



MANDARIN & SPANISH  
**PRESCHOOL**

12835 N. 32<sup>nd</sup> Street  
Phoenix, AZ 85032  
602-363-1680

[www.globalmindsschool.com](http://www.globalmindsschool.com)  
[globalmindsschool@gmail.com](mailto:globalmindsschool@gmail.com)

## STUDENT AGREEMENT FOR 2025-2026 SCHOOL YEAR

(Financial Agreement and Terms)

**CHILD'S FULL NAME** \_\_\_\_\_ Name usually called \_\_\_\_\_

Birthplace \_\_\_\_\_ Sex \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Parents are married ( ) Living together ( ) Separated ( ) Widowed ( ) Single ( )

**PARENT/GUARDIAN'S FULL NAME** \_\_\_\_\_

Employer \_\_\_\_\_ Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_

Email address \_\_\_\_\_

**PARENT/GUARDIAN'S FULL NAME** \_\_\_\_\_

Employer \_\_\_\_\_ Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_

Email address \_\_\_\_\_

Toilet Trained? \_\_\_ Yes \_\_\_ No \_\_\_ Afternoon nap? \_\_\_ yes \_\_\_ no

Children under 4 yrs. old must take a nap. Exceptions can be made at the discretion of the director.

## PRESCHOOL TUITION PER MONTH

Date	Extended Day	Full Day 8:30-3:15	Half Day 8:30-12:45
<b>5 days</b>	7:30-5:30: \$1345.00 8:30-5:30: \$1275.00	\$1075.00	\$835.00
<b>4 days</b>	7:30-5:30: \$1195.00	\$995.00	\$775.00
<b>3 days</b>	7:30-5:30: \$995.00	\$850.00	\$665.00

Please indicate the program in which you wish to enroll your child. If you are interested in more than one language program, please indicate how you would like to distribute their time in each program. Circle the day and check the time of your first choice. We will try to honor your preferences, but reserve the right to make adjustments in order to keep our student to teacher ratio as low as possible.

Mandarin					Spanish				
M	T	W	Th	F	M	T	W	Th	F
7:30-5:30 _____					7:30-5:30 _____				
8:30-5:30 _____					8:30-5:30 _____				
8:30-3:15 _____					8:30-3:15 _____				
8:30-12:45 _____					8:30-12:45 _____				

## SCHOOL CLOSURE POLICY

Although we don't anticipate, we feel obliged to put this in our registration form should another pandemic or random infestation occur. Should Global Minds be forced to shut down due to an infestation/illness issue, zoom classes will take place online every school day from 8:30-11:30 (with breaks) until the school reopens. Students can join for as many classes each day as they like. There will be no tuition reimbursement at Global Minds due to a closure for COVID-19/ INFESTATION, or for any other health/disaster related incident. We pledge to open our school as soon as possibly safe during these instances.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## MUST BE RETURNED WITH REGISTRATION

### **GLOBAL MINDS PRESCHOOL FINANCIAL TERMS AND AGREEMENT**

The ownership and staff at Global Minds Preschool are committed to our students, their families and the expectations that parents have for their children in an educational and social growth environment. We pride ourselves on hiring qualified, experienced and enthusiastic preschool teachers who take an active role in helping in the social and educational development of your child. We ask that parents with children at Global Minds Preschool be as committed to our school as we are to their children. By signing this contract, it is acknowledged that you are signing a contract for the 2025-2026 school year (August 4<sup>th</sup>, 2025 through May 22<sup>nd</sup>, 2026).

Payment for each month is due in full prior to the first day of each month, commencing August 1<sup>st</sup>, 2025 through May 1<sup>st</sup>, 2026. Late payments hinder our mission, and as such, will be assessed penalties listed in this Financial Terms and Agreement. If payments are flagrantly late, students may not be allowed to come to school until payment is received. A \$500.00 nonrefundable deposit fee is required to hold an enrollment slot for your child at Global Minds. This fee will go towards your child's monthly tuition for the 10 months of this contract, reducing monthly payments by \$50.00 per month. A \$200.00 registration fee will also be added to your child's first month of tuition for the month of August. A child attending any month of school at Global Minds must pay for the entire month of tuition (no proration). Tuition must be paid on time or you will be assessed the penalties listed in this Financial Terms and Agreements. A 3% discount will be given to those who pay for the whole year up front. A 2.5% will be given to those who pay for a full semester.

