2023-2024 Academic Year: Student Enrollment Form

I wish to enroll my child at school POCTOK for the 2023-2024 Academic Year. Please select:

- ☐ 3-4 y.o. Early child development group (*РИТМ*)   Wednesday 10:00AM-11:00AM
- ☐ 4-5 y.o. Russian grammar, Reading, Language Art (*Букварёнок-I*)   Thursday   4:00PM-6:40PM
- ☐ 6-7 y.o. Russian grammar, Reading, Language Art (*Пиши-читайка*, гр.1) Wednesday 4:00PM-6:40PM
- ☐ 6-7 y.o. Russian grammar, Reading, Language Art (*Пиши-читайка*, гр.2) Saturday   9:00AM-11:40AM
- ☐ 8-9 y.o. Russian grammar, Reading, Language Art (*Второклашка-I*, гр.1) Sunday   1:00PM-3:40PM
- ☐ 8-9 y.o. Russian grammar, Reading, Language Art (*Второклашка-I*, гр.2) Friday   4:00PM-6:40PM
- ☐ 10-11y.o. Russian grammar, Reading, Language Art (*Третьеклашка*)   Saturday   12:00PM-2:40PM
- ☐ 7-8 y.o. Russian as a second language (RSL)   Monday   4:00PM-6:40PM
- ☐ 10-11y.o. Russian as a second language (RSL)   Sunday   10:00AM-12:40PM

Enclosed is $_____ that includes:

- **first month tuition fee** (*see Appendix A for payment schedule*) with discount _____% (*see discounts in Regulations if applicable*)
- **$100 fee for study guides and materials** (*text books, work books, etc*)

Applicant's Information

Child's Full name _____

Commonly used first name_____

Date of Birth (MM/DD/YYYY) ____/_____/_____   ☐ male / ☐ female

Applicant is Sibling of a Current Student _____

Family Information

Mother's / Legal Guardian's name

_____

Father's / Legal Guardian's name

_____

Street Address _____

City _____State_____ Zip code _____

Home Phone (_____) _____- _____

E-mail Address _____

☐ Please subscribe to school mailing list

Emergency contact

Name _____

Phone (_____) _____- _____

Relation to the child _____

Parent's authorization:

☐ I authorize the use of my child's photographs and artwork for promotion, research and multimedia

   production associated with the school POCTOK program.

Parent/Guardian Initials_____   **Date _____/_____/_____**

School Regulations

School operation:
During 2023-2024 Academic Year, the school OPERATES from **September 1**, 2023 to **May 30**, 2024. The school is CLOSED for the following breaks:
- Thanksgiving Break (November 20 to November 26, 2023)
- Christmas / New Year's Break (December 23, 2023 to January 5, 2024)
- Spring Break (March 25 to March 31, 2024)

First Day of School – **September 1**, 2023
Last Day of School – **May 30**, 2024

Attendance requirements: please bring your child no later than 5 minutes before classes start.

Release Requirements:
Release Time**:** Please do not be late to pick up your children after the last class.
Release Permission: Your child will be released only to the official guardian specified in the application form. Written permission with a parent's signature is required to release the child to a third party.

Weather: Information will be posted on the web site when possible. You can always obtain most recent information by calling the school.

Payments: During 2023-2024 Academic Year, parents pay monthly tuition according to payment schedule indicated in Appendix A. **The payment should be made in advance before first day of the month**.

Discounts and charges:
- second child discount = 20% (second child tuition is allegeable for 20% discount for the remaining part of academic year)
- referral discount = 10% (invite your friend and receive additional 10% discount for the remaining part of academic year if new student is admitted)

Tuition Refund Policy:
- There are NO REFUNDS and NO MAKEUPS for ABSENT students or MISSED classes
- There is NO PRO-RATIO refund

I agree to the terms of enrollment and regulations of the School as stated on this 2023-2024 Enrollment Form and in School Regulations. In acceptance of my child's enrollment application, I relinquish all claims I may have against the school POCTOK, students and teachers as a result of participating in the school program.

_____   ____ / ____ / _____
Parent/Guardian signature   Date

_____
Parent/Guardian name

_____   ____ / ____ / _____
School POCTOK Administrator   Date

Appendix A: Payment Schedule for 2023-2024 Academic Year

For the 2023-2024 academic year, total tuition is $990 for 3-4 y.o. kids and $1890 for 4-15 y.o. kids. The tuition includes 35 lessons and is PAID MONTHLY. Below you will see payment schedules and associated discounts per class. The payment due dates are also indicated in the last column.

Age	Class	Tuition schedule (base)	Tuition schedule (w/20% discount)	Payment due dates *)
3-4 y.o.	Eraly child dev. (*РИТМ*)	$110/month	$88/month	September 1, 2023 October 1, 2023 November 1, 2023 December 1, 2023 January 1, 2024 February 1, 2024 March 1, 2024 April 1, 2024 May 1, 2024
4+ y.o.	Grammar & LA, RSL	$210/month	$168/month	

Explanation:
- *Букварёнок-I* - first year
- *Букварёнок-II, груп.1* - second year, first group
- *Букварёнок-II, груп.2* - second year, second group (alternative day/time)
- *Второклашка-I* - first year
- *Второклашка-II* – second year

Discounts:
- second child discount = 20% (second child tuition is allegeable for 20% discount for the remaining part of academic year)
- referral discount = 10% (invite your friend and receive additional 10% discount for the remaining part of academic year if new student is admitted)

Payments:
- First month tuition fee should accompany enrollment form
- $100 fee for study guides and materials (*text books work books, etc*) should also accompany enrollment form

*) We kindly encourage you to **make your payments BEFORE the DUE dates** indicated in the table