



Since 1995

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

2018 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:

3. Registration

Walk-in registration is taken at Savoir Faire Language Institute Center **Monday – Friday from 9:30am to 12pm 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):

- Due with application: \$200** – This includes a \$75 registration fee and a **\$125 non-refundable security deposit** (this \$125 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

- Monthly installments are due on the 20th of month for the upcoming 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.

4. 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 \$125 fee for being placed on the waiting list (this \$125 will be applied to the first month's tuition once the child starts).
- Payment of this fee does not ensure 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:

5. Refunds and withdrawal:

- A. There are no refunds or credits given for days missed. Days are not interchangeable.
- B. There are no refunds or credit given once the month has started.
- C. A one month written notice must be given for withdrawal from the school or a full month's tuition will be charged.
- D. 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 started month tuition. This refund will be issued within 10 business days of the last day of attendance.

Initials:

6. Discounts:

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

Initials:

7. **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. There will be an early drop off or late pick-up fee charged.
- **Before 9 am and after 3:30 pm:**
 - More than 10 minutes will be charged as 15 minutes (\$5)
 - More than 15 minutes will be charged as 30 minutes (\$10)
 - More than 30 minutes will be charged as 1 hour (\$20)
 - **After 5:30 pm**
 - \$2 per minute past 5:30 pm
- C. **Returned Check Fees:** There is a returned check fee of \$45 in addition to any charges that your banking institution may charge you.

Initials:

8. **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 45 days in advance of a vacation of **two weeks 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:

9. **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:

10. **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.

11. **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:

12. **Admission**

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

13.

Preschool Other Fees	
Payment in Full or Monthly installment for September to August available	
We accept enrollment all year long	
Material fee	\$100 per year/child
Registration Fees	\$75 /child
Sibling Discount	10% for the 2 nd child (must be siblings)
Pay in full discount	5% off if paid in full
Snacks	Included

14. Options and tuition

	Half Day 9am to 12pm	Full day 9am to 3:30pm
5 days: M to F	\$960	\$1155
3 days: M - W - F	\$760	\$945
2 days: T - Th	\$660	\$840

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	Extended Care options For 5 days per week <i>(1 to 4 days per week will be prorated)</i>
<input type="checkbox"/> 5 days (M-T-W-Th-F)	<input type="checkbox"/> 9am to 3:30pm (full day)	<input type="checkbox"/> Spanish	<input type="checkbox"/> 7:30am to 9:00am: \$150/month
<input type="checkbox"/> 3 days (M - W - F)	<input type="checkbox"/> 9am to 12pm (half day)	<input type="checkbox"/> Chinese	<input type="checkbox"/> 8:00am to 9:00am: \$100/month
<input type="checkbox"/> 2 days (T - TH)		<input type="checkbox"/> French	<input type="checkbox"/> 3:30pm to 4:30pm: \$100/month
			<input type="checkbox"/> 3:30pm to 5:30pm: \$200/month
			<input type="checkbox"/> Exceptional need: \$20/hour

Desired starting Date: _____

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

Child's Name: _____ Child's D.O.B.: _____ Sex: Boy Girl

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

Cell Phone: _____ Home phone: _____

Address, City, Zip Code: _____

Email: _____

Deposit Amount (\$200) _____

Card #: _____ Expiration: _____ Security code: _____

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



Since 1995

Savoir Faire Language Institute
Preschool Assessment Form

1. Years of Preschool Experience

- Never attended a program without parent
- Pre-preschool

For how long? less than a year 1 year 2 years Other (specify)

Where did your child attend preschool:

Name: _____ Date attended: _____ Why was care terminated? _____

2. Family/Parent

single parent Married Widowed Separated Divorced Other: _____

With whom has the child lived for the most past year: Mother Father Other: _____

Which language(s) is (are) spoken at home? _____

3. Child Information

a. **Sleeping**

- What time does your child go to bed at night?
- What time does your child get up in the morning?
- Does he/she nap or rest during the day? If yes, please give us time and length of the nap.

b. **Speech**

- What is the primary language spoken in the home?
- If your child speaks another language? Which one(s)?
- Does your child understand English? Yes No
- Is your child receiving speech therapy? Yes No

c. **Bathroom**

- When your child has to use the bathroom, what term is used?
- Is your child potty trained? Yes No

d. **Other**

What techniques do you use with your child when his/her behavior is not acceptable?

What is your child's hand preference? Left Right Undetermined

What school will your child attend for kindergarten?

What information should we have about your child that would help us to understand him/her better?

What benefits would you like to see your child gain from attending our preschool?

Are you planning to register your child in a bilingual elementary school after the preschool program? If yes, which one?

How did you hear about us?

Parent's Signature

Date