



Registration Form Children

5001 NE 50th St
Seattle, WA 98105

German Language School for Children Seattle Registration Form 2010/2011

1st Child _____ DoB _____ Grade in Fall _____

2nd Child _____ DoB _____ Grade in Fall _____

3rd Child _____ DoB _____ Grade in Fall _____

Parent(s) _____

Parent(s) _____

Address _____

City, State, ZIP _____

Emergency contact _____
Please list phone number at which you can be reached during class for emergencies, financial questions, etc.

E-Mail _____

Medical issues _____
for example allergies and other issues the school should be aware of

I DO NOT agree to occasionally have pictures of my child used on the school web page from events (such as picnic or Nikolausfeier)

Amount Enclosed \$ _____

I understand that the registration fee* is non-refundable. All payments are due by the first day of school unless I choose to make tuition installment payments.

A late fee of \$35 applies to all payments received after their due dates. It is my sole responsibility to submit payments by their due dates.

I have read and understand the fine print on the back of this registration form.

I agree to pay the tuition for the entire academic year 2010/2011

Responsible Party Signature: _____ Date: _____

I would like to pay in full

I would like to pay in three installments

In Full: the \$170 registration fee* is non-refundable.

Payment due	Registration	9/18	Total
One Child	\$170	\$625	\$795
Two Children	\$170	\$1080	\$1270
Three Children	\$170	\$1420	\$1590

Installments: Prices include a \$70 convenience charge. The \$170 registration fee is non-refundable.

Payment due	Registration	9/18	12/1	3/1
One Child	\$170	\$402	\$232	\$232
Two Children	\$170	\$587	\$417	\$417
Three Children	\$170	\$666	\$496	\$496

* The registration fee includes cost of books, materials, insurance, and down payments for Events such as the German Film Festival or theater visits and is therefore non refundable

Fine Print

German Language School for Children in Seattle WA (GLS)
School Policies

Teaching Goals

The German Language School teachers will try to help students to grow and improve. We will work together with the students and parents/guardians to resolve problems. It is not our intention to dismiss a student instantly for misbehavior. However, it is our intention to maintain a healthy and positive environment in the classroom where every student can learn. This requires general policies and specific procedures for disruptive students.

Policies

On Students

1. Students will be admitted to the school regardless of race, nationality or faith.
2. The minimum age of children admitted to the school is the same as that required by any accredited kindergarten. The principal has the responsibility to assign the children according to their age and ability.
3. Students with communicable diseases will not be permitted to attend class to protect the other students from exposure.
4. It is the responsibility of the parent/guardian to transport the children to school in a timely manner, to supervise them until school officially begins, and to pick them up promptly at the end of the school session. The students of Kindergarten through Third grade shall be picked up at the classroom by the parent/guardian or a previously designated person.
5. The books not purchased by the responsible adult(s) remain the property of the school and shall be returned by the end of the school year.
6. Students are expected to act respectfully toward teachers and behave appropriately toward other students. The responsible adult(s) agree to support the teaching staff in these matters [see Procedures below].

On fees and obligations

7. The registration fee is not refundable.
8. No refunds of the tuition fee shall be granted after the second class of a trimester has been completed.
9. If a student is to be withdrawn from school for any reason, the responsible adult is required to notify the principal or treasurer in writing. The responsible adult will still be responsible for tuition due and a return of all materials, including textbooks and any checked out materials (books, movies, etc).
10. Parents/Guardians and Adult students agree to be available for two half days of assistance as directed by the GLS staff.
11. Parents/Guardians and Adult students agree to settle all disagreements arising from GLS attendance by mature discussion and by mediation if necessary, specifically waiving any other outside means, excepting binding arbitration as outlined below, to settle differences [See Fine print section below].

Procedures for Disruptive Students

1. If a student disrupts the class, the teacher will talk first with the student and, if necessary, will inform the parents/guardians.
2. If the student repeatedly disrupts the class, the teacher will remove the student from the class. The student will have a time-out period in the parent lounge (welcome lounge) under adult supervision. The student's responsible adult(s) will be informed. The principal will then discuss the problem with the student, the responsible adult(s) and the teacher.
3. If the previous disciplinary steps have not helped to improve the student's behavior, the responsible adult(s) will be asked to supervise their child in class or in the parent lounge during the following week or weeks.
4. If the student continues disrupting the class or behaves in an inappropriate manner, the student may be dismissed from class.
5. No refund of tuition will be granted in such a case.

The Fine Print on Disagreements

As a small non-profit association, we seek to reach agreement for the common good quickly. When that does not work out, the following applies: [In plain English: The following clauses require that you mediate in good faith any disputes with the German Language School for Children Incorporated before you may seek arbitration.]

Any dispute, claim or controversy arising out of or relating to the participation of any student in the German Language School for Children, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Seattle, Washington, before one arbitrator. The arbitration shall be administered by JAMS (Judicial Arbitration and Mediation Services)** pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The arbitrator may, in the Award, allocate all or part of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party.

The parties agree that any and all disputes, claims or controversies arising out of or relating to the participation of any student in the German Language School for Children shall be submitted to JAMS (Judicial Arbitration and Mediation Services), or its successor, for mediation, and if the matter is not resolved through mediation, then it shall be submitted to JAMS, or its successor, for final and binding arbitration pursuant to the arbitration clause set forth above.

Either party may commence mediation by providing to JAMS and the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate with JAMS and with one another in selecting a mediator from JAMS panel of neutrals, and in scheduling the mediation proceedings. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any JAMS employees, are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

Either party may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or 45 days after the date of filing the written request for mediation, whichever occurs first. The mediation may continue after the commencement of arbitration if the parties so desire. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. The provisions of this Clause may be enforced by any Court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees and expenses, including attorneys' fees, to be paid by the party against whom enforcement is ordered.

** <http://www.jamsadr.com/locations/resolutioncenter.asp?id=19>