Admission Policies
La Maison Des Enfants (LMDE), the French Immersion Preschool and Kindergarten, is for children ages 3 to 6 years old. **Children must be toilet trained by the day of entry.** Children must be ready for the type of group experiences offered and able to benefit from the program.

Application Procedure, Non-Refundable Application Fee & Required Forms
The following forms and a must be completed and turned in to the Tanner Dance Program on or before July 1, 2016:
- Release and Consent & Biographical Form
- Admission Agreement & Acceptance of Preschool and Kindergarten Policies
- $50.00 non-refundable application fee

Additional Forms Due **Please submit by no later than July 1, 2016.**
- A photocopy of child’s state-issued birth certificate or passport. The Tanner Dance Program office staff will be happy to make a photocopy of the birth certificate or passport in our office Monday-Friday, 9:00 a.m.-5:00 p.m.
- Immunization Records

Days and Hours of Operation
La Maison des Enfants Preschool and Kindergarten is open Monday through Friday.

<table>
<thead>
<tr>
<th>Morning Program</th>
<th>Extended Day Program</th>
<th>Kindergarten Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-Off: 8:30-9:00 a.m.</td>
<td>Drop-Off: 8:30-9:00 a.m.</td>
<td>Drop-Off: 8:30-9:00 a.m.</td>
</tr>
<tr>
<td>Class: 9:00 a.m.-12:30 p.m.</td>
<td>Class: 9:00 a.m.-2:30 p.m.</td>
<td>Class: 9:00 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td>Pick-Up: 12:30-1:00 p.m.</td>
<td>Pick-Up: 2:30-3:00 p.m.</td>
<td>Pick-Up: 3:00 p.m.</td>
</tr>
</tbody>
</table>

Office Hours: 9:00 a.m.-5:00 p.m. Monday through Friday

2016-17 Preschool Year
The year begins on Tuesday, September 6, 2016 and concludes on Friday, June 2, 2017.

Morning or Afternoon Care
There is no morning care or afternoon care included in the preschool program.

Late Pick-Up Fee
It is imperative that students are picked up on time. A late pick-up fee of $15 will be charged after 1:00 p.m. for the Morning Program or 3 pm for the Extended Day program and an additional $1 per minute after 1:15 p.m. On-going late pick-ups could result in the student’s dismissal from the program.

Sign In/Sign Out
Children will be required to be signed in and signed out each day. The responsible adult picking up the child must sign in and out with a **full signature and not just initials.**

Release of Children
Your child will only be released to a parent(s)/legal guardian(s) or to those people you have listed as an Emergency and/or Transportation Contact. If someone other than those noted above will be picking-up your child, you are required to notify the preschool and kindergarten faculty and staff via e-mail at tannerdance@utah.edu. The designated person will be required to show picture ID.

Emergency Contacts
You are required to maintain at all times, at least one additional emergency contact other than the parent(s)/guardian(s), including full names and contact phone numbers. Please be aware that in the event of an emergency for which parent(s)/guardian(s) or an emergency contact cannot be reached, Tanner Dance staff or faculty may contact police or other emergency authorities.
Change of Information
It is imperative that LMDE Preschool and Kindergarten have current information on file for all students. Please notify the school of any changes to pertinent information (including, but not limited to): addresses, phone numbers, emergency contacts, transportation contacts, medical information, etc.

Absences
I understand that on a day that my child is unable to attend, it is my responsibility to notify LMDE Preschool and Kindergarten as soon as possible via e-mail: Tannerdance@utah.edu or phone: (801) 581-7374. I further understand that there will be no reduction in tuition fees for days missed.

Illness
Contagious diseases, colds, and the flu are problems for preschool and kindergarten children. I understand that I will be contacted should my child become ill while at LMDE Preschool and Kindergarten. I agree to pick up my child promptly upon such notification. I also understand that my child cannot attend LMDE Preschool and Kindergarten on a day in which he or she is ill. Please keep your child home if he or she has had a fever, vomiting, or diarrhea within the last 24 hours, during the first few days of a common cold, or if your child has a chronic cough.

Communicable Disease
I understand that I must inform LMDE Preschool and Kindergarten within 24 hours, or the next business day after my child or any member of our immediate family has developed any communicable disease. I also understand that life-threatening diseases must be reported immediately.

