



Since 1995

Please read, initial and return these pages with your enrollment package.

Admission Agreement and Application
Savoir Faire Language Institute
117 W. Torrance Blvd Redondo Beach, CA 90277
www.sfli-ca.com

1. Welcome

Savoir Faire Language Institute, Inc. welcomes all children regardless of race, creed or national origin. Our multi-age group preschool and kindergarten provides unique learning opportunities for children from three through six years old. Emphasis is on enjoying learning language in our planned environment, indoor and outdoor. Experiences are planned to enable children to grow emotionally, socially, intellectually, and physically.

2. Enrollment requirements

- A. Child must be 3 years old
B. Children who are in the process of potty training but still need the reassurance of pull-ups may enroll
C. All forms must be filled out and returned to SFLI

Initials:

Registration

Walk-in registration is taken at Savoir Faire Language Institute Center Monday – Friday from 9:30 to 12 pm or by appointment
The Center is located at 117 W. Torrance Blvd, Redondo Beach, CA 90277.

Please include the following documents (Application cannot proceed without them):

- \$155 – This includes a \$55 registration fee and a \$100 non-refundable security deposit (this \$100 will be applied to the first month’s tuition once the child starts). Payment may be made by check (made payable to Savoir Faire Language Institute) or by credit card (American Express, Visa, Master Card or Discover). This will secure a child’s placement.
□ Admission Agreement and Application

- Tuition payment is then due on the 20th of the previous month and is considered overdue after the 1st of the month.
• As tuition fees are subject to change to reflect operating costs, a new tuition fee schedule is issued each year. A 30-day notice will be given prior to any fee changes. As each month has a different number of school days, the monthly tuition fee is based upon the total number of school days in the year divided into 12 equal payments.

3. Waiting list

- After visiting the school and becoming familiar with our program and philosophy, parents can place their child on our “waiting list” for future enrollment. There is a non-refundable \$100 fee for being placed on the waiting list (this \$100 will be applied to the first month’s tuition once the child starts).
• Payment of this fee does not insure placement in our school, but serves to keep your child’s name on our list of prospective students.
• We maintain one waiting list for our center. As the list is growing, it is important to apply as early as possible. As children continue to age while on the waiting list, they are automatically considered for any space that they qualify for by their birth date.
• We give priority to siblings of children who are currently enrolled in our center.
• Parents are notified via email when a space is available for their child. Parents are given 48 hours to notify us of their decision to either accept or decline the enrollment. If the space is declined, the child will be removed from the waiting list.
• If parents fail to contact us within the 48-hour period, the assumption is made that the family is no longer interested in our Program, and the child will be removed from the waiting list.

Initials:

4. Refunds and withdrawal:

- A. To cancel your child’s pre-registration and be refunded the security deposit of \$100, you must write a withdrawal letter and have the form returned to Savoir Faire Language Institute no later than 30 days before his/her first day of attendance.
B. There are no refunds or credits given for days missed. Days are not interchangeable.
C. There are no refunds given once the month has started.
D. A two-week written notice must be given for withdrawal from the school or a full month’s tuition will be charged.
E. Because of the difficulty of filling vacancies near the end of the school year, any withdrawals:
> After November 1st will be billed for the full months of November and December.
> After May 1st will be billed for the full months of May and June.
F. Upon withdrawal from the program, families are eligible for a refund of all tuition fees paid for classes not already taken, not to include any late fees, registration fees, pro-rated discount fees received for full payment, returned check fees or two-week notice fees. This refund will be issued within 7 to 10 business days of the last day of attendance.

Initials:

5. Discounts:

- A. If more than one child is registered in our program, a multiple child discount of 10% is applied to the second child’s tuition. Discounts do not apply to registration or other fees.

Initials:

6. Other Fees:

- A. **Late payment:** Your account is considered delinquent the second day of your child’s scheduled attendance. If payment is not received by the second day of class, your child will not be able to return the next day unless payment is made in full.
- B. **Late Pick-Up Fees:** We understand that on some days, traffic or circumstances beyond your control can play a role in your ability to arrive at the center at your scheduled pick-up time, and we are prepared to work with you when these situations arise. However, we will assess a late pick-up fee if late arrivals become frequent. Late fees of \$5 for every five minutes are due at the time of pick-up.
- C. **Returned Check Fees:** There is a returned check fee of \$45 in addition to any charges that your banking institution may charge you.

