

ENROLLMENT POLICIES

MEDICAL CONDITIONS: Parents of children who require any type of special medical care are advised that LWFC at The Little Chatterbox staff will not administer any type of medical treatment. The LWFC at The Little Chatterbox requires that a parent or caregiver of any child requiring special medical attention stay outside the classroom in the event that a drug or other treatment may be necessary.

MAKE-UPS: Unused make-ups cannot be carried forward to the next session. Children who have not missed a class during a session are welcome to attend the scheduled make up class.

VISITORS: LWFC at The Little Chatterbox learning environments are intended to be focused so non-separation classes admit one adult per child; unenrolled infants, siblings, or guests are not admitted. Before bringing a family member, please call the enrollment office the day before so we have time to notify the teacher.

SPANISH FOR TOTS® FORMAT: Spanish for Tots is a structured play group incorporating game-based interaction, and includes both moving and seated activities. To maximize educational value caregivers do not separate from their child and should guide and encourage their child to participate.

SPANISH FOR CHILDREN CLASS FORMAT: By enrolling in a Spanish for Children's class, parents confirm that their child can separate and is toilet trained. If necessary, parents and caregivers may stay in class on their child's first day but are encouraged to separate by the second class. Parents and caregivers must remain on site to assist a child who is not fully toilet trained.

DISCOUNTS:

- Sibling: Deduct an additional 10% from the tuition for the second or third sibling enrolled.
- Additional Class: Deduct 20% from tuition paid toward additional class(es) in the same session for the same child.
- Re-enrollment: If a child was enrolled in a prior session in the same school year, parents may qualify for up to a 15% discount from the next session's tuition as long as the LWFC at The Little Chatterbox receives an enrollment form with paid tuition by the Re-enrollment Deadline. After the deadline passes, reenrolling children pay the full tuition. Parents may combine the Sibling Discount with the Re-enrollment Discount, but may not combine the Additional Class Discount with the Re-enrollment Discount. (Call for deadline dates.)

PAYMENTS:

- The LWFC at the Little Chatterbox accepts personal checks (payable to "The Little Chatterbox, Inc."), American Express (AMEX), Visa, Mastercard, and Discover, money orders or cash. Ten days before a session starts personal checks are no longer accepted.
- After early re-enrollment deadline, all payments made are non-refundable.

CHANGES:

- To change your class time please send your request in writing (with all necessary details) by e-mail to info@thelittlechatterbox.com or by fax to 813-944-2345. Please do not call in your request. The LWFC at The Little Chatterbox charges a \$25 Change Fee.

LWFC AT THE LITTLE CHATTERBOX CREDITS/DEADLINE:

- If you withdraw after a session's refund deadline passes, a \$50 fee will be applied and we will issue a LWFC at The Little Chatterbox credit (less withdrawal fee and class taken) up until two business days before your second enrolled class. No LWFC at The Little Chatterbox credits are given after that date.
- A LWFC at The Little Chatterbox credit is not a credit to a credit card. A credit to a credit card is a refund. A LWFC at The Little Chatterbox credit may be used for the same child, a sibling, or a child not previously or presently enrolled at the LWFC at The Little Chatterbox.

CLASS TIME CHANGE BY LWFC AT THE LITTLE CHATTERBOX: We may need to revise your class time ahead or behind by 15 minutes.

TEACHER: Unfortunately the LWFC at The Little Chatterbox cannot guarantee that a class will be taught by the teacher originally scheduled at the time you enrolled.

CLASS CANCELLATIONS: We offer compensatory classes for days cancelled by us for teacher illness or bad weather.

PROTECTION OF METHODS: The methods used at The Language Workshop for Children (LWFC) at The Little Chatterbox are proprietary. Use of our proprietary methods outside our premises, by individuals not authorized or licensed by the LWFC in writing, is strictly prohibited. Such unauthorized use may cause irreparable damage to the LWFC.