



# German International School of Houston

English-German Dual Language Immersion Program

ONE CHILD. TWO LANGUAGES. UNLIMITED POSSIBILITIES

6221 Main Street, # C110-C112, Houston, Texas 77030

Phone: 832-831-6843 - [www.gish-houston.org](http://www.gish-houston.org) - E-mail: [office@gish-houston.org](mailto:office@gish-houston.org)

## ENROLLMENT CONTRACT 2019 – 2020

Offered by **GAES dba German International School of Houston**, located at **6221 Main Street, Rooms C110 - C112, Houston, TX 77030**. The *German International School of Houston (GISH)* has a Priority Placement Policy for currently enrolled students and siblings. All other enrollment requests will be allocated after the completion of enrollment requirements and payments in the order received.

Please complete, initial each page and sign on page 4.

Father's Name:

Mother's Name:

Child's Name:

Date of Birth: (MM/DD/YY)

Child's Native Language:

Child's Ethnicity:

Name + Age of Siblings:

All children regardless of race, color, creed, nationality or ethnic origin are eligible for enrollment.

Address:

City/ State/ Zip:

Father's Work Phone:

Mother's Work Phone:

Father's Cell Phone:

Mother's Cell Phone:

Father's E-mail:

Mother's E-mail:

Home Phone:

Other:

### We would like to know:

Father's Language:

Mother's Language:

Father's Occupation:

Mother's Occupation:

Father's Workplace:

Mother's Workplace:

GAES dba German International School of Houston does not give or sell personal information to third parties.

Initial: \_\_\_\_\_



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### Enrollment Fees 2019-2020

<b>Administration Fee:</b> (non-refundable, annually)	<ul style="list-style-type: none"> <li>• Early Registration <b>by</b> February 15, 2019 <input type="checkbox"/> \$ 150.00</li> <li>• Registration <b>after</b> February 15, 2019 <input type="checkbox"/> \$ 300.00</li> <li>• Registration 2<sup>nd</sup> child+ <input type="checkbox"/> \$ 0.00</li> </ul>		
<b>Supply Fee:</b> (non-refundable, annually)	Includes 2 school t-shirts, student's own nap mat and a personalized nap mat cover	\$ 360.00	\$ 360.00
<b>New Family Fee:</b>	Non-refundable, one-time payment per <b>new</b> family	<input type="checkbox"/> \$ 550.00	

### Tuition and Program Selection 2019-2020

<b><u>Preschool Program</u></b>	<b>Operational Hours: 7:30 am to 2:30 pm</b>			
Monthly Tuition based on a school year of 10 months from middle of August to middle of June.	3- and 2-day program upon availability for 2 and 3 year old children			
	<b>2+ years</b> (2 by Sept. 1, 2019)	<b>3+ years</b> (3 by Sept. 1, 2019)	<b>4+ years</b> (4 by Sept. 1, 2019)	
<b>A) Family Tuition</b> 10 Volunteer Hours per enrolled child per school year required.	<input type="checkbox"/> \$ 1,170.00 (5-day) <input type="checkbox"/> \$ 750.00 (3-day) <input type="checkbox"/> \$ 510.00 (2-day)	<input type="checkbox"/> \$ 1,095.00 (5-day) <input type="checkbox"/> \$ 700.00 (3-day) <input type="checkbox"/> \$ 470.00 (2-day)	<input type="checkbox"/> \$ 995.00 (5-day)	
<b>Option:</b>	Opt out of Volunteer hours (one-time payment per enrolled child): <input type="checkbox"/> \$300.00.			
<b>B) Supporters of GISH &amp; Corporate Sponsorship</b> No Volunteer Hours required.	<input type="checkbox"/> \$ 1,340.00 (5-day) <input type="checkbox"/> \$ 800.00 (3-day) <input type="checkbox"/> \$ 540.00 (2-day)	<input type="checkbox"/> \$ 1,240.00 (5-day) <input type="checkbox"/> \$ 750.00 (3-day) <input type="checkbox"/> \$ 500.00 (2-day)	<input type="checkbox"/> \$ 1,145.00 (5-day)	
<b><u>Extended Day Program</u></b>	<b>Operational Hours: 2:30 pm to 5:30 pm</b>			
Monthly Tuition as above for 2 to 5 year old children	<input type="checkbox"/> \$ 110.00 (2-day)	<input type="checkbox"/> \$ 165.00 (3-day)	<input type="checkbox"/> \$ 275.00 (5-day)	
<b><u>Kindergarten</u></b> (5 by September 1)	I would be interested in a Kindergarten program at <b>GISH</b> once my child is eligible to transition from Pre-K to Kindergarten: <input type="checkbox"/> 2020-21 <input type="checkbox"/> 2021-22 <input type="checkbox"/> 2022-23			
<b><u>Waiting List Placement</u></b> (one-time, non-refundable)	<input type="checkbox"/> As soon as an opening becomes available: \$ 150.00 <input type="checkbox"/> At a later date: _____: \$ 150.00			
<b><u>Donation</u></b> (one-time, tax deductible)	THANK YOU for supporting the Growth of our School!			\$
<b>TOTAL</b>	Due at enrollment:			\$

