**Enrollment Form**

**2020-2021**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s Full Name | | | Child’s Date of Birth | | Child’s Home Telephone Number | | |
| Child’s Home Address | | | | | | | |
| School year | Grade Level | | Date of Admission | | | Date of Withdrawal | |
| Parent’s or Guardian’s Name | | Address (if different from above) | | | |  | |
| Business Name | | | | Position | | | |
| Parent’s or Guardian’s Name | | Address (if different from above) | | | Email Address | | |
| Business Name | | | | Position | | | |
| List telephone numbers where parents/guardians may be reached | | | | | | | |
| Mother’s or Guardian’s Telephone Number/s | | | | Father’s or Guardian’s Telephone Number/s | | | |
| Please list name, address and telephone number(s) of persons to call in case of emergency if parents/guardian cannot be reached. | | | | | | | |
| Name:  Telephone(s) w/ area code:  Address:  Relationship: | | | | Name:  Telephone(s) w/ area code:  Address:  Relationship: | | | |
| I hereby authorize Tohuí Language Academy to allow my child to leave the facility ONLY with the following persons. Please list name and telephone  number(s) for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID. | | | | | | | |
| Name:  Telephone(s):  Relationship: | | Name:  Telephone(s):  Relationship: | | | | | Name:  Telephone(s):  Relationship: |

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| **CHECK ALL THAT APPLY:** | |
| I hereby give consent for my child to be transported and supervised by Tohuí Language Academy’s employees:  For emergency care For field trips (parent/guardian will be notified in advance) | |
| I acknowledge receipt of Tohuí Language Academy’s Parent Handbook  Yes No | |
| I understand the following meals will be served to my child while in care:  Breakfast (7:00-8:00) Afternoon snack | |
| I hereby give permission for images of my child captured at Tohuí Language Academy through video, photo and digital camera, to be used solely for the purposes of the Tohuí Language Academy classroom and promotional materials, and waive any rights of compensation or ownership thereto.  Yes No | |
| I hereby give permission for my child to access internet under the supervision of Tohuí Language Academy’s employees for educational and academic purposes.  Yes No | |
| Signature-Parent or Legal Guardian | Date |

**Enrollment Form**

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| **AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:**  In the event I cannot be reached to make arrangements for emergency care, I authorize the person in charge to take my child to: | | | |
| Name of Physician | Address | | Phone Number |
| Name of Emergency Medical Facility | Address | | Phone Number |
| I give consent for the facility to secure any and all necessary emergency medical care for my child. | | Signature-Parent or Legal Guardian | |

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Child care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature – Parent or Legal Guardian Date

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **IMMUNIZATION RECORD:** | | I have provided Tohuí Language Academy with a copy of my child’s most current immunization record. | |

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| --- |
| **ADMISSION REQUIREMENT:**  One of the following must be present when your child is admitted to Tohuí Language Academy or within one week of admission.  Please check only one option: |
| |  |  | | --- | --- | | 1. HEALTH CARE PROFESSIONAL’S STATEMENT (MAY ATTACH SEPARATE FORM): I have examined the above named child within the past year and find that he/she is able to take part in the elementary program. | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Health Care Professional’s Signature Date |  | |
| 2. A signed and dated copy of the health care professional’s statement is attached. |
| 3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this. |
| 4. My child has been examined within the past year by a health care professional and is able to participate in the child care program. Within  1 month of admission, I will obtain a health care professional’s signed statement and will submit it to Tohuí Language Academy. |
| Name and address of health care professional: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature – Parent or Legal Guardian Date |

**Parent Contract**

The following is an agreement between Tohuí Language Academy, herein called **“School”**, and Parent, Parents, Guardian or Guardians, herein called **“Parent”,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, herein called **“Student”.** Upon execution and submission of application, enrollment forms, and nonrefundable registration fees ($250.00), the student is accepted and enrolled for the 2020-2021 school year. Parent incurs obligation and the Parent shall owe the tuition for the entire school year. The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of both parties.

Grade to Enter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to Enter \_\_\_\_\_\_\_\_\_\_\_

The **parent** agrees to make tuition payments as initialed below:

1.\_\_\_\_\_\_\_ Annually ( ): Due and Payable August 1, 2020.

2.\_\_\_\_\_\_\_ Semi-annually ( ): Due and Payable August 1, 2020, and January 1, 2021.

