



With Marcela Summerville

Registration Form

Please complete and mail to the address below. By completing this registration form, you acknowledge that you understand the Policies of the Enrollment.

Child's Last Name _____	Child's First Name _____	Birth Date ____/____/____
LOCATION _____		
1 st choice Program Code _____	Program Day(s) _____	Program Time: _____ - _____
2 nd choice Program Code _____	Program Day(s) _____	Program Time: _____ - _____
Program Session(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring		Year: _____
Child's Last Name _____	Child's First Name _____	Birth Date ____/____/____
LOCATION _____		
1 st choice Program Code _____	Program Day(s) _____	Program Time: _____ - _____
2 nd choice Program Code _____	Program Day(s) _____	Program Time: _____ - _____
Program Session(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring		Year: _____
How did you hear about Spanish Workshop for Children?		
Parent's Names _____		Email Address _____
Home Address _____		City , State and Zip _____
Home Phone _____	Cell Phone _____	Work Phone _____
Non-Parent Caregiver _____		
Emergency Contact (If parents can't be reached) _____		Emergency Phone _____
		Emergency Cell _____
Does your child have any physical, medical or other issues of which our teachers should be aware, including allergies or food restrictions? <input type="checkbox"/> yes <input type="checkbox"/> No If yes , please describe:		
I have read, understand and agree to the Enrollment Policies.		
Parent/Guardian Signature _____		Date: _____
Payment Information		
Options	Payment Due	_____ CHECK CREDIT CARD : <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
--- Fall Season _____	Name(as appears on the Credit Card) _____	
--- Winter/Spring _____	Credit Card Number _____	
--- Winter Session _____	Expiration Date ____/____ Today's Date ____/____/____	
--- Spring Session _____		
Total Due Today _____	Signature _____	

Mail to: Spanish Workshop for Children, PO Box 693 Blue Bell, PA 19422

Enrollment Policies

* **Registration**- Students will be registered on first-come first-served basis.

***Waiting List**- A formal waiting list will be maintained for each class. If your first choice of class is not available, you will automatically be placed on a waiting list for that class.

***Tuition**- Tuition is due with registration. Tuition may be pay by checks (payable to Spanish Workshop for Children), Visa or MasterCard. There will be a \$ 30 fee charge for bounce checks.

***Sibling Discount** - A 10% Sibling discount is given and may not be combined with any other discount.

***Absences /Make-Ups** - Please call if your child is going to be absent. We will be happy to schedule a make-up class within the same season.

***Refunds and Credits**- If you notify Spanish Workshop for Children *in writing* of a withdrawal a week before the session starts, you will receive a full refund of the tuition paid. If you notify Spanish Workshop for Children *in writing* of a withdrawal after the first class of the session, you will receive a full credit toward a future class. Withdrawals after the third class are non-refundable. A school credit can be used within one year for the same child, a sibling, or a child from a family not previously enrolled in Spanish Workshop for Children, LLC.

* **Class Cancellation** – In the event of questionable weather, you may check if classes are being held by calling Spanish Workshop for Children at 610-489-5595 call after 7:30 am as a determination will be not made until that time. Additional classes will be schedule for each class cancelled.

* **Release** – I agree to assume responsibility for my child or children and myself and/or caregiver when upon the premises operated by Spanish Workshop for Children, LLC, and will hold harmless Spanish Workshop for Children, LLC and any of its employees and/ or agents in the event of any personal injury, property damage or loss, indemnifying said parties of any loss that I might incur as a result.