



Before-School Spanish Program

Horace Mann Elementary School
2023-2024



Hello Parents,

Horace Mann Elementary is pleased to announce that we will be offering a Before-School Spanish Program again beginning the last week of September 2023!

Program

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

Admission & Schedule:

All students in grades 1–5 can enroll in the program. Students who attend before school care are welcome. Parents will drop off students at the gymnasium door and the instructor will escort the students to class. Late arrivers will need to get buzzed in by the office. Students who receive breakfast will be returned to the cafeteria at 8:45am. A minimum of seven students is required in order to run each class. Children are grouped by age and experience depending on enrollment.

Grades 1-5: *Thursdays* 8:00-8:45am for 22 weeks starting September 28th and ending March 21, 2024 in Room 209.

Registration & Payment:

Register online by September 24th at the following link:

https://lakewoodrecreation.activityreg.com/selectactivity_t2.wcs?leaguesid=7717

Space is limited and participants will be taken on a first come, first served basis. The cost of the program is \$235 for 22 classes payable by credit card online through the Lakewood Board of Education. Fee covers instruction and materials.

Spanish Language Program Horace Mann Elementary School 2023-2024 Pay by check at the Lakewood Board of Education or make payment online. Registration form and payment must be received no later than September 21st. If we do not meet the minimum number of students in a class, your check will be returned to you or your credit card refunded.

Questions? Contact CSA Director, Maria Pauer at maria_elena@clevelandspanishschool.com or call 216-316-4049.

Policies and Procedures

After-School Language Program Horace Mann Elementary 2023-2024

1. Tuition cost for the Spanish program once a week for 22 weeks is \$235 and includes a workbook.
2. Enrollment into the language program is for the entire program. The registration and payment must be completed by September 24th. Registration fee must be paid at time of registration and can be paid in full or by installments online through the Lakewood Recreation Dept.
3. Parents who wish to withdraw 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. If you withdraw your child from the program prior to the first day, we will refund all of your money except for 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 Thursday, September 28th. 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, when possible, and parents will be notified.
5. For the student's safety, parents must follow the safety procedures for the school for morning drop-off. Student drop off will be at the gymnasium door. The instructor will escort the students to class. Late arrivers will need to get buzzed in by the office and proceed to Room 209 where class will take place.
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.