



Signing Smart 8-week Play Class Registration Form

Parent's Name(s): _____

Child's Name: _____

Name of Adult Attending Class (if different from parent): _____

Child's Date of Birth: _____ How did you hear about us? _____

Address: _____

E-mail Address: _____

(You will receive registration confirmation via e-mail.)

Phone Number(s): _____

Does your child have any food allergies? _____

Class you are registering for (start date): _____

Beginner Class: \$140 (includes registration, *Signing Smart* Beginner Handbook, *The Treasure Chest: Toys and Signs* DVD, and ASL Video Glossary DVD)

Returning Students: \$100 including a set of flashcards.

A \$50 deposit is required to reserve your place in class (\$15 is non-refundable-see policies). Your remaining balance will be due at the beginning of the first class. By submitting your registration, you agree to Once Upon a Sign's Program Policies.

*Please make checks payable to **Once Upon a Sign.***

For more information, call Heather Gartner at 281-419-9929.

Deposits and registration form may be mailed to:
Once Upon a Sign, 8 Fallenstone Drive, The Woodlands, TX 77381.

www.onceuponasign.com



Once Upon a Sign / Signing Smart™ Program Policies

Thank you for enrolling in Once Upon a Sign's Signing Smart™ child development program. You are about to begin (or continue on) a magical journey of wonder and discovery for you, your child, and your whole family! We know you will find the research-proven information and activities you learn in our programs nowhere else! They will not only enhance early communication, but will also facilitate intimacy and foster long-term learning. Please take a moment to better understand the following policies related to our programming:

Registration:

- Due to the popularity of our programming, class size is limited and space in a program is not confirmed until payment is received.
- Once payment is received, space is reserved on a first-paid, first-served basis.
- You will receive e-mail confirmation of your class, program, time, and location the week programming begins. Please be sure to give us your most current and accessible e-mail address.

Cancellation/Refund:

In order to maintain high-quality programming at reasonable costs, Once Upon a Sign has the following cancellation/refund policies:

For Signing Smart™ play class programs:

- Until three business days before the session begins, a full refund minus a \$15 administration fee is available.
- From three business days before the session runs and onwards, credit towards a future session is available. You will be credited the amount you paid minus the cost of materials (if taken). There is no refund available.
- Credit may be applied to an appropriate future class, as long as there is space in that class.
- Credit is non-transferable.
- If Once Upon a Sign or the instructor must cancel a class, a full refund is will be available minus any materials (if taken) or you may receive a credit towards a future class.

Bounced check/Stop payment policy:

- There is a \$30 bounced check or stop payment processing fee.



Once Upon a Sign / Signing Smart™ Program Policies (continued)

Child Safety:

Once Upon a Sign programs are developed with child safety in mind. However, it is the parent or caregiver's responsibility to ensure the safety of their child(ren) and the children around them during their involvement in Signing Smart™ programs. Therefore, by registering for a Once Upon a Sign program, you agree to the following policies:

- The parent or guardian/caretaker accepts full responsibility to ensure the safety and well-being of their child(ren) while taking Signing Smart™ programming and releases Once Upon a Sign from any liability.
- Each parent or caregiver must make the individual decision if they wish their child to participate in an activity or manipulate a prop. By doing so, the parent or caregiver holds Once Upon a Sign free of any liability related to the child's participation in the program.
- Each parent or caregiver is responsible to ensure their child does not inflict harm on another child in the program, or on any property of another.
 - If individual children are not able to interact in the group setting in a safe and responsible way, the family may be asked to leave the program for a partial refund, based on the number of classes not taken minus the materials fee(s).
 - Any damaged property must be replaced or repaired at the parent or caregiver's expense (of course, damage to props that result from typical usage will not be the responsibility of the parent or caregiver).
- Once Upon a Sign or the individual instructor reserves the right to revoke any family's registration at any time.