- I/We the parents of \_\_\_\_\_(print child's name), agree to make my/our payments on the first of every month listed in this agreement while our child is attending Global Minds Preschool.
- I/We \_\_\_\_\_(print your name) agree to make payments of \_\_\_\_\_(write in monthly tuition amount selected from the previous page, minus \$50.00 per month) from August 1<sup>st</sup>, 2025, through May 1<sup>st</sup>, 2026 to Global Minds Preschool.

**Class Arrangements:** Children who are 3 years old before August 4<sup>th</sup>, 2025, and are potty trained, will be in our older Spanish and Chinese class (3's and 4's). Children who are under 3 years old on August 4<sup>th</sup>, 2025 will be in our younger Spanish and Chinese class.

**Payment:** Global Minds Preschool only accepts personal checks and cash for monthly tuition payments. Payments are to be made by the first of each month while your child is enrolled at Global Minds Preschool.

Should the 1<sup>st</sup> of the month fall on a weekend, tuition is due the following Monday.

**Medical Conditions:** Students with medical conditions that exceed the scope of care that the school is able and willing to provide may be denied admittance. Please let us know on the attached EIIR form if your child has any medical issues. Global Minds Preschool will attempt to meet the requirements of special needs children. In this case, a scheduled conference with the director and parents/guardians is required prior to admittance to Global Minds Preschool.

**Potty-Training:** Children must be at least 18 months old to enroll at Global Minds Preschool. Children who are not potty-trained will be assessed a monthly fee of \$50.00 per month until they are potty-trained. For children three years and older who are not fully potty-trained, parents must schedule a meeting with the director to establish a plan of action for potty-training. If a child is not potty trained by their 3<sup>rd</sup> birthday, they may be asked to stay home until the potty training has been completed. Please read more in the family handbook regarding our potty training rules and requirements. Global Minds Preschool reserves the right to deny enrollment if potty-training is not feasible.

**Registration and Tuition:** Registration for enrollment will be deemed complete when the registration is completely filled out (registration form, EIIR form), with an updated shot record, and a \$500.00 deposit. The deposit will go towards tuition, as you will be charged \$50.00 less than the listed price on our tuition. Tuition is not prorated and will not be refunded for vacations, school holidays, absences due to sickness or other circumstances. An annual registration fee is paid once each calendar school year to cover the initial cost of supplies, special projects and our customized language materials that children take home in their books. This non-refundable registration fee is \$200.00 per student for all programs, which includes 3 t-shirts to be worn Monday through Friday of each school day, unless told otherwise.

**Late Tuition Fees:** After 1:00 p.m. on the 3<sup>rd</sup> of each month, tuition is deemed late and will incur a \$25.00 late fee. **This fee is to be paid immediately, and not at the next tuition period.** If the 3<sup>rd</sup> of the month falls on a weekend, the grace period will be extended to 1:00 p.m. the following Monday or next school day that Global Minds Preschool opens, with no exceptions. After the 5<sup>th</sup> of the month, an additional \$50.00 charge will be incurred. For so long as the past due tuition and/or late charges remain past due after the 5<sup>th</sup> of the month, Global Minds Preschool reserves the right to suspend a student's attendance until tuition and late charges are brought up to date.

**Multi Child Discount:** Global Minds Preschool will give a 10% discount for any sibling from the same immediate family that is fully registered at the school for the same calendar school year. No additional discounts offered by Global Minds can be added to this 10%. The discount will go towards the lowest tuition.

**Withdrawal Policy:** Should unforeseen circumstances arise during the time of your child's attendance, parents must provide the Director of Global Minds Preschool with a 30-day prior written notice. Parents will be liable for tuition for a period of 30 days from the date that written notice is given to the school. This may be prorated into the following month if necessary.

