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[www.bilingualchildcare.com](http://www.bilingualchildcare.com)

### **Planning for Enrollment in Our Spanish Immersion Early Childhood Program!**

If your family is interested in giving your child the gift of learning Spanish naturally in an immersion environment, we encourage you to plan your enrollment early. Our enrollment can be competitive, particularly for infant care, so it is important to plan in advance. We offer learning and care year-round and accept enrollments at any time per availability. Our program consists of a curriculum-based school-year program from September through May and a summer recreational program June through August. Once enrolled, your participation is continuous until whatever point you provide notice of withdrawal. There is no need to re-enroll for summer or fall.

In order to find out if our Center is a match for your child and family and to ensure your child's space is reserved, we recommend following these steps!

#### **Planning for enrollment:**

- 1) **Complete your research early** based on what aspects of location, education, and care are important to you! We provide a lot of great information on our website at [www.bilingualchildcare.com](http://www.bilingualchildcare.com).
- 2) If we fit your criteria, **call us to arrange a personalized tour** and learn more about what we have to offer!
- 3) **Choose your preferred start date and submit your tuition deposit along with the attached enrollment reservation request form.** Generally, January, June, and September are when most enrollment changes happen and are therefore the best times to begin. However, changes may happen year-round and you are welcome to inquire at any time. For best consideration in our fall program in September, submit your paperwork by March 30th or earlier!

#### **Tuition Deposit:**

Your tuition deposit totals 2 weeks of tuition at the rate based on your child's age. Your deposit is fully refundable while you are on our wait list and up to 60 days before your confirmed start date with written notice (notice via email is accepted). As your child ages, your tuition will go down and your deposit will be adjusted. Once care begins, your tuition deposit is non-refundable and will be applied to your last two weeks of care. We require a 4-week notice to change schedules or withdraw from care. (There is also a one-time \$90 registration fee that we prefer you pay with your first tuition payment just prior to your start date. The registration fee covers a variety of costs for enrollment including fob keys, a cloth bag for naptime, blankets, extra clothes, labeling materials, etc.) If you submit your deposit with a confirmed start date less than 30 days away, your deposit is non-refundable if enrollment is cancelled. All checks submitted for deposits will be cashed upon receipt. We can also run ACH payments from your bank account.

#### **Enrollment paperwork:**

- 1) To request we reserve a space when you submit your deposit, please fill out the attached **Enrollment Reservation Request**. At the time you submit your deposit your enrollment will either be confirmed or you will join our wait list. *We are happy to let you know our availability at your tour or via phone at any time prior to submitting your deposit.*
- 2) **Enrollment Packet:** We request you submit your Enrollment Packet at least 30 days to 2 weeks before your start date so that the information provided is current. There is a list of items on the front page of the Enrollment Packet that we need to collect prior to your start date. The enrollment packet is provided to you at your tour and is available on our website.

## ENROLLMENT RESERVATION REQUEST

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

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Birth Date (or Due Date) of Child: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_

Location of Choice: ☐ Mahtomedi ☐ Roseville

### Child Care & Education Enrollment Options

January 1, 2019 – December 31, 2020

7:00am – 5:30pm M-F

Tuition prices are assigned by age (infant: 2-15 mos), toddler (16-32 mos), & preschool (33 mos to 5 yrs/prek)

✓ (check one)	Schedules	Age	Weekly Fee
	Full Time 4-5 days M-F	2-15 months	\$362.50
		16-32 months	\$320
		33 months - 5yrs	\$295
	Part Time 3 days M/W/F	12-15 months (Mahtomedi Only)	\$290
		16-32 months	\$255
		33 months - 5yrs	\$235
	Part Time 2 days T/TH	12-15 months (Mahtomedi Only)	\$224.75
		16-32 months	\$195
		33 months - 5yrs	\$185

**\*\*There is no half day pricing.**

\_\_\_\_\_ I have completed a tour of the facility

\_\_\_\_\_ I am submitting my tuition deposit in the amount of \$\_\_\_\_\_.

\_\_\_\_\_ I am joining the wait list and understand that my tuition deposit is fully refundable while I wait for a space to be confirmed.

\_\_\_\_\_ My start date has been confirmed for \_\_\_\_\_ (less than 60 days from now) and my deposit is non-refundable.

\_\_\_\_\_ My start date has been confirmed for \_\_\_\_\_ (more than 60 days from now) and I understand that my deposit is refundable with a written notice up to 60 days before my start date.

#### **About our Wait List:**

*We give enrollment priority to our currently enrolled families and then offer spaces chronologically based on the date your deposit was paid, according to requested start dates, and according to availability. If you do not receive a space by your requested start date, we encourage you to remain on the wait list for the next available opening. We will provide updates on our wait list status at least every three months.*

I have read and understand the tuition deposit policies explained above.

Signature \_\_\_\_\_

Date \_\_\_\_\_