Snacks
The school will provide a snack each day. If your child has special dietary requirements or allergies, please alert the staff. Do not allow children to bring candy, gum, or other treats to school.

Lunch
LMDE Preschool and Kindergarten is committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they are also learning the principles of good nutrition. The school does not provide lunch to the children, but there is time for students to eat their packed lunch in the schedule. Participants should eat well before school and bring a healthy, non-perishable lunch each day in a lunch container labeled with your child’s name. Please help your child avoid processed foods containing sugar, colorings, and other additives, especially “Lunchables” and “Go-gurts.”

General Policies
1. Foods not allowed: cakes, cookies, candy, and gum. We strongly encourage you to send your student with healthy foods and to avoid processed foods.
2. Clothing: We trust you will dress your children appropriately for the classroom and the weather each day. Please provide a spare set of clothes in a Ziploc bag, with your child’s name written on it, that we can keep at the school, just in case, throughout the year.
3. Toys from home: Please do not bring any toys, stuffed animals, or any play objects from home. They will lead to class disruption.
4. Discipline: Please talk with us about any particular discipline methods you may be using at home or that you would like us to adhere to or avoid.

Communication
In order to keep parents well informed, we will send regular communication home with your child, as well as e-mail the information. In addition, Tanner Dance faculty and staff will be happy to answer questions by phone or e-mail and you are invited to speak personally with teachers and staff as you drop off your child. If you need to speak with your child’s teacher, please contact the office at Tannerdance@utah.edu or (801) 581-7374 and we will have the teacher contact you.

If you have concerns or issues that the teacher or assistant are unable to resolve, please contact Rebecca Gibson at Rebecca.gibson@utah.edu (801) 587-2175. She will coordinate with the appropriate person(s) to resolve the situation.

A student directory will be provided in September and updated throughout the year as necessary.

Parent-teacher conferences will be scheduled throughout the school year.
Application is complete when the office is in receipt of completed application form, copy of child’s birth certificate, and the $50.00 non-refundable application fee. Tuition and dates for the program options are listed below. Following acceptance to the French Immersion Preschool and Kindergarten, registration is complete when the office is in receipt of registration forms, as well as your full tuition payment or down payment based on the installment plans available. You may choose a lump sum/single tuition payment or a monthly installment plan. Lump Sum/single payment: Tuition paid in full for the entire school year on or before July 31, 2016 will receive a 5% discount. Installment Plans: We have a 3-month and 9-month installment plan available. Automatic debits for installments are available and will help you avoid delinquent tuition fines.

Tuition & Payment Policies

<table>
<thead>
<tr>
<th>Tuition Plans &amp; Rates</th>
<th>Total Due</th>
<th>One-Payment w/5% Discount</th>
<th>3 Installment Payment Option</th>
<th>9 Installment Payment Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time 5 Days</td>
<td>$5,114.00</td>
<td>$4,858.30</td>
<td>$1,704.67</td>
<td>$568.22</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td></td>
<td></td>
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<tr>
<td>9/6/16 – 6/2/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time 3 Days</td>
<td>$3,226.00</td>
<td>$3,064.70</td>
<td>$1,075.33</td>
<td>$358.44</td>
</tr>
<tr>
<td>Monday/Wednesday/Friday</td>
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<tr>
<td>9/7/16 – 6/2/17</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time 2 Days</td>
<td>$2,320.00</td>
<td>$2,204.00</td>
<td>$773.33</td>
<td>$257.78</td>
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<tr>
<td>Tuesday/Thursday</td>
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<tr>
<td>9/6/16 – 6/1/17</td>
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<td></td>
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<tr>
<td>Extended Day 5 Days</td>
<td>$7,387.00</td>
<td>$7,017.65</td>
<td>$2,462.33</td>
<td>$820.78</td>
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<tr>
<td>Monday-Friday</td>
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<tr>
<td>9/6/16 – 6/2/17</td>
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<tr>
<td>Extended Day 3 Days</td>
<td>$4,660.00</td>
<td>$4,427.00</td>
<td>$1,553.33</td>
<td>$517.78</td>
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<tr>
<td>Monday/Wednesday/Friday</td>
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<tr>
<td>9/7/16 – 6/2/17</td>
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</tr>
<tr>
<td>Extended Day 2 Days</td>
<td>$3,351.00</td>
<td>$3,283.45</td>
<td>$1,117.00</td>
<td>$372.33</td>
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<tr>
<td>Tuesday/Thursday</td>
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<tr>
<td>9/6/16 – 6/1/17</td>
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<tr>
<td>Kindergarten Half Day AM</td>
<td>$5,158.00</td>
<td>$4,900.10</td>
<td>$1,719.33</td>
<td>$573.11</td>
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<tr>
<td>Monday-Friday</td>
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<tr>
<td>9/6/16 – 6/2/17</td>
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</tr>
<tr>
<td>Kindergarten Full Day</td>
<td>$7,450.00</td>
<td>$7,077.50</td>
<td>$2,483.33</td>
<td>$827.78</td>
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<tr>
<td>Monday-Friday</td>
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<tr>
<td>9/6/16 – 6/2/17</td>
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</tbody>
</table>