**Early & Late Fees:** Students must be dropped off and picked up at the appropriate times. There is a 10 minute grace period for students that begin class at 8:30. Students dropped off before 8:20 sharp will be assessed an \$10.00 charge to be paid before the child's next day of school. Pick-up time for the afternoon is deemed late after 12:45 p.m., and 3:15 p.m. sharp and will be assessed a fine of \$8.00 for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute. Students picked up after 5:30 p.m. will be assessed a \$20.00 fine for the first 10 minutes. Each minute thereafter will be assessed \$1.00 per minute. Payment must be made before the child's next day of class. Global Minds Preschool is a private institution and our income is derived solely from tuition fees. We are not subsidized by a sponsoring or government agency. It is imperative that tuition fees are paid on time in order for our school to maintain its viability.



## DISMISSAL

Although we do not foresee dismissal of any child in our care, it is important to address how a child may be dismissed from school for the following behavior:

- A child is overly aggressive toward other children or the staff and causes harm to others or to themselves.
- An inordinate amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom of the level of care and concern to which they are entitled. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. If feasible, a two-week notice may be given before termination of services in order to allow parents to find alternative childcare. However, in extreme cases, Global Minds Preschool will call for immediate dismissal.
- The child is not fully toilet trained and is older than 3 years old (director's discretion).
- Parents/guardians fail to honor the obligations of payments or any rules or regulations. Parents/guardians undermine the dignity, serenity, and reputation of the school by adverse behaviors and actions (e.g. causing a scene at school, cursing in front of children or at staff, defamation or adverse commentary about school on social media, etc.).
- The child's special needs are beyond the scope of Global Minds Preschool's care.
- Tuition will not be reimbursed for the month for a dismissal.

I \_\_\_\_\_ (Printed Name) have read and understand all of the terms of this tuition, payment and dismissal agreement in its entirety. By signing below, I agree to comply with the terms stated in this agreement.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## PHOTO RELEASE FORM

Throughout the course of the year there are many opportunities for us to take pictures of your children in their classrooms, the Jefferson Theater, the playground, and at outside school gatherings. Global Minds likes to share these pictures on their Facebook page, the school website, and other school related materials (Brightwheel, newsletter, Instagram, print ad, etc.). By signing below, you are giving your consent for Global Minds to use pictures of your child for school related material and communication.

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Parent/Guardian Name Print

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Parent/Guardian Name Sign

## GLOBAL MINDS DRESS CODE

Included with the \$200.00 registration fee, your child will be given three short sleeved Global Minds t-shirts to be worn to school every Monday through Friday (if more are needed, they can be purchased close to cost from the front desk). The last school day of each month Global Minds will have a theme day/free dress day where children are allowed to not wear their Global Minds t-shirt. During the colder months, long sleeved shirts will also be available for purchase at cost.

Please place an "X" next to the following size chart for your child's school shirts. Keep in mind that they will be growing!

2T\_\_\_\_\_

3T\_\_\_\_\_

4T\_\_\_\_\_

5/6T\_\_\_\_\_



CDC/SGH# or name: \_\_\_\_\_

**Arizona Department of Health Services  
Bureau of Child Care Licensing****Emergency, Information and Immunization Record Card**

<b>Child's Name:</b>	<b>Date Enrolled:</b>	<b>Updated:</b>
<b>Home Address (#, Street, City, State, Zip Code):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	<b>Sex:</b> <input type="checkbox"/> male <input type="checkbox"/> female

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
<b>Cell Phone (optional):</b>	<b>Contact Telephone Number:</b>

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
<b>Cell Phone (optional):</b>	<b>Contact Telephone Number:</b>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:  
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>

If Medical care is necessary, call:

<b>Health Care Provider*</b>	<b>Name:</b>	<b>Contact Telephone Number:</b>
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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The following individual(s) may NOT remove my child from the facility:

<b>Name(s):</b>
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Custody papers have been provided and are on file at the facility. ☐ yes ☐ no

Telephone Authorization Code (optional): \_\_\_\_\_

**Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

Is child allergic to food or other substances? If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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