/> French  | <input type="checkbox"/> Tots                      | <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> NYC Main <input type="checkbox"/> Ridgewood   |
|                  | <input type="checkbox"/> Spanish | <input type="checkbox"/> NY Family Preschool       |  | <input type="checkbox"/> NYC Annex <input type="checkbox"/> Montclair  |
|                  | <input type="checkbox"/> Italian | <input type="checkbox"/> NJ-LI Preschool           |  | <input type="checkbox"/> NYC Westside <input type="checkbox"/> Madison |
|                  | <input type="checkbox"/> Chinese | <input type="checkbox"/> Children's                |  | <input type="checkbox"/> Manhasset                                     |
|                  |                                  | <input type="checkbox"/> NYC Regular Curriculum    |  |  |
|                  |                                  | <input type="checkbox"/> NYC Continuing Curriculum | <b>CLASS 2 DAY-TIME</b> ____               |  |
| CHILD 2<br>_____ | <input type="checkbox"/> French  | <input type="checkbox"/> Tots                      | <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> NYC Main <input type="checkbox"/> Ridgewood   |
|                  | <input type="checkbox"/> Spanish | <input type="checkbox"/> NY Family Preschool       |  | <input type="checkbox"/> NYC Annex <input type="checkbox"/> Montclair  |
|                  | <input type="checkbox"/> Italian | <input type="checkbox"/> NJ-LI Preschool           |  | <input type="checkbox"/> NYC Westside <input type="checkbox"/> Madison |
|                  | <input type="checkbox"/> Chinese | <input type="checkbox"/> Children's                |  | <input type="checkbox"/> Manhasset                                     |
|                  |                                  | <input type="checkbox"/> NYC Regular Curriculum    |  |  |
|                  |                                  | <input type="checkbox"/> NYC Continuing Curriculum | <b>CLASS 1 DAY-TIME</b> ____               |  |
|                  | <input type="checkbox"/> French  | <input type="checkbox"/> Tots                      | <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> NYC Main <input type="checkbox"/> Ridgewood   |
|                  | <input type="checkbox"/> Spanish | <input type="checkbox"/> NY Family Preschool       |  | <input type="checkbox"/> NYC Annex <input type="checkbox"/> Montclair  |
|                  | <input type="checkbox"/> Italian | <input type="checkbox"/> NJ-LI Preschool           |  | <input type="checkbox"/> NYC Westside <input type="checkbox"/> Madison |
|                  | <input type="checkbox"/> Chinese | <input type="checkbox"/> Children's                |  | <input type="checkbox"/> Manhasset                                     |
|                  |                                  | <input type="checkbox"/> NYC Regular Curriculum    |  |  |
|                  |                                  | <input type="checkbox"/> NYC Continuing Curriculum | <b>CLASS 2 DAY-TIME</b> ____               |  |

**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 for the Spring Session after 01/27/12, there are no refunds for Half Session enrollments, and that the LWFC charges a Withdrawal Fee (\$50), a Change Fee (\$25), and a per enrollment Registration Fee (\$7.50 Per Child, \$10 Per Family).

|  |  |                        |
|--|--|------------------------|
|  | Today's Date _____                                 | Parent Signature _____ |
| To pay by credit card please complete below, |  |                        |
| Name of Cardholder _____                     | Amount \$ _____ *                                  |                        |
| Expiration Date _____ Security Code _____    | Billing Zip Code _____                             |                        |
| Card # _____                                 | * THE LWFC RESERVES THE RIGHT TO ADJUST TO CORRECT |                        |

## LANGUAGE WORKSHOP FOR CHILDREN ENROLLMENT POLICIES FOR CLASSES . SPRING 2012

**STROLLERS IN NYC/PERSONAL PROPERTY.** The Main LWFC is on the second floor, up one flight of stairs and has a small entranceway. The LWFC makes every effort to have a designated employee available to help manage strollers, however, please help 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**. Parents assume all liability for loss or damage to strollers (or other personal items) left 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 or blocks LWFC emails.

**CALENDAR.** Find session start dates, end dates, holidays, and snow and teacher absence days by periodically visiting the CALENDARS link on the LanguageWorkshopForChildren.com homepage.

**MEDICAL CONDITIONS.** LWFC staff will not administer any type of medical treatment and requires a parent or caregiver to remain on premises to administer drugs or medical treatment in the event that a child may require medical attention.

**MAKE-UPS.** Unused make-ups cannot be carried forward to next session. No make-ups allowed for Half-Session Enrollments.

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

**NYC-Tots + Family Preschool:** One fixed make-up is added to the end of the session, plus subject to availability an additional floating make-up.

**LI-NJ +NYC Westside:** One fixed, make-up added to the end of the session, plus subject to availability an additional, floating make-up taken at LWFC Main location.

**VISITORS.** Tots-Family Preschool classes admit only one adult per child. Un-enrolled infants, siblings, or guests are not admitted. Before bringing a family member, please call the LWFC at least one day before so that we have time to notify the teacher.

**TOTS.** Tots is structured play incorporating interaction and moving and seated activities. Caregivers participate by guiding and encouraging their child to participate. Cell phones must be turned off during class.

**SEPARATION CLASSES.** 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).

**TOILET TRAINING.** A parent or caregiver must remain at the LWFC to assist a child who is not fully toilet trained.

**SESSIONS.** The School Year has three sessions: Fall, Winter, & Spring. The LWFC also offers a separate Summer Session.

- **Full Session.** Enroll for the full School Year or Session-By-Session.
- **Half Session.** Select classes may become available for Half Session enrollment. A Half Session is the last five classes of a session and only available for enrollment after the third class of the current session.

### DISCOUNTS.

- **Early Enrollment:** We deduct 10% for enrollments received by the deadline posted on LanguageWorkshopForChildren.com  
Conditions: Does not apply to NYC Regular Preschool.
- **Sibling:** We deduct 10% from the lowest tuition for the 2nd and 3rd sibling enrolled in the same session.  
Conditions: 1) May be combined with any discount; 2) available for Half-Sessions; 3) not available for lesser pro-rations.
- **Additional Class.** We deduct 20% from the Additional Class(es) enrolled in the same session for the same child. Additional class(es) must be in a different language for Regular Preschool; 2) Add'l Class & Reenrollment Discounts may be combined.
- **Reenrollment:** If a child is enrolled in Fall or Winter in the same school year, we deduct 15% from the next session in that school year when the reenrollment is received by the Reenrollment Deadline. **The Reenrollment Deadline for Spring is 01/28/12.** After the deadline passes, parents pay full tuition.  
Conditions: The Reenrollment & Additional Class Discounts may be combined. Does not apply to NYC Regular Preschool.

**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 646/619-4082 or email to Enrollment@ThibautTechnique.com. The LWFC charges a \$25 Class Change Fee and \$50 Withdrawal Fee.

**REFUNDS AND REFUND DEADLINES.** Upon written request to Enrollment@ThibautTechnique.com, we will refund tuition (less a withdrawal fee) paid toward the Spring Session until 01/28/12. No refunds are granted for tuition paid for Half-Session enrollments.

### SCHOOL CREDITS AND SCHOOL CREDIT DEADLINE.

- If you withdraw after a session's refund deadline passes we issue a school credit (less a 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 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 gift certificate, or redeemed for Professor Toto products within one year.

**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. The LWFC makes every effort to notify parents of cancellations via email or telephone. The LWFC offers a compensatory makeup for every day cancelled for weather or illness.