



## Policies and Procedures

### Before-School Language Program Lincoln Elementary 2024-25



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 form and payment must be made by September 18th. Registration fee can be made online through the Lakewood Board of Education for the full amount online or in installments.
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 the first week of class.) Classes begin September 25th. 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. **Drop off is at Door #1.**
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.