



# International | Links

## SUMMER 2011

Thanks for your interest in International Links!

Upon enrollment you will be responsible for the following...

Application

Enrollment fee: \$50

Payments for 1st week and last (Early Registration): \$330

Payments for 1st week and last: \$350

This application is for...

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I am \_\_\_\_ years old

My parent/guardian's contact information is...

Parent/Guardian's Name

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Phone Number

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Email Address

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2011-12 School Year  
After-School



## International | Links

Thanks for your interest in International Links!

Upon enrollment you will be responsible for the following...

Application

Enrollment fee: \$50

Payments for 1st week and last: \$150

This application is for...

I am \_\_\_\_\_ years old and in the \_\_\_\_\_ grade!

My School is

My parent/guardian's contact information is...

Parent/Guardian's Name

Phone Number

Email Address

# INTERNATIONAL LINKS



Application Date \_\_\_\_\_  
Anticipated Start Date/Date of Enrollment \_\_\_\_\_

## **CHILD'S APPLICATION FOR CHILD CARE**

*To be completed and placed on file prior to enrollment*

Name of Child \_\_\_\_\_ Birth date \_\_\_\_\_  
(Last) (First) (MI) (Nickname)

### **INFORMATION ABOUT THE FAMILY:**

Father/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Where Employed \_\_\_\_\_ Business Phone \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Where Employed \_\_\_\_\_ Business Phone \_\_\_\_\_  
Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

### **INFORMATION ABOUT YOUR CHILD:**

Does your child have any known allergies: No \_\_\_\_\_ Yes \_\_\_\_\_

Explain: \_\_\_\_\_

Please give any information concerning your child which will be helpful in his experience in group setting (such as play, eating and sleeping habits, special fears, special likes or dislikes).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **EMERGENCY CARE INFORMATION:**

Name of child's doctor \_\_\_\_\_ Office Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Name of child's dentist \_\_\_\_\_ Office Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Hospital preference \_\_\_\_\_ Phone \_\_\_\_\_

If neither father nor mother (or guardian) can be contacted, call (please list relationship):

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_  
Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

If you cannot call for your child, please give the names of persons to whom the child can be released:

\_\_\_\_\_  
\_\_\_\_\_

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately.

X \_\_\_\_\_  
(Signature of Parent) (Date)

**International Links**

Office: (919)321-2590

[www.international-links.org](http://www.international-links.org)

### **Thank You**

International Links thanks you for choosing us to care for your child(ren). We are pleased you chose our program, and look forward to serving you for years to come. Please take a moment to read about our program and policies. It will undoubtedly answer many questions you may have, and hopefully make your transition to International Links as smooth as possible.

### **Arrival/Departure**

Children must be accompanied to the center by an adult. We will not allow any child to leave with any adult other than a parent/guardian unless we receive permission from the parent or guardian. Please make sure the adult who has been given permission to pick up your child brings a picture ID (license) with them. We will check their identity. No child will be released without proper identification. We ask that whenever possible that you call that morning if a child is going to be absent that day.

### **Enrollment**

We are currently accepting enrollment for children AND adults.

Upon enrollment the following items are needed:

- signed contract
- signed acknowledgment of handbook
- application for enrollment

### **Payment Policy**

Just as you depend on your weekly, bi-weekly or monthly paycheck to pay your bills, we at International Links are no different. Payment is due no later than 3 days after your scheduled payment date. If payments are not received before this time it will be considered late and a \$25 late fee will be charged. Services will be suspended if fees are not paid by the 10<sup>th</sup> day. If services are suspended a new registration fee may be required.

There are no reductions for sick days or holidays. Your fee holds your child's spot; therefore, the full amount is due even if the child misses 1,2,3 or 4 days. If your child will be out the entire week, half the weekly fee is due. We cannot guarantee your child's spot if you are out for more than two weeks.

*\*The above is true unless International Links is closed for a full week.*

An application fee of \$50 is due upon enrollment. In addition to tuition, there is an annual \$35 activity fee payable on the first day of school, which covers school supplies and enrichment activities for the year. You will also be responsible for paying the first and last week tuition before start date.

