



**Policies and Procedures
Spanish Language Program
Tremont Elementary 2019-2020**



1. Registration after September 13th may not guarantee enrollment due to space constraints.
2. Tuition cost for Spanish for 23 weeks is \$240. Payment plan is available online up to 3 months. To enroll, the online registration must be completed by September 13th. If your child is withdrawn prior to the first class, you will be charged a \$50 cancellation fee. Enrollment into the language program is for the entire 23 weeks. We do not offer refunds. If you withdraw your child at any point during the year, you will be charged the full amount for the classes.
3. Classes will meet on the dates as designated on the language program calendar. Please note that the calendar observes all school holidays. (The calendar is emailed prior to the first class.) First day of classes will begin on Wednesday September 18th, 2019. In the event school is cancelled or school is delayed, language classes will be canceled. A make up day will be re-scheduled at the end of the session and parents will be notified.
4. Class will begin promptly at 3:00 p.m. and finish at 3:45 pm. For the students' safety, parents must pick up their child(en) on time. Note: The school is not responsible for students after class time. Late pick up will be given 1 warning followed by removal from the program without refund. Our teachers also have families and commitments, so please respect their time and arrive on time.
5. Minimum enrollment for the Spanish class is seven students. Families will be notified immediately if there is not enough participation to hold the class, and payments will be fully refunded.
6. Students will be placed in classes by grade level as well as Spanish language level. The best attempt will be made to keep students closest in age together.
7. Students who do not follow appropriate school behavior guidelines may be dismissed from the language program. Refunds will not be given.
8. Food allergies or other medical conditions should be noted on the registration form. Please note: CSP staff CANNOT administer medication or epi pens.
9. If a child requires special educational assistance, it will be the parent's responsibility to pay for the additional help during the language program.