



Since 1995

Savoir Faire Immersion Preschool Admission Information September 2020 to August 2021

**Redondo Beach Campus – 117 W. Torrance Blvd, 90277
Lic #197419068**

**Torrance Campus – 4223 Emerald Ave, 90503
Lic #197494293**

1. **Welcome**

Savoir Faire Language Institute, Inc. welcomes all children regardless of race, creed or national origin. Our multi-age preschool provides unique learning opportunities for children from two 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**

- Child must be 2 - 5 years old (Torrance Campus – Spanish only)
- Child must be 3-6 years old (Redondo Beach Campus – French, Spanish, Mandarin)
- All registration forms must be filled out and returned to SFLI prior to start date

3. **Registration**

Online at: <https://schools.procureconnect.com/register/savoir-faire-language-institute>

Due with application: \$300 - This will secure a child's placement on the waitlist (E-check or credit card only). This \$300 will be applied to the first month's payment once the child starts. Monthly tuition payments can be made by cash, check, e-check, or credit card.

- Should you choose to pay tuition month-to-month, an additional deposit of \$500 will be required with the signed enrollment agreement. If you withdraw your child from SFLI during the school year with an unpaid tuition balance, the deposit becomes nonrefundable.
- For the child's first month, (if not stating at the beginning of the month), tuition will be prorated weekly regardless of the number of days of student attendance.
- Monthly installments are sent on the 1st of month and are due on the 20th of month for the upcoming month. Tuition is considered overdue after the 20th of the month.
- 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.
- 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.

4. **Waitlist**

- After becoming familiar with our program and philosophy, parents can place their child on our waitlist for future enrollment. There is a non-refundable \$300 fee for being placed on the waitlist. This \$300 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 waitlist for each campus. As the list is growing, it is important to apply as early as possible. As children continue to age while on the waitlist, 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 school.
- 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 waitlist.
- 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 waitlist.

5. **Refunds and withdrawal:**

- There are no refunds or credit given once the month has started.
- A one month written notice must be given for a change of start date or withdrawal from the school, or a full month's tuition will be charged for the upcoming month.
- Upon withdrawal from the program when you pay for the full year, 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 and processing fees (5% of refund). This refund will be issued within 10-business days of the last day of attendance.
- If payment is month-to-month, 30-day notice is required, and we don't issue refund.
- There are no refunds or credits given for days missed due to illness, vacation, or for any other reason, *including legal/ licensing restrictions*. Days are not interchangeable and we do NOT schedule make-ups.

6. **Sick and Vacation Policy:**

- It is your responsibility as the parent, to notify the school if your child is not going to be in attendance that day due to illness or vacation.
- Parents must notify the school within 24 hours, after their child or any immediate family member has developed any communicable disease (including lice).
- If a child develops fever, he/she must be fever-free without medication for at least 24 hours before returning to school.
- There is no reduction of fees due to illness or vacations or quarantine days after vacations.

7. **Modification Conditions:**

This agreement is valid from September 2020 to August 2021. If this agreement must be modified by either party during this contract year, a new agreement will be required.

8. **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.

9. **Tours**

Please email us at preschool@sfli-ca.com to schedule a tour.

10. **Tuition and Fees**

Currently, all classes have an adult/student ratio of 1:6 for 2 year old and 1:12 for 3 to 6 year olds. Therefore, applicants will be admitted on the basis of space availability.

Preschool Fees	
Payment in Full, Quarterly, or Monthly are accepted for tuition for the period of September to August for each school year. New students may enroll at any time of the year when openings are available.	
Material Fee	\$25 per month/child
Registration Fee	\$150 per year/child
Sibling Discount	5% for the 2 nd child (must be siblings)
Pay in full discount	5% off if paid in full (Sep to Aug) 3% off if paid quarterly (in 4 payments on 9/2, 12/1, 3/1 and 6/1) Discounts do not apply to registration, material, potty-training, or extended care fees
Morning Snacks	Included (After care must bring own snacks)

1. Schedule options and tuition

i. 2 year old (ratio 1:6) - Torrance Campus only

	Half Day 9am to 12pm	Full day 9am to 3:30pm
5 days: M to F	\$1,300	\$1,600
3 days: M / W / F	\$1,050	\$1,320
2 days: T / Th	\$920	\$1,150
Potty-training	No fees (diapers not included)	

ii. 3 to 5/6 year old (ratio 1:12) - Torrance & Redondo Beach Campus

	Half Day 9am to 12pm	Full day 9am to 3:30pm
5 days: M to F	\$1,060	\$1,260
3 days: M / W / F	\$840	\$1040
2 days: T / Th	\$725	\$925
Potty-training	\$30/month (diapers not included)	

iii. Before 9 am and after 3:30 pm:

- Extended care samples (5 days per week) – will be prorated to match your needs and schedule.
 1. **7:30am to 9:00am: \$160/month**
 2. **8:00am to 9:00am: \$110/month**
 3. **3:30pm to 4:30pm: \$110/month**
 4. **3:30pm to 5:30pm: \$210/month**
 5. **30-minutes, 5 days per week: \$60/month**
 6. **Exceptional need: \$25/hour**
 7. **\$1/minute after 5:30pm**

2. Other Fees:

- **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 your scheduled pick-up time, and we are prepared to work with you when these situations arise. However, there will be an early drop-off or late pick-up fee charged.
- **Late payment:** Payments are due on the 20th of each month for the upcoming month. Please know that it is your responsibility to keep track of when payments is due. Failure to pay by the due day will result in a \$50 late fee. If payment is not received by the 2nd day of class after payment is due, your child will not be able to return the next day until payment is made in full.
- **Returned Check Fees:** There is a returned check fee of \$45 in addition to any charges that your banking institution may charge you.

My child _____, is enrolling in the _____ language program at Savoir Faire Language Institute, Inc. I have read the Admission information and agree to abide by them.

Parent or Guardian

Date