

Policies and Procedures

After-School Language Program Horace Mann Elementary 2024-2025

1. Tuition cost for the Spanish program once a week for 22 weeks is \$245 and includes a workbook.
2. Enrollment into the language program is for the entire program. The registration and payment must be completed by September 20th 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 Friday, September 27th. 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.