



**School:** Please check one

YPW Westlake

YPW Central

\_\_\_\_\_ **ENROLLMENT AGREEMENT** rev. winter 2024

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian 1  
 Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Work) \_\_\_\_\_

Parent/Guardian 2  
 Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Work) \_\_\_\_\_

**Office Use Only:**

Check Number: \_\_\_\_\_

Check Amount: \_\_\_\_\_

B Email  WS Email

CLASS PLACEMENT: \_\_\_\_\_ SCHEDULE: \_\_\_\_\_ \$ \_\_\_\_\_ per month

Starting Date: \_\_\_\_\_ Deposit (applies to tuition for last month of attendance at YPW) \$ \_\_\_\_\_

Registration & Material Fee (non-refundable fee. Due upon enrollment) \$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_

This Enrollment Agreement (the "Agreement"), effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is between YPW Spanish Immersion School ("School"), located at \_\_\_\_\_ and \_\_\_\_\_ ("Parents").

**PLEASE INITIAL THE FOLLOWING**

- \_\_\_\_\_ 1. The School's **non-refundable** and **non-transferable** registration fee \$ \_\_\_\_\_ shall be paid annually. If my child's *start day* is between March 1<sup>st</sup> and August, the registration fee will not be charged again for the coming school year.
- \_\_\_\_\_ 2. The School's **non-refundable** and **non-transferable** material fee of \$ \_\_\_\_\_ is due 4 times a year:  
**Full Material Fee** : September 1<sup>st</sup> **Winter Material Fee**: December 1<sup>st</sup> **Spring Material Fee** : March 1<sup>st</sup> **Summer Material Fee** : June 1<sup>st</sup>.  
 If material fee (including any applicable late fees) is not received at the School by the 15<sup>th</sup> of the month, the child will not be readmitted to the program.
- \_\_\_\_\_ 3. A **non-refundable** and **non-transferable** deposit of one month's tuition and the registration fee is required to hold a place in the classroom. If the deposit is not paid, a place for the child cannot be guaranteed. The deposit is applied to the last full month of attendance at the school, after the written 30-day notice of withdrawal is given. If *full-time* tuition increases or decreases the existing *full-time* deposit will not change and will be used for the last month of attendance at YPW.
- \_\_\_\_\_ 4. **Withdrawal Policy:** The School requires an advance complete month written notice of withdrawal. We must receive such notice any business day within the month prior to your last month of attendance. For example:
  - a. If we receive your withdrawal notice on October 1<sup>st</sup>, your last month with the school is November. The school deposit covers the last full and complete moth – in this case November –
  - b. If we receive your withdrawal notice on October 31<sup>st</sup>, your last month with the school is November. The school deposit covers the last full and complete month – in this case November –

If a full a complete month advance notice of withdrawal is not received, the standard tuition fee shall be charged for that period.
- \_\_\_\_\_ 5. **First month's payment for new families:** if your child's *first day* its between the 1<sup>st</sup> and 15<sup>th</sup> then you'll be charged a full month tuition. if your child *first day* its between the 16<sup>th</sup> and last day of the month then you'll be charged a ½ month tuition.
- \_\_\_\_\_ 6. **Monthly tuition** is due on or before the 1st of each month. A \$35 late fee shall be charged for any monthly tuition payments received after the 1<sup>st</sup> of the month. If monthly tuition fees (including any applicable late fees) are not received at the school by the 15<sup>th</sup> of the month, the child will not be readmitted to the program.
- \_\_\_\_\_ 7. The only time the monthly tuition changes is when the child moves to another classroom, **not** on his/her birthday.
- \_\_\_\_\_ 8. **August payment for all families:** This enrollment agreement is for a 12-month term (School Year + Summer). You'll be charged a full month tuition for August this way: ½ current classroom monthly tuition fee + ½ new school-year-classroom monthly tuition fee.
- \_\_\_\_\_ 9. A second child in the same family shall receive a 10% discount on the lower of the two tuitions.