3.\_\_\_\_\_\_\_ Monthly, in 10 equal payments ( ): Due and Payable August 1, 2020, and the remaining payments made on the first day of each month thereafter with the final payment due and payable on May 1, 2021

4\*.\_\_\_\_\_\_\_ **Parent** understands that if needed before or afterschool Spanish club a charge of $100 monthly needs to be paid. Due and Payable August 1, 2020, and the remaining payments made on the first day of each month thereafter with the final payment due and payable on May 1, 2021

5.\_\_\_\_\_\_\_ If paid semi-annually or monthly, there will be a late payment charge of **$25.00** for tuition paid after the **5th** day of the month. Whenever a tuition or fee account becomes past due for a period of 90 days from its due date then, unless the School shall obtain adequate security acceptable to the School for such account within that 90 day period, the student will be withheld from classes until the delinquency is cured. If the delinquency is not cured within an additional 30 day period, the student will be dismissed. Transcripts will be held for students until all unpaid tuition and fees are received.

6.\_\_\_\_\_\_\_ **Parent** understands that checks returned for insufficient funds and automatic bank drafts returned for non-payment will incur a **$25.00** charge.

7.\_\_\_\_\_\_\_ **Parent** understands that if parent is running late for 3:00 p.m. pick up he/she will be charged $10.00 for every 15 minutes that he/she is late after 3:15

8.\_\_\_\_\_\_\_ If school year ends and tuition obligation has not been fulfilled, interest at a rate of 10% begins after the 5th of the month and will incur until tuition has been paid in full.

9.\_\_\_\_\_\_\_ To withdraw an enrolled student from school during the fall semester, the school must receive written notice no later than August 1, 2020. Withdrawals after this date will result in full tuition obligation for 3 months. Withdraws during the school year need a 3 month written notice. If withdraw happens with no notice will result in full tuition for 3 months. To withdraw a student only two circumstances will relieve Parent from tuition obligation:

a) Illness of student who cannot attend any school for the reminder of school year as attested by student’s doctor’s notarized orders;

b) Employment transfer of family 25 miles or grater from the school. Company requiring transfer must provide notarized statement of such on company letterhead.

10.\_\_\_\_\_\_\_ **Parent** understands that tuition for students entering the School after the start of the school year will be prorated based on the number of attendance weeks remaining in the school year after entry compared with the total attendance weeks in the school year.

11.\_\_\_\_\_\_\_ The **Student** and the student's family agree to comply with and be subject to the School's rules and policies as set forth in the Parent-Student Handbook, as amended from time to time.

Undersigned parent agrees to abide by the above terms and conditions. The undersigned parent also assures, promises, and guarantees payment as outlined herein.

|  |  |
| --- | --- |
| Parent/Guardian or Person Responsible for Payment  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Parent/Guardian or Person Responsible for Payment  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Liability Waiver**

By signing below, I consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ participation at Tohui Language Academy and I certify that there is no medical reason why he/she should not participate in the Activity/Trip.

1) I agree that I and the Student shall comply with all of posted rules, safety signs, and any verbal instructions given by any employees or representative of Tohui Language Academy as conditions for playing and participating in any and all activities, parties, and programs organized and conducted by Tohui Language Academy.

2) I acknowledge and understand that there are known, unknown, and unforeseen risks associated with participating in activities, parties, and programs organized and conducted by Tohui Language Academy the Student and associated with the use of any equipment provided by Tohui Language Academy, which include but are not limited to: contusions, fractures, scrapes, cuts, bumps, paralysis, or death. I, for myself and Student, willingly assume the risks associated with participation in any activity, party, or educational program organized and conducted by Tohui Language Academy. I also accept and acknowledge that there are known, unknown, and unforeseen risks that may arise due to OTHER STUDENTS involved in Tohui Language Academy or that may arise from equipment, gifts, food, or other items brought into the Tohui Language Academy by me, the Students, or by OTHER STUDENTS OR PARENTS for an activity, party, or program organized and conducted by Tohui Language Academy, which I willingly assume.