7. Sick and Vacation Policy:

- It is your responsibility, as the parent, to notify the center if your child is not going to be in attendance that day due to illness or vacation.
- Communicable disease: parents must inform Savoir Faire Language Institute, Inc. within 24 hours, or the next business day after their child or any of their immediate family members has developed any communicable disease.
- There is no reduction of fees due to illness.
- By notifying the director at least 2 weeks in advance of a vacation of **two weeks or more in a row**, a child’s space can be reserved and the tuition will be reduced by half for the period that the child is away.

Initials:

8. Modification Conditions:

This agreement is valid for the current school year. If this agreement must be modified by either party during this contract year, a new agreement will be required.

Initials:

9. Termination Conditions:

The school reserves the right to dismiss a child from attendance for any reason, including, but not limited to: health issues, lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account.

10. Interviews and Tours

- Tours of the facility are available whether you apply for entry or not. You may call 310-379-1086 to schedule a tour with the administrative office.
- Once your application form has been reviewed you will be contacted to schedule an interview. If for some reason you do not hear back from us please call 310-379-1086 to schedule an interview.

Initials:

11. Admission

Currently, all classes have an Adult/student ration of 1:8. Therefore, applicants will be admitted on the basis of space availability.

12.

Preschool, TK and Kindergarten Other Fees Payment in Full or Monthly installment for September to August available We accept enrollment all year long	
Material fee	\$50 per year/child
Registration Fees	\$55 /child (for new students only)
Sibling Discount	10% for each child (must be siblings)
Pay in full discount	5% off if paid in full
Snacks	Included

13. Options and tuition

At least 3 years old on first day of enrollment			
As preschoolers gain more self-esteem, they feel ready to take on the world. Our Itty Bitty curriculum is designed for second language acquisition. It enhances that confidence by providing activities to help children become problem solvers and develop a love of lifelong learning. Furthermore, the language acquisition at 3 years old is easier for them. Suggested schedule:			
<ul style="list-style-type: none"> • If the language is spoken at home: minimum 2 to 3 days per week • If the language is not spoken at home: minimum 3 days per week for the first 3 months, then 5 days per week • If you are planning to enroll your child in a dual-immersion kindergarten: 5 half days per week until 5 years old, then transfer to our Teeny Class 5 full day per week. 			
9 am to 12 pm class will be 100% in the foreign language (before 9 am and after 12 pm English may be spoken)			
	Half Day 9 to 12 pm	Full day 9 to 3:30 pm	Extended day 8 am to 5:30 pm
5 days: M to F	\$950	\$1050	\$1350
3 days: M- W - F	\$750	\$850	\$950
2 days: T - Th	\$650	\$750	\$870

Return this pre-registration form: to our office, by mail, fax (866-296-1891), call (310-379-1086) or email PDF to allyson@sfli-ca.com

Please check your options

Final determination will be made by our team based on space and your child's needs and abilities.

Number of days	Schedule	Languages
<input type="checkbox"/> 5 days (M-T-W-Th-F)	<input type="checkbox"/> 9 am to 3:30 pm (full day)	<input type="checkbox"/> Spanish
<input type="checkbox"/> 3 days (M – W – F)	<input type="checkbox"/> 9 am to 12 pm (half day)	<input type="checkbox"/> Chinese
<input type="checkbox"/> 2 days (T – TH)	<input type="checkbox"/> 8 am to 5:30 pm (extended day)	<input type="checkbox"/> French
	<input type="checkbox"/> 8 am to 9 am (Am day care)	
	<input type="checkbox"/> 3:30 pm to 5:30 pm (Pm day care)	

Desired starting Date: _____

Return this pre-registration form: to our office, by mail, fax (866-296-1891), call (310-379-1086) or email PDF to allyson@sfli-ca.com

Child's Name: _____ Child's D.O.B.: _____

Parent/Guardian's Name: _____ Individual responsible for the payments: _____

Cell Phone _____ Home phone: _____

Address, City, Zip Code _____

Email _____

Deposit Amount (\$100 per day of preschool): _____

Card # _____ Expiration: _____ Security code: _____

I read and understand the admission and agreement policy _____ Signature: _____