Initial: \_\_\_\_\_



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### **Tuition Payment**

**Monthly Tuition Payment Plan:** The *German International School of Houston* offers monthly tuition payments.

**Enrollment by June 15, 2019:**

Total Enrollment Fees + 1 month of Tuition (incl. Extended Day Program, if applicable) at enrollment + 9 monthly tuition payments starting on July 15, 2019.

**Enrollment by February 15, 2019: 50% discount on Administration Fee.**

**Enrollment after June 15, 2019 and during the 2019-2020 school year:**

Total Enrollment Fees + 2 months of Tuition (incl. Extended Day Program, if applicable) at enrollment + monthly tuition payments starting on the 15<sup>th</sup> of the month following the enrollment.

***Enrollment is for the entire 2019-2020 school year, as outlined in our Academic Calendar.***

### **Policies**

• **Enrollment Application:**

Parents submit a completed **GAES dba German International School of Houston Enrollment Contract** together with the **payment** corresponding to their choice of program.

• **Re-Enrollment:**

Re-Enrollment is at the beginning of the calendar year for the upcoming school year. Returning students and siblings are given **priority enrollment**.

• **Siblings:**

Siblings are given priority enrollment on a first come, first served basis **after** currently enrolled students are placed. Sibling status does not guarantee an opening. The Administration Fee for 2<sup>nd</sup>+ sibling is waived. Waiting list placement for siblings is recommended!

• **Waiting List:**

Waiting List Students are given priority enrollment on a first come, first served basis **after** currently enrolled students and siblings are placed. The Waiting List Placement Fee is credited towards the Administration Fee at enrollment.

• **Open Enrollment:**

Remaining openings are distributed on a first come, first served basis after the end of the priority enrollment period.

• **Enrollment Confirmation:**

A child is enrolled/re-enrolled after the written confirmation by the Director that an opening is available for the child. The Enrollment Contract, together with the Parent Handbook, as amended from time to time, constitutes the entire agreement between the family and **GAES dba German International School of Houston**, superseding any prior agreement.

• **Refund Policy:**

**All paid tuition and fees are non-refundable.** Refunds or allowances in tuition cannot be made for absences in the event of illness, vacations and extended personal leaves, at the occasion of holidays, unexpected school closings or other circumstances.

• **Dismissal:**

Tuition may be refundable for school-initiated dismissal of a student or family while in attendance. The Board of Directors will decide upon each case after gathering information from teachers and parents. The Board of Directors holds the right to not issue any refunds.

• **Withdrawal:** All withdrawals are to be submitted in writing to [office@gish-houston.org](mailto:office@gish-houston.org).