3) I, FOR MYSELF, THE STUDENTS, AND OUR HEIRS, ASSIGNS, REPRESENTATIVES, AND NEXT OF KIN, AGREE TO HOLD HARMLESS, RELEASE, WAIVE, AND INDEMNIFY TOHUI LANGUAGE ACADEMY, LLC, AND EACH OF ITS RESPECTIVE HEIRS, SUCCESSORS, SPOUSES, ESTATES, ASSIGNS, REPRESENTATIVES, PREDECESSORS, PARENTS, SUBSIDIARIES AND AFFILIATES, DIRECTORS, MANAGERS, SHAREHOLDERS, MEMBERS, PARTNERS, PRINCIPALS, AGENTS, OFFICERS, EMPLOYEES, AND INSURERS FROM ANY AND ALL INJURIES, LIABILITIES OR DAMAGES RESULTING FROM MY OR THE STUDENT’S PARTICIPATION IN ANY ACTIVITY, PARTY, OR PROGRAM ORGANIZED AND CONDUCTED BY TOHUI LANGUAGE ACADEMY, EXCEPT FOR THOSE ARISING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TOHUI LANGUAGE ACADEMY.

4) I, FOR MYSELF, THE PARTICIPANTS, AND OUR HEIRS, ASSIGNS, REPRESENTATIVES, AND NEXT OF KIN ADDITIONALLY AGREE TO INDEMNIFY TOHUI LANGUAGE ACADEMY AND EACH OF THEIR RESPECTIVE HEIRS, SUCCESSORS, SPOUSES, ESTATES, ASSIGNS, REPRESENTATIVES, PREDECESSORS, PARENTS, SUBSIDIARIES AND AFFILIATES, DIRECTORS, MANAGERS, SHAREHOLDERS, MEMBERS, PARTNERS, PRINCIPALS, AGENTS, OFFICERS, EMPLOYEES, AND INSURERS FOR ANY DEFENSE COST, EXPENSE, OR DAMAGE ARISING FROM ANY AND ALL CLAIMS, INJURIES, AND LIABILITIES ARISING FROM MY OR THE STUDENT’S PARTICIPATION IN ANY ACTIVITY, PARTY OR PROGRAM ORGANIZED AND CONDUCTED BY TOHUI LANGUAGE ACADEMY EXCEPT FOR THOSE ARISING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TOHUI LANGUAGE ACADEMY.

I understand that this agreement is a contract, and I agree and acknowledge that I have read this agreement thoroughly, fully understand each representation and waiver I am making in this agreement, and agree to each of the terms in the agreement. By signing below, I, for myself and the Participants, willingly agree to this agreement and hereby execute this agreement without coercion.

Signature – Parent or Legal Guardian Date

**Parent Commitment**

At Tohuí parents are committed to:

1. Support the school’s vision and mission.

2. Believe in and support bilingualism at home by showing interest, joy, and respect for students’ achievement in the second and third language.

3. Establish healthy routines to support students’ success in school such as appropriate bed time, nutrition, reading, and hygiene.

4. Support Tohuí’s attendance policy by ensuring that the student attends school on a regular basis and arrives at school on time.

5. Make sure that the student’s homework is completed and return to school on time.

6. Support Tohuí’s behavioral expectations by promoting good manners and encourage positive behavior.

7. Understand that a meeting to discuss code of conduct violations, absences or tardies will be set up with administration. The meeting could result in a decision to remove the child from the program.

8. Understand that language is a process that takes time. (Collier & Thomas, 2010) According to research, long-term participation of 5-7 years is required for the benefits of the program to be fully realized.

9. Stay informed about the student’s education and be fully engaged in the learning process.

10. Share academic and behavior responsibilities with the student, teachers, and administration.

Parent Signature Date

**ACKNOWLEDGEMENT FORM**

Student/Parent Handbook Acknowledgement Form

I have read a copy of the Tohuí Language Academy Student/Parent Handbook (online). I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

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Policies outlined in the Student Handbook are subject to change at the school’s discretion.

