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| https://lingos.co/blog/wp-content/uploads/2013/09/yohabloes.jpg | **Before and After-School**  **Spanish Program**  **Emerson Elementary School**  **2016-2017** |  |

Hello Parents,

Emerson is pleased to announce that we will be offering an After-school Spanish Program beginning January 2017!

**Program**

Classes are taught by caring and enthusiastic teachers from the Cleveland Spanish Academy (CSA). The objective of the program is to immerse kids in the language as much as possible so that kids acquire the language similar to how they learned their first language. Visit [www.clevelandspanishacademy.com](http://www.clevelandspanishacademy.com) for more information.

**Admission & Schedule:**

All students in grades 1–5 can enroll in the program. Students who attend after school care also welcome. A minimum of seven students is required to run each class. Children are grouped by age and experience depending on enrollment.

**Grades 1-5:** ***Thursdays*** 3:15-4:00pm starting January 19th and meeting once a week for 15 weeks

**Registration & Payment:**

To register, please complete the form below and return to the school office. **Registrations must be completed by January 12th.** **Space is limited and participants will be taken on a first come, first serve basis.** The cost of the program is $120 for 15 classes. This fee covers instruction and materials.

Questions? Contact CSA Director, Maria Pauer at [maria\_elena@clevelandspanishschool.com](mailto:maria_elena@clevelandspanishschool.com) or 216-316-4049.

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|  | **Spanish Language Program Emerson Elementary School 2016-2017** |  |

Please return this registration and check payable to “Lakewood Board of Education” to the school office or pay by credit card at the Recreation Dept. Registration form and payment must be received no later than **Thursday, January 12th.** If we do not meet the minimum number of students in a class, your check will be returned to you.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_ Age: \_\_\_\_\_\_

Spanish experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| M Mother’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone (primary number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Father’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone (primary number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Email address: (required for cancellations/classroom info) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there allergies or other medical concerns we need to be aware of: Yes \_\_\_\_ No \_\_\_\_

Please indicate if yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in the Spanish Language Program. I agree to adhere to all policies and procedures for the program.

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ¡¡Hola | **Policies and Procedures**  **After-School Language Program**  **Emerson Elementary 2016-2017** | Hola!! |

1. Tuition cost for the Spanish program once a week for 15 weeks is $120.
2. Enrollment into the language program is for the entire program. The registration form and payment must be made by January 12th. Parents who wish to withdrawal their children after the first class will be charged for the entire program. If we don’t receive the minimum of 7 registrations to run the program, you will be fully refunded.
3. If you withdraw your child from the program prior to the first day, we will refund all of your money except a $50 cancellation fee.
4. Classes will meet on the dates as designated on the language program calendar. Please note that the calendar observes all school holidays. (This is emailed by your teacher prior to the first class.) Classes begin January 19th. 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.
5. For the student’s safety, parents must follow the safety procedures for the school. **Parents picking up their child(ren) after class must arrive ON 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.
6. Students will be placed in Spanish classes by grade level as well as Spanish language experience, depending on enrollment. 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: CSA staff CANNOT administer medication or epipens.
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. Classes are not a good fit for children who are already fluent in Spanish. Please contact CSA to find out about alternative learning opportunities if your child already speaks Spanish.