• **Payment Policy: Tuition payments are due on the 15<sup>th</sup> of the month.**

- **A 10% late fee will apply after the 25<sup>th</sup> of the month** and will be enforced.
- For all tuition payments, **GAES dba German International School of Houston** accepts either **pre-dated checks** or **automatic bank payments**.
- **The pre-dated checks (made out to [GAES dba German International School of Houston](#)) or the set-up confirmation for automatic bank payments are to be submitted to the office by June 15, 2019, or for later enrollment on the 1<sup>st</sup> day of attendance. A \$25.00 penalty per month will be applied to your account until the pre-dated checks or the set-up confirmation for Automatic Bank Payments are submitted.**
- **Automatic bank payments** are to be set on the **5<sup>th</sup> of each month** to arrive on time.

• **Additional Fees:** A charge of \$50.00 will be assessed for each returned check.

Initial: \_\_\_\_\_



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## Agreement

- ▶ I (First and Last Name/s)  hereby agree to defend, indemnify, and hold harmless **GAES dba German International School of Houston**, (the "School" or "**GISH**"), its Board of Directors, director, teachers, teacher assistants, all other staff members, and volunteers, as well as the Palmer Memorial Episcopal Church ("Palmer Church") and the Episcopal Diocese of Texas and their respective clergy, employees, contract staff, officers, directors or vestry members, and volunteers (each a "Palmer Church Party") from and against all liability, claims, demands, and lawsuits for bodily injury (including death) or property damage caused by an occurrence that actually or allegedly arises out of or results from: 1) **GISH**'s use of the Premises, 2) **GISH**'s breach of the Agreement, and 3) any occurrence on the premises of Palmer Church, the adjacent parking lots, or on the roadways caused in whole or in part by the act or omission of **GISH**, its teachers, staff, employees, volunteers, guests, agents, officers, directors or students while in the course of the **GISH** program or **GISH** activities.
- ▶ I am aware that a copy of the *Texas Department of Human Services "Minimum Standards"* is available in the office of the **German International School of Houston** for parents who wish to review them.
- ▶ I understand that the Parent Handbook, as amended from time to time, is part of the Enrollment Agreement. The latest edition of the Parent Handbook is available for review in the office of the **German International School of Houston**. At enrollment, parents receive a copy via e-mail.
- ▶ I am aware that the laws of the State of Texas require students to have specific records on file (immunization, physical, vision and hearing screening, etc.), and accept to submit the required forms before the first day of attendance and keep them updated.
- ▶ I understand that the obligation to pay tuition and fees is unconditional, and that all paid tuition and fees are non-refundable. Furthermore, I understand that it is important to make payments in a timely manner, and that additional fees may apply for additional curriculum-related activities.
- ▶ I am aware that enrollment in the 3- or 2-day program does not guarantee the participation in all curricular activities.
- ▶ I understand my duty as a parent to be actively involved in school activities and school events. Parents choosing the Family Tuition commit to 10 Volunteer Hours per enrolled child per school year.
- ▶ I am aware that pictures of my child are taken during the school day and school related events. I authorize the use of my child's photograph and information in school publications or related websites without compensation. **Any variation is to be submitted in writing.**
- ▶ I understand that, as a parent, I am liable for any loss or damage to school or church property caused by my child.
- ▶ I understand that the Director of the **German International School of Houston**, with the approval of the Board of Directors, has the right to suspend or terminate any enrollment contract.
- ▶ I agree to abide by the policies and procedures stated above. The **GAES dba German International School of Houston** reserves the right to modify policies and procedures during the school year. Parents will receive written notice prior to the initiation of change.
- ▶ By signing this **Enrollment Contract**, I agree to be bound by the provisions, terms and conditions of this Contract.

I have read and agree to the Enrollment Contract:  YES

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and agree to the Enrollment Contract:  YES

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of **GAES dba German International School of Houston**:

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GAES dba German International School of Houston is formally recognized as tax exempt under section 501(c)(3) EIN 26-2709647, and a licensed facility with TDFPS Operation Number 1657223.  
[Non-Discrimination Policy](#)

GAES dba German International School of Houston does not discriminate on the basis of race, gender, color, religion, national or ethnic origin, or handicap in administration of its educational policies, admission policies or in its employment practices.  
Information updated January 2019