



Spanish@YPWKids.com
www.YPWKids.com

School: Please check one
[] YPW Westlake
[] YPW Central

ENROLLMENT AGREEMENT rev. 2/12/2025

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: _____
[] Charge ACH on record

B Email [] WS Email []

CLASS PLACEMENT: _____ SCHEDULE: []M-F []MWF []TTH \$ _____ 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.
2. The School's non-refundable and non-transferable material fee of \$ _____ is due 4 times a year:
Fall Material Fee: September 1st Winter Material Fee: December 1st Spring Material Fee: March 1st Summer Material Fee: June 1st
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.
4. Withdrawal Policy: The School requires an advance complete month **written notice of withdrawal**.
5. First month's payment for new families: if your child's first day its between the 1st and 15th then you'll be charged a full month tuition.
6. Monthly tuition is due on or before the 1st of each month.
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).
9. A second child in the same family shall receive a 10% discount on the lower of the two tuitions.



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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 \$30.00 per child for the first 10 minutes and an additional \$10.00 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. A fee of \$35 will be charged for **checks returned** by the school's bank.

14. 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.

15. **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.

16. 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.

17. 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.

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

19. 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.

20. 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.

21. 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: _____