Sibling attendance in the Signing Smart® Play Class Program:

We love to have older siblings in our programs. In order for this to enhance participant learning, we ask that you respect the following policies:

- If both siblings are of target age/benefit to enroll, there is a discount on tuition for each additional sibling (please ask instructor).
- Unenrolled siblings (who are not of target age/benefit and live in the same home) are allowed as long as space in the room permits.
- Siblings must be made aware that they are attending a class for enrolled infants and toddlers, and must be prepared to interact appropriately.
- Siblings are invited to be helpers, to learn alongside their sister or brother, and to participate in the activities of the group, as long as there are extra props once all the enrolled babies or toddlers have theirs.
- The playful tone, learning environment, and safety of the participants must be maintained at all times. Siblings may continue to attend at the discretion of the instructor or Once Upon a Sign.



Once Upon a Sign / Signing Smart™ Program Policies (continued)

Attendance of additional adults at the Signing Smart™ Play Class Program:

The more caretakers who sign with your child the better. Therefore, Once Upon a Sign welcomes additional adults at our Signing Smart™ Play Class Programs. To allow everyone to get the most out of programming, please be aware of the following:

- Additional adults (including other parents, grandparents, nannies, therapists or other specialists, other relatives, etc.) are allowed as long as space in the room permits. Please check with your individual instructor to confirm. Additional adults may continue to attend at the discretion of the instructor or Once Upon a Sign.

Make-Up Policy (Signing Smart™ Play Class Program):

In order to maintain the quality of our programming, Once Upon a Sign has implemented the following make-up policy:

- The Signing Smart™ Handbook, Treasure Chest video and ASL Video Glossary will allow you and your family access to the Target Signs and Signing Smart™ Strategies, even if you are not able to make-up a particular week's class.
- The program is developed with an understanding of real families' lives. We know that most families will miss any number of classes. The program re-integrates a majority of the signs into different activities at different times throughout the program. Most Signing Smart™ Strategies are similarly re-introduced at various points, to allow both parents and children multiple opportunities to learn them. In this way, even if you miss a week or more, you will have ample opportunity to see and learn the signs, and to learn and use the Signing Smart™ Strategies. Instructors can answer questions about a missed week at the end of class and/or as time permits.
- When space permits, you may make-up a class in the next session provided you contact the instructor the week before you want to make-up a class.

Sick Children:

- In order to protect the health of participants, please do not bring your child to class if he or she is sick (e.g., fever, contagious illness or infection, etc.); children who are sick will be asked to leave class.



Once Upon a Sign / Signing Smart™ Program Policies (continued)

Cancelled Classes:

- If the school system within which the class or program venue is located cancels school due to inclement weather, Once Upon a Sign will not run daytime programming.
- In the event that a single class within a session needs to be cancelled (e.g., due to instructor illness), Once Upon a Sign will send out e-mails to enrolled participants as soon as it is known that the class will not run.
- Please keep your e-mail and other contact information with us current.
- If the instructor is ill, a make-up class or program will be scheduled on an alternative date, if possible during the same day of the week and timeslot as the cancelled one.
- In the event that an entire Signing Smart™ program or session needs to be cancelled (e.g., due to low enrollment), Once Upon a Sign will send out e-mails to enrolled participants as soon as it is known that the session or program will not run (see Cancellation/Refund section above).

Wide-Eyed Learning/ Signing Smartä Yahoo Group

- As a benefit of enrollment, all participants in Once Upon a Sign/ Signing Smart™ programming are invited (via email) to join our on-line discussion group.
- This is a group exclusively for Signing Smart™ families to share stories, ask questions, and receive advice and support from the program developers, as well as other instructors and families around the nation who utilize Signing Smart™ techniques.
- Please let your instructor know if you would like to join this group and you will receive an invitation to join via e-mail.

Woodlands Signing Babies

- As another benefit of enrollment, all participants in Once Upon a Sign/ Signing Smart™ programming are also invited to join our local “support” group which meets quarterly.
- This group is for Signing Smart™ families to learn signs and songs and ask questions about signing to the instructor and other parents.
- Please let your instructor know if you would like to join this group and you will be added to the group e-mail list.

Thank you for taking the time to learn more about our programming. These policies will ensure that you and your family will enjoy your experience in Once Upon a Sign’s Signing Smart™ programs!

Please keep for your records.