I state that I have read and fully understand the Tohuí Language Academy Student / Parent Handbook and agree to all its terms.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Supply List** | **School Uniform**  **Available a Tohui** |
| |  |  |  | | --- | --- | --- | | **PK3-4th Only**  **One regular backpack (no wheels)** | **KINDER-3RD Only**  **Plastic box for crayons**  [http://ecx.images-amazon.com/images/I/41McRcpVNnL._SX300_.jpg](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCNCIjp6nvsgCFYLUgAodagIOvg&url=http://www.amazon.com/Sterilite-Plastic-Pencil-Box-17234812/dp/B004400KLG&bvm=bv.104819420,d.eXY&psig=AFQjCNHcrG6Se2Dt1_WyxtcryB1sL-0Yhw&ust=1444786478777117) | **1 box of 24 Regular crayons**  **(no smelly)**  Image result for twistables | | **PK3-4th Only**  **1 box of 12 markers (no smelly)**  [http://cdn.tristro.net/catalog/1232/full/bin587712.jpg](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJG8_sqnvsgCFU2ADQodzzcMrg&url=http://www.mpmschoolsupplies.com/c-102-markers.aspx&bvm=bv.104819420,d.eXY&psig=AFQjCNHIkOvmcWTSobyd-YL1O36TobiUUQ&ust=1444786567728047) | [elmer's%20glue%20clipart](http://www.clipartpanda.com/clipart_images/formula-elmer-s-glue-all-35437316)**2 liquid glue** | [http://s7d1.scene7.com/is/image/officedepot/990500_scene7?$OD-Large$](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJqi6IuovsgCFYHogAodFpsADQ&url=http://www.officedepot.com/a/browse/glue-sticks/N%3D5%2B371559/&psig=AFQjCNEpinIIB6jxw5bgbQ4CZPG4mRIe0w&ust=1444786713462256)**8 glue sticks** | | **3 boxes of Kleenex**  [Image result for kleenex](http://www.google.com/imgres?imgurl=http://ghk.h-cdn.co/assets/cm/15/11/55008d211a2f3-kleenexlotionaloe-xln.jpg&imgrefurl=http://www.goodhousekeeping.com/health-products/tissue-reviews/a29778/kleenex-tissues-with-lotion/&h=575&w=855&tbnid=abIM4TbR4Waz5M:&docid=xgYcJjg7SrGpqM&ei=cGEcVp3zM8qgNqrgl5AB&tbm=isch&ved=0CFQQMygcMBxqFQoTCJ3r0O6ovsgCFUqQDQodKvAFEg) | **PK4-4th Only**  [http://ecx.images-amazon.com/images/I/61QZBwyVGHL._SL1500_.jpg](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCMihw7CovsgCFcHNgAodvNUCgw&url=http://www.amazon.com/Fiskars-Classic-Blunt-Scissors-Received/dp/B00005BZRZ&psig=AFQjCNEHNq1TItl9Amapj-ZXCVzFz7Bdlg&ust=1444786773423791)**Scissors** | **1 scotch tape**  Image result for clear tape | | **1 white paper**  Image result for packet of white sheets | **1 construction paper** | **2 baby wipes**  Image result for baby wipes | | **1 Whiteboard markers (4 pack)**  Image result for whiteboard marker | **1 Watercolor** | Image result for play doh**2 Playdoh (Any color)** | |  | **1 Medium Gel Sanitizer**  Image result for gel sanitizer | Image result for clorox wipes**3 pack Disinfecting Wipes (any brand)** | | **k-3rd Only**  **1 Lined composition**  Image result for composition notebook | **k-3rd Only**  **1 Lined spiral**  Image result for lined spiral journal | **k-3rd Only**  **1 Graph Spiral**  Image result for lined spiral journal | | **Girls**  http://www.dennisuniform.com/photoimagestest/040390/040390-962-067.jpg**Navy**  http://www.dennisuniform.com/photoimagestest/035170/035170-965-069.jpghttp://www.dennisuniform.com/photoimagestest/040320/040320-998-067.jpg  **Light blue polo with embroidered logo**  http://www.dennisuniform.com/photoimagestest/08300C/08300C-973-055.jpghttp://www.dennisuniform.com/photoimagestest/08300A/08300A-973-055.jpg  **Navy Fleece with embroidered logo** http://www.dennisuniform.com/photoimagestest/054000/054000-830-067.jpg  **Boys**  http://www.dennisuniform.com/photoimagestest/040390/040390-962-067.jpg**Navy**  http://www.dennisuniform.com/photoimagestest/040320/040320-998-067.jpg  **Light blue polo with embroidered logo**  http://www.dennisuniform.com/photoimagestest/08300C/08300C-973-055.jpghttp://www.dennisuniform.com/photoimagestest/08300A/08300A-973-055.jpg  **Navy Fleece with embroidered logo**  http://www.dennisuniform.com/photoimagestest/054000/054000-830-067.jpg  **\*Closed shoes** |