My child will participate in the preschool:
- Part-time 5 Days: Monday-Friday
- Part-time 3 Days: Monday/Wednesday/Friday
- Part-time 2 Days: Tuesday/Thursday
- Extended Day 5 Days: Monday-Friday
- Extended Day 3 Days: Monday/Wednesday/Friday
- Extended 2 Days: Tuesday/Thursday
- Kindergarten Half Day AM: Monday-Friday
- Kindergarten Full Day: Monday-Friday

Payment Plan Option
- One-Payment with 5% discount
- 3 Installment Payment Plan
- 9 Installment Payment Plan
Agreement to Enrollment Schedule Tuition & Payment Plan
I understand that my child is contracted, per this agreement, as noted above.

INITIALS_______________

Changes to Agreement
I understand that any change to the above schedule and payment plan will be accepted only with a new, signed Admission Agreement and written advanced notice to the LMDE Preschool and Kindergarten.

INITIALS_______________

Tuition Payment Policy & Agreement
The Tuition Payment & Plan is in effect for the entire 2016-17 Preschool/Kindergarten Year as noted above. If a withdrawal from LMDE Preschool or Kindergarten becomes necessary, the Tuition Payment & Plan remains in effect and will be required to be paid as noted above. Parent(s)/Guardian(s) are contractually obligated to pay the tuition payment based on their child’s enrollment regardless of the child’s continued participation in the program.

INITIALS_______________

Withdrawal
If a withdrawal becomes necessary, a 30-day written notice by a parent/guardian is required. However, there will be no refund of tuition. Any exception to this policy is at the sole discretion of the Tanner Dance Director. If you have special circumstances and wish to request a waiver of this policy, please submit a full explanation in writing.

INITIALS_______________

Payment Options
Cash
Check: Please make checks payable to the University of Utah.
Credit/Debit Cards
Monthly Installment Plan

Late Payment Fees
After the seventh of each month, if tuition is delinquent, a $25 late fee plus $10 for every 7-day period will be applied to tuition until paid in full. Failure to pay tuition will result in your child’s account being forwarded to a collection agency.

Returned Check Fee
Tuition checks returned by the bank are subject to a $25.00 returned check charge. If two checks are returned, you will be required to make payment by cash and/or credit/debit card.

Monthly Installment Plan Options
We understand the importance of making educational opportunities affordable for families in today’s economy. Our interest free payment plans break your tuition into smaller, more manageable installments. You may choose from two different plans to best meet your needs. Installment payments are due on the first of each month. You are welcome and encouraged to sign-up for our convenient automatic debit program. Based on the payment plan you select, the installment payment will be automatically charged to the credit or debit card on file. Automatic debits will help you avoid paying fines for delinquent tuition.

I am signing this Admission Agreement & Acceptance of Preschool and Kindergarten Policies and acknowledge that I have read, understand, and will comply with the terms of this Agreement, as well as the stated policies and procedures. I also acknowledge that these terms shall bind my heirs and personal representatives.

Parent/Guardian Name (Please Print)  Signature of Parent/Guardian  Date

Parent/Guardian Name (Please Print)  Signature of Parent/Guardian  Date