

## Student Enrollment – Spanish for Toddlers Preschool & Daycare – Clawson September 2024 – August 2025

In order to register your child, we require the following (if the program is full, this will guarantee you a spot on the waitlist but will not guarantee a space in the program until there is an opening):

- **Form #1** - Enrollment Form (see page 3),
- **Form #2** - Child Information Record. If child is already enrolled, please come to the office to update this form.
- **Enrollment Fee**-\$200 (**NON-REFUNDABLE**) If you aren't ready, we will hold your credit for a year.

Prior to your child's first day, we will need the following additional forms:

- **Forms #3/4** - Health Appraisal & Immunization Record – Health Appraisal must be completed and signed by your child's pediatrician and include a print-out of your child's Immunization Record.
- **Form #5** - Signed Parent Handbook Receipt (last page of Parent Handbook)
- **Form #6** - Signed Emergency and Incident Form
- **Form #7** - Child Placement Contract
- **Form #8** – Medication Permission and Instructions Form (Sunscreen/Medication)

We have the following schedules available for the 2024/2025 school year. Annual payment is divided in 12 equal monthly installments:

### **INFANT ROOM (12 months – 30 months)**

Full Day (7:30am – 6:00pm)

2 days: **\$6,672** (\$556/mo) – MW or TTh  
3 days: **\$9,588** (\$799/mo) – MWF or TThF  
4 days: **\$12,168** (\$1014/mo) – MTWTh  
5 days: **\$14,736** (\$1,228/mo) – MTWThF

Parents may drop off/pickup anytime between the hours of 7:30am and 6:00pm. Due to teacher/child ratios, all children in the infant room must be enrolled in full day.

### **YOUNG TODDLERS WITH DIAPERS (30 months – 40 months)**

Preschool (9:00am – 12:00pm)

3 days: **\$5,016** (\$418/mo) – MWF or TThF  
4 days: **\$6,468** (\$539/mo) - MTWTh  
5 days: **\$7,788** (\$649/mo) - MTWThF

Full Day (7:30am—6:00 pm)

3 days: **\$9,588** (\$799/mo) – MWF or TThF  
4 days: **\$12,168** (\$1014/mo) – MTWTh  
5 days: **\$14,736** (\$1,228/mo) – MTWThF

### **PRESCHOOLERS (3 years – 6 years)**

Preschool (9:00am – 12:00pm)

3 days: **\$4,224** (\$352/mo) – MWF or TThF  
4 days: **\$5,412** (\$451/mo) - MTWTh  
5 days: **\$6,468** (\$539/mo) - MTWThF

Full Day (7:30am—6:00 pm)

3 days: **\$7,992** (\$666/mo) – MWF or TThF  
4 days: **\$10,176** (\$848/mo) - MTWTh  
5 days: **\$12,288** (\$1,024/mo) – MTWThF

Please see the Parent Handbook for the school calendar, including closures due to breaks and holidays. Per the Handbook, childcare is offered at an additional fee during some breaks. For those enrolled in preschool, before and after care is available at an additional charge of \$15/hour in order to accommodate different needs. Any schedule change requests during the school year (Sep-May) will require a \$100 change fee. Schedule changes cannot be guaranteed and will depend on space and availability. Families have the option to change schedule for the summer session (Jun-Aug) without penalty. However, if you withdraw from the program entirely, during the school year or summer, there is no guarantee your child's spot will remain available.

Tuition fees are due on the first day of the month. A \$20.00 late fee will be added after the 5<sup>th</sup> of the month (NO EXCEPTIONS). An incremental \$20.00 late fee will be added every 5 days thereafter. Withdrawal from the program requires a 30 day advance written notice, including withdrawal for summer session.

Please refer to the enclosed Parent Handbook for more details.

Kind Regards,  
Maria Van Dyke, Director - Spanish for Toddlers  
[www.spanishfortoddlers.com](http://www.spanishfortoddlers.com)



Registration for Spanish for Toddlers Clawson – 2024/2025  
 Address: 509 Fisher Ct., Clawson, MI 48017  
 Phone #: 248-597-9932  
 Email: spanishfortoddlerspreschool@gmail.com

Child's Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Check One: \_\_\_\_\_ Infant Room \_\_\_\_\_ Young Toddler with Diapers \_\_\_\_\_ Preschooler

Preferred schedule:

# of Days \_\_\_\_\_ Preferred Days of the Week \_\_\_\_\_

Time \_\_\_\_\_ 9am-12pm \_\_\_\_\_ Full Day (check one)

Are you flexible with the days? \_\_\_\_\_ YES \_\_\_\_\_ NO

I \_\_\_\_\_ (Initials) agree to pay a non-refundable enrollment fee of \$200

Parent Phone Number \_\_\_\_\_

Parent E-mail address \_\_\_\_\_

How did you hear about our school?

\_\_\_\_\_ Online

\_\_\_\_\_ Referral (if yes, please provide name \_\_\_\_\_)

\_\_\_\_\_ Other (please specify \_\_\_\_\_)

Has your child attended daycare/preschool before? Where?

\_\_\_\_\_

When would you like your child to start?

\_\_\_\_\_