



School Year 2012 – 2013

September 5th – June 5th, 2013

Level Chart	
Beginning: One year or less of Spanish lessons	Continuing: Two-four years of Spanish lessons
Intermediate: Can converse in Spanish (basically)	Advanced: Can converse in Spanish (fluidly)

We take open enrollment on a first come, first served basis. Themes for the school year along with vocabulary and dialogues are posted on the Parents' Page of our website.

Class Day Time: 3:30 - 5:00 p.m.	San Mateo (Alameda de las Pulgas). Ages/Level	Burlingame. Ages/Level
Monday, Tuesdays, Thursday	Ages 5 - 7: Beginning/Continuing Ages 8 - 10: Beginning /Continuing	Ages 5 - 7: Beginning/Continuing Ages 8 - 10: Beginning/Continuing
Wednesday	Ages 5 - 7: Beginning Ages 5 -7: Intermediate/Advanced Ages 9 -12: Beginning	Ages 5 - 7: Continuing Ages 8 -12: Intermediate/Advanced Ages 8 - 10: Beginning/Continuing
Friday	Ages 5 - 7: Continuing Ages 5 - 7: Intermediate	Ages 5 – 7: Beginning/Continuing Ages 9 – 12: Intermediate/Advanced
Pre K – Kindergarten (Monday – Friday) (available two, three, or five days a week)	Ages 4 ½ - 6 1:00 – 5:00 or 3:30 – 5:00	Ages 4 ½ - 6 1:00 – 5:00 or 3:30 – 5:00

Enrollment Fee: There is a \$100.00 enrollment fee along with your application

	Deposit (Due once we confirm your child's class enrollment)	Monthly Tuition (from Oct. 1 st 2012 - April 1 st , 2013)	One Payment Option (Due along with your deposit)
Class: 1:00 – 5:00			
2 days/week	\$ 650.00	\$610.00	\$4,720.00
3 days/week	\$ 850.00	\$670.00	\$5,100.00
5 days/week	\$1,000.00	\$780.00	\$5,990.00
Class: 3:30 - 5:00			
Once a Week	\$ 340.00	\$170.00	\$1,140.00
2 days/ week	\$ 656.00	\$328.00	\$2,246.00
3 days/ week	\$ 914.00	\$457.00	\$3,149.00
5 days/week	\$1,400.00	\$700.00	\$4,850.00

	Daily Rate
Pick Up Service (see General Policies #3)	
From Burlingame and San Mateo Schools to Welcome Amigos:	\$12.00
Extended Hours Monthly Fee (5:00 – 5:30 p.m.)	\$45.00

TUITION POLICIES

1) Payment

- a) **Enrollment Fee:** There is an annual non-refundable fee of \$100.00 along with your application
- b) **Deposit:** The deposit is due when the child is accepted into the program. Deposits are non-refundable
- c) **Monthly Payments**
There are eight payment installments for the full year term (your deposit and your monthly tuition from October 1st, 2012 to April 1st, 2013).

Checks should be made/send to:

**Welcome Amigos,
1737 Hamlet St. San Mateo, CA 94403**

- 2) **Returned checks:** There is a \$25.00 fee for any returned checks.
- 3) **Credit Card Payment:** We take credit card payment through PAYPAL. Please see the steps when paying through PayPal, go to your PayPal account, click on the upper right hand tab (send money), type in the e-mail address: info@welcomeamigos.com. You would need to add a 2.9% transition fee to your total amount.
- 4) **Withdraw Policy:** We require thirty days written notice if you decide to withdraw your child from the program to get a prorated refund.
- 5) **Registration Fee:** There is a non-refundable annual registration fee of \$100.00. As part of your registration fee your child will receive a Welcome Amigos T-shirt.
- 6) **Sibling Discount:** There is a one-time \$50.00 sibling discount when paying in full for the school year on the second child.
- 7) **Late Fees:** After the 5th of every month there will be a \$25.00 fee if payments are not received on the due date. Unless other arrangements have been made.
- 8) **Other Optional Fees:** We have CD's on sale with their lyrics. We also have study books on sale for children ages seven and up.
- 9) **Material Fee:** The class material fee is included in your tuition. It pays for handouts and class projects material.
- 11) **Late Pick Fee:** There is a \$5.00 fee for every five minutes that the child remains overtime after the scheduled pick up time. Please pay this fee to the teacher present at the time of pick up.

