

PETITE ECOLE INTERNATIONALE
A French Immersion Montessori School

Thank you for your interest in Petite Ecole Internationale (PEI). We are delighted that you are considering joining our PEI family!

At your request, and with your submission of the non-refundable \$50.00 fee, your child will be placed on the waiting list to enroll in the school when an opening becomes available. These guidelines should help you understand how the waiting list works.

- Families are placed on the list in the order that the fee is received. If you mail your check, we will use the postmark date to determine your place on the waitlist.
- Enrollment openings are always offered first to returning students (not including summer-only enrolled families) and their siblings.
- If an enrollment opportunity becomes available after all returning students and their siblings are offered the opportunity to enroll, the first family on the waiting list will be contacted. PEI staff will make **two** attempts to contact you with the contact information you have provided – one attempt via email and one attempt via phone. **It is your responsibility to ensure that the contact information we have for you are correct.**
- We must receive a response from you within 48 hours of offering you an enrollment opportunity. If we do not receive a response from you within 48 hours, the opportunity to enroll will be offered to the next family on the waiting list. You may designate a contact person who can make enrollment decisions for you, or who can reach you if we cannot. We will not make exceptions to the 48 hour time limit for a response.
- If you accept the enrollment opportunity, we must receive your **\$500.00** registration/supply fee within 24 hours of your acceptance in order to secure your place.
- If, at the time you are contacted, your child is ineligible to enroll due to age (too young), we will move to the next family, but keep you in your place on the waitlist.
- If, at the time you are contacted, your child is eligible to enroll but you choose not to enroll or we do not receive a response from you within 48 hours, we will contact the next family and remove you from the waitlist. If you would like to stay on the waitlist, you must submit another \$50.00 fee to be placed at the bottom of the list.
- If you have a question about the waiting list, please direct your inquiry to our Administrative Director, Gail Chovan, at info@petiteecole.com. You may also direct waiting list inquiries to Petite Ecole's Director via email.

4520 Burnet Rd.
Austin, TX 78756

www.petiteecole.com

We appreciate your support of the school and salute you for wanting to give your child the gift of multi-language acquisition in a quality preschool environment.

PEI does not discriminate on the basis of race, color, gender, religion, disability or national or ethnic origin in the administration of its educational, admissions, or tuition assistance policies or programs or its hiring practices.

.....

I have read and understand Petite Ecole Internationale's waiting list policies. I understand that I am responsible for keeping my contact information current and that if I cannot be contacted, or do not respond within 48 hours after PEI contacts me, I will lose my place on the waiting list. I understand that remission of a non-refundable \$50.00 fee is required to be placed on the waiting list.

Signature of Parent or Guardian: _____

Date: _____

Received by: _____

Date: _____

Please detach this section and return it to the school with the following contact information page.

Thank You

PEI Waiting List Contact Information:

Child's Name: _____

Enrolling For (date): _____

Child's birthdate and current age: _____

Mailing address: _____

Mother's Name: _____

Mother's Home Phone: _____

Mother's Cell Phone: _____

Mother's Work Phone: _____

Mother's email: _____

Father's Name: _____

Father's Home Phone (if different from mother's) _____

Father's Cell Phone: _____

Father's Work Phone: _____

Father's email: _____

Designee's Name (In case you are unable to be reached):

Phone: _____

Cell Phone: _____

Email: _____

Thank you!