



After School Spanish Program

Horace Mann Elementary School
2022-2023



Hello Parents,

Horace Mann Elementary is pleased to announce that we will be offering an After School Spanish Program again beginning October 2022!

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 after school care are welcome and will be escorted to aftercare after Spanish. 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: *Fridays* 3:05-3:50pm for 22 weeks starting October 7th and ending spring 2023

Registration & Payment:

Register online by September 27th at the following link: _____

Space is limited and participants will be taken on a first come, first serve basis. The cost of the program is \$220 for 22 classes payable by credit card online through the Lakewood Board of Education. Fee covers instruction and materials. Questions? Contact CSA Director, Maria Pauer at maria_elen@clevelandspanishschool.com or call 216-316-4049.

Spanish Language Program Horace Mann Elementary School 2022-2023 Please return this registration and make payment online through Lakewood Board of Education. Registration form and payment must be received no later than September 27th. 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: _____

Primary Contact Name: _____ Phone: _____

Secondary Contact name: _____ Phone: _____

Email address: (required for cancellations/classroom info) _____

Allergies/medical concerns: Yes ___ No ___ If yes, please explain: _____

After class, my child will: go to Aftercare _____ ; walk home some/all days _____ ; be picked up _____ 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: _____

Policies and Procedures

After-School Language Program Horace Mann Elementary 2