GENERAL POLICIES

1. **First Come/First Served:** Students are enrolled on a first come, first served basis. You can enroll your child at any time throughout the year.
2. **Class Cancellation:** If we don't reach the minimum group size of four, we will cancel the class and offer a class alternative (we will offer you a semi-private or private class) or provide you with your full refund.
3. **Pick up Service:** This service is only available upon availability from San Mateo, Burlingame and Hillsborough public or private schools. If we don't have a minimum of **five** students to transport from the same school and we don't find an alternative option for you, we will give you a full refund. Call the school directly to inquire about pick up service fee and availability.
4. **Punctuality:** Please ensure your child is punctual and is picked up on time from class, as there is a schedule for each class.
5. **Parent Observation:** Parents are welcome to observe your child's class any time.
6. **Field Trips:** We schedule a few field trips throughout the year. There may be an additional charge in some cases. Classes will be canceled the day of the field trip.
7. **Snack:** Your child is asked to bring his/her own snack. We discourage PEANUT products to prevent contact with students with allergies.
8. **Labeling:** Please label children's items with their name on it.
9. **Change of Class Schedule:** If you want to change the class schedule after your child is already enrolled, we will try to accommodate him/her into a different class, if space allows
10. **Parking:** Please DON'T block the neighbor's driveway when parking or reversing your car.
11. **Absences/Make up Classes/Holiday Make-ups:** Students are entitled to receive a maximum of THREE make up classes per semester in addition to the holidays taking place on a Monday and Friday. It is required to give a 24-hour notice. If you child missed more than the allowable make-ups, you are entitled to receive a homework packet.
12. **Sickness:** A child who is ill should be kept home. If the child displays symptoms indicating a condition during school hours, the parent/guardian will be called to pick up the child immediately.

*My Deposit	\$
Pick up Service	\$ _____ x number of pick up times = Indicate Dates:
Second Child's Tuition	\$
Annual Enrollment Fee Per Child	\$ 100.00
C.D. with lyrics (optional)	\$ 12.50
Study book (optional)	\$ 7.50
Total Amount Included:	\$

I have read the policies of Welcome Amigos and I agree to abide by these policies. As a legal guardian of _____ (name of child), I give permission for him/her to attend the **Welcome Amigos Spanish Immersion Education Center** at the () San Mateo, Alameda de las Pulgas site () Burlingame site

Parent/Legal Guardian' Signature: _____ Date: _____

Enrollment Forms

***All fields must be filled out completely and clearly to print, if it does not apply to you, please indicate ***

Student's Information:

Male Female Reapplying Student? Yes No
Is English primary language? Yes No If no, please specify: _____

Full Legal Name Preferred Name

Birth date Student's Current age School Name and City

Desired Class Days Time Location San Mateo – Alameda de las Pulgas
 Burlingame

Alternate Choice Days Time Location San Mateo – Alameda de las Pulgas
 Burlingame

Pick up Service: (See General Policies-No. 3 for more information about this service)

Does student need pick up service from his/her school to Welcome Amigos? Yes No
Are you interested in carpooling? Yes No If yes, what day/s? _____
Questions/Comments regarding pick up service: _____

Parents/ Legal Guardian Information: *(please indicate Mr., Mrs., Ms., etc.)*

Parent A/ Legal Guardian Full Legal Name Cell Phone Number

Parent B / Legal Guardian Full Legal Name Cell Phone Number

Main Address

City State Zip Code

Parent A / Legal Guardian Occupation or Position Business Number

Parent B/ Legal Guardian Occupation or Position Business Number

Pick-up authorization, and Parent Consent

Student's Name Date of Birth

Address

Person(s) other than yourself authorized to transport your child to/from school, *including those in your carpool*:

Name

Relationship to Student

Phone Number

Name

Relationship to Student

Phone Number

PARENTAL CONSENT

I give my consent to Welcome Amigos Spanish Immersion Educational Center to release my child into the custody of the individual(s) named above.

Parent' Signature

Date

Release Form

Pictures

Throughout the year, the children participate in several different special events at Welcome Amigos. We like to capture these special moments by taking pictures and/or videotaping. We would like to use these pictures/videos on the web site, and in some of our publications. Only Welcome Amigos will use these pictures.

Please sign below if you give permission.

Student's name

Parent/Legal Guardian signature

Date

Email

At Welcome Amigos the best way to communicate with families is via e-mail. We send out pictures, weekly summaries, website updates announcements, invitation, among others.

Please list all members of your family of whom you want us to include in our mailing list

Name

E-mail

Relationship to Child

Name

E-mail

Relationship to Child

Directory

Welcome Amigos would like to compile a school directory. This directory would include the children in each classroom, parent's names, e-mails, and phone number. Please fill out the information below if you want your child's information to be included in the directory. We will only include the information that is given

Student's Name

Parent/ Legal Guardian Name

E-mail

Phone Number