\_\_\_\_\_ 10. Monthly tuition fees are **non-refundable** and **non-transferable** regardless of holidays, illness, vacation, inclement weather days, "Acts of God", force majeure, or reasons other than outlined above, whether voluntary or involuntary. The school will make reasonable efforts to open in inclement weather; however, the School may choose to close at the Owner's discretion. Parents should check the school's website regarding closings.

\_\_\_\_\_ 11. This School is closed or has early release on the following days:

	Holiday – Labor Day
	Holiday – Columbus Day (Staff In – Service)
Thursday & Friday	Holiday – Thanksgiving –
December 24 – 31	Winter Break
	New Year Day
First business day after new year's	Faculty In-service Day
	Holiday – MLK Day (Staff In – Service)
	Holiday – President's Day (Staff in Service)
	Good Friday
1 Early Release Day	May – Teacher Appreciation Dinner -
	Holiday – Memorial Day
	Holiday – Independence Day
3 Business days before school year starts	3 days August - Training – School Closed -

\_\_\_\_\_ 12. The School will open at 7:00 a.m. and close at 6:00 p.m. A fee will be charged for any child not picked up before the school's regular closing time. This charge shall be \$20.00 per child for the first 10 minutes and an additional \$5.00 per child per 5-minute period thereafter. Fees for late pick-up are payable immediately; if not paid, the child will not be readmitted to the program. Consistent lateness will be the cause for the child's dismissal from school.

\_\_\_\_\_ 13. The last day of the school year is the last Friday of May.

\_\_\_\_\_ 14. A fee of \$35 will be charged for **checks returned** by the school's bank.

\_\_\_\_\_ 15. At the time of enrollment, the child shall be scheduled for specific days and times. **Additional days** may be added for an additional fee. However, the School's Director must be contacted at least 24 hours in advance of any added day. Additional days are offered based on enrollment and may not always be available. The Director must approve any other schedule changes in advance.

\_\_\_\_\_ 16. **Change of Schedule.** Parents can change the child's schedule as long as there is availability / space in the new requested days. There will not be a charge fee for the first request. From the second request and each time there after a \$35 administrative fee will be charged.

\_\_\_\_\_ 17. The School reserves the right to deny, cancel, sever or suspend a child's enrollment at any time the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such event, any unused tuition will be refunded.

\_\_\_\_\_ 18. Children may not attend the school while ill. Children who become ill at School must be picked up immediately – refer to the health policy guidelines.

\_\_\_\_\_ 19. If the child will be absent, the absence should be reported to the school by 9 a.m.

\_\_\_\_\_ 20. No one, other than the owners/operators of the school, may change, alter or modify this agreement or the policies of the school. All policy changes must be made in writing. Two weeks' notice will be provided for all written modifications, by which the undersigned parents/guardians agree to abide.

\_\_\_\_\_ 21. Our employees are our most important asset. If you hire one of our employees (or someone who had been our employee within six months of the date you hire them) to work for you, you agree to pay a placement fee of \$2,500.00. Checks should be made payable to YPW and given to the owner at the time you hire our employee.

\_\_\_\_\_ 22. In the event that Parents engage employees of the School from time to time for outside child care services ("Outside Engagements"), Parents agree that Outside Engagements are not related to the School, its owners or Young Peoples Workshops. With respect to Outside Engagements, Parents release and discharge the School, its owners and, and their present or former officers, employees, shareholders, directors, affiliates, heirs, successors and assigns, in their individual and corporate capacities (the "Owner Releases"), from all claims, demands, liabilities, actions or causes of action whatsoever, whether known or unknown, which Parents have, may have or claim to have at any time in the future against the Owner Releases based in whole or in part on or arising out of or related to any Outside Engagements.

I understand the terms of this Agreement and agree to be bound by them. I have received an executed copy of this Agreement and a copy of the parent handbook, which includes the health policy referenced in section 17.

Date: \_\_\_\_\_ Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian 2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Director Signature: \_\_\_\_\_