



## EFGS ENROLLMENT POLICIES

### Legal Guardian Responsibilities

I acknowledge that I have legal guardianship of the enrollee.

I understand that I am responsible for all financial obligations incurred relative to this enrollment and agree to the fees and policies stated in the Enrollment Contract.

### Pre-Enrollment

All students, both new and continuing, need to pre-enroll online every academic year. This is the only way to reserve a spot for your child in our program. Our pre-enrollment is based on a "1st come, 1st serve" basis (currently enrolled families have a priority placement until April 1st).

A non-refundable pre-enrollment fee will have to be submitted with each application (one per child)

- **\$150 EARLY BIRD SPECIAL** (*\*from March 15 until May 31st*)
- **\$250 after May 31st**

Pre-enrollment is secure only when we receive both your completed pre-enrollment form and fee.

### Pre-Assessment & placement

Classes are taught exclusively in French so all our students must already have a good knowledge of French. For returning students, placement is based on teachers' recommendations and progress reports.

For all new students, a pre-assessment session will be scheduled. Through some informal and written activities, our experienced teachers will have a better understanding of the student's proficiency. Our goal is to evaluate the kids' French proficiency and place them in the best group.

EFGS and its teachers reserve the right to place students in classes judged most appropriate for them. If our pedagogical team believes that our program is not the right fit and can not recommend an adequate placement, we will inform you and discuss options.

### Waiting List

If the class you have selected is already full, you can choose to have your child placed on the Waiting List. You will have to go through the pre-enrollment process and pay the Fee. If we cannot place your child in this class, you will receive a full refund.

### Final enrollment

To finalize your child's enrollment, you must fill out the Enrollment contract, the medical and the volunteer forms, all available online mid-June. At that time, you will have to select between 2 payment options, in full or in installments, for the school year tuition fee.

Enrollment is secure only when we receive both your completed forms and first payment.

To **avoid a late enrollment fee of \$200**, you must complete and sign the contract and provide all the required forms with your full or first installment of the tuition fee paid **by July 15<sup>th</sup> midnight**. The **last installment of the tuition must be paid no later than November 15<sup>th</sup>** with 3/5 due before the first day for the student to be allowed in class.

Your enrollment is complete only when we receive your completed online enrollment form and payment.

We do not accept enrollment during the school year except potentially for low enrollment classes.

### **Trial Period**

We do not offer Trial Periods unless recommended by the Education Program Coordinator following the pre-assessment session. All terms are mutually agreed upon between EFGS and the family of the student in advance of the school year.

### **Withdrawal Policy**

If you decide to withdraw your child from our program, please email [info@efgseattle.org](mailto:info@efgseattle.org) with the following information:

- Your child's full name
- The date of the last class he/she attended
- The reason for withdrawal

We always appreciate any feedback from you, so please be as open and as detailed as possible.

Pre-enrollment fee and tuition will NOT be refunded – any tuition paid will not be refunded, and any tuition unpaid WILL STILL BE OWED. Please note that upon withdrawal, your child will not receive priority if you shall decide to re-enroll the following year.

### **Refund**

There are two exceptional cases of a full refund (pre-enrollment & tuition fees):

- if your child's class is cancelled
- if the class is located more than 5 miles away from the location assumed during pre-enrollment and you decide to not attend.

If your child starts the program in a mutually agreed “Trial Period”, tuition will be partially refunded if your child's teacher and the Education Program Coordinator determine that the class is not a good fit for your child at the end of the 5 weeks trial period. The amount of the refund will be calculated based on the number of classes attended. The pre-enrollment fee will not be reimbursed.

### **Discipline and Contract Termination rules**

Children must follow life's rules of conduct as well as the teacher's regulation, namely: respect, courtesy, follow instructions, cooperation and discipline.

EFGS reserves the right to temporarily or permanently remove any student when:

- Tuition or other fees are not paid in accordance with the Enrollment Contract.
- The student's behavior in class conflicts with other students learning and/or well-being, and the smooth operation of the courses. In case of permanent expulsion, you will receive a pro-rated tuition refund.
- In the judgment of the teacher and the Education Program Coordinator, the program does not meet the developmental or special needs of your child or your child does not meet the minimal linguistic requirements. In this case, you will receive a pro-rated tuition refund.

### **Walking / Field/ Activity Trip permission**

In class at EFGS, your child will have the opportunity to participate in educational activities or recess time that will require them to walk as a group under adult supervision to the playground or the sport field in the proximity of the school.

In the event of an accident or illness, I understand that every reasonable effort will be made to contact the parent/guardian immediately. However, if I am not available, I authorize the school to secure emergency medical care as needed.

Although I understand that the EFGS educational team and other supervising adults will make every reasonable effort to provide a safe environment, I am fully aware of the special dangers and risks inherent in participating in the activity, which may include physical injury or other consequences arising or resulting from the activity.

### **Medical Forms**

Guardians must fill the online Medical Form. By failing to do so, your child will not be accepted in the classroom. Parents of a child with Life Threatening Allergies or other healthy conditions shall fill other forms before the 1st day of school. They should also establish a mutually supportive relationship with open communication between the student's teacher, student, other teachers/staff.

### **Volunteer**

EFGS is an organization started and operated by parents for other parents. We are very thankful to all the volunteers, without whom our programs would not be possible. To stay true to our mission— which is to provide an affordable and quality program – our program is still very much dependent on volunteering. Fees cover our rental costs and materials, as well as the staff's salaries, but we also need everyone's time to help us. We're asking ALL families to volunteer in some way, shape or form or to donate in order to hire extra help (suggested amount: \$150/child).

Getting involved is rewarding and makes a difference.