

Cleveland Spanish Academy
Policies and Procedures
After-School Spanish Program
Gilles-Sweet Elementary School 2019-2020

1. Tuition cost for the Spanish program once a week for 23 weeks is \$260.
2. Enrollment into the language program is for the entire program. Registration must be completed by October 16th. Parents who wish to withdrawal their student 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 student 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 CSA teacher prior to the first class.) Classes begin October 23rd. In the event school is cancelled or school is delayed, Spanish class 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. For the duration of this after-school program, **parents picking up their student after class must arrive on time.** Late pick up will be given 1 warning followed by removal from the program without refund. Please understand that our teachers also have families and commitments, so please respect their time and arrive on time.
6. For students in after school care, the instructor will escort them back to aftercare following class. If you provide consent for your child to walk home after class, CSA will NOT be responsible for the child after class.
7. 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.
8. Students who do not follow appropriate school behavior guidelines may be dismissed from the language program. Refunds will not be given.
9. Food allergies or other medical conditions should be noted on the registration form. Please note: CSA staff CANNOT administer medication or epipens.
10. If a student requires special educational assistance, it will be the parent's responsibility to pay for the additional help during the language program.
11. Classes are not a good fit for students who are already fluent in Spanish. Please contact CSA to find out about alternative learning opportunities if your student already speaks Spanish.