*\*A 5% discount is given for families that enroll more than one child.*

Checks and money orders are accepted. No cash please. There is a \$30 non-sufficient funds (NSF) fee. Services will immediately halt until full payment of services and NSF charges have been made with a money order/cashiers check. If we receive two or more NSF checks, a money order/cashiers check will be required thereafter.

### **Late Pickup**

For pick-ups after 5:30pm \$2 per minute will be charged and \$5 per minute after 5:45pm. This fee is due upon pickup. If a child is still in our care by 6pm and the parent/guardian have not communicated with the center and we have made all efforts to contact parents and persons listed on the child's emergency form, then we will be forced to contact the police and the Division of Human Services.

### **Withdrawals/Dismissal**

When you sign up for classes, you are signing up by sessions. We will have a Spring, Summer & Fall. You will be responsible for fulfilling the session term; however if we are on a waiting list or (it is mutually agreed upon), you will be able to leave the program early without penalty.

*\*The penalty will be based on the amount of time you have left in the session & the length of time it takes to find a replacement.*

*(Penalty will not exceed 1.5 months tuition at current market rates.)*

Once your session is over you will automatically be enrolled in the next session unless you have provided a written notice. Proper notice will consist of a two-week written notice handed to the director. If you choose to terminate classes with less than two weeks written notice, you agree to forfeit any monies paid, including the last week fee. A permanent space cannot be guaranteed if parents wish to withdraw their children temporarily. In such cases, the child's name may be placed on a waiting list. If at any time you or your child pose a safety risk to anyone at International Links, services will immediately discontinue and any monies paid will be forfeited. International Links also reserves the right to terminate services for repeated failure to comply with the policies and procedures of the center.

### **Parent Participation**

One of the most important aspects of any children's learning program is parent involvement. We encourage you to be a part of the learning experience. Feel free to join a class yourself and learn right along side your child! We will provide opportunities for the parents of the children to also take Spanish classes and provide care for the children during that time. We hope you will feel comfortable coming to us at any time with questions, concerns or comments. We also check our phone and e-mail messages daily and will respond as promptly as possible for you and your child.

### **Parent/Staff Communication**

It is very important that you keep us informed of any changes in your child's life or daily routine. (E.g. custody arrangements, home environment, changes in behavior, etc.) We also need to be informed if there are any changes in your home address, home phone number, work/school address and work/school phone number and changes in address or phone number of all emergency contacts.

Staff communication to parents is done in the following ways:

- daily verbal communication
- parent information boards
- posted signs at the entrance of the center
- weekly posting of program plans
- weekly posting of snack menus

### **Closings**

We will follow the policies set forth by Durham Public Schools in the case of inclement weather.

The center will be closed on the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Spring Break (1 Week)
- Good Friday
- Easter Monday
- Memorial Day
- 2 days during July 4<sup>th</sup>
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Winter Break: One full week at Christmas

YEAR ROUND STUDENTS, PLEASE SEE THE SPECIALIZED LIST OF CLOSINGS!

Year Round Student Calendar  
For  
International Links

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Martin Luther King Day

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Good Friday

Easter Monday

Memorial Day

July 4<sup>th</sup>

Labor Day

Veteran's Day

Thanksgiving day before and the day after

**Winter Break: One full week at Christmas**

***Inter-sessions...***

*We will operate on a normal schedule/ no transportation will be provided, unless all students are at the normal location at the regular time of pick up. If you choose not to attend during the inter-sessions, you will not be billed for this time. If an insufficient number of students choose to attend from 3:30-5:45pm, we will be closed.*

*September 15- October 3rd*

*December 15- January 2nd*

*March 30- April 17th*

**Durham Public Schools Inter-Session Rate is: \$120/week**

We will operate on early release days from 1:30-5:45pm:

September 10

October 15

November 19

December 3

February 11

March 18

April 22

May 6

Last Day of International Links, After-School Program will be June 4, 2009.

**My child \_\_\_\_\_ is attending International Links:**

Spring     Summer     Fall

Mon/Tues/Wed/Thurs/Fri from \_\_\_\_\_ to \_\_\_\_\_.

My tuition rate is: \$\_\_\_\_\_ per month/ week/ bi-weekly.

I have read and agree to the guidelines set forth in the Parent Handbook.

I have a copy of this handbook for my personal reference.

Signature \_\_\_\_\_

Date \_\_\_\_\_