



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



1. Tuition cost for Spanish for 21 weeks is \$200. Payment plan is available online for 3 months. To enroll, the online registration must be completed by Oct 16th. Registration after Sept 16th may not guarantee enrollment due to space constraints.
2. If your child is withdrawn prior to the first class, you will be charged a \$25 cancellation fee. Enrollment into the language program is for the entire 21 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 Tuesday, October 22nd. 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 3:45pm and finish at 4:30pm. 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.
10. Food and snacks are not permitted during class to ensure a safe environment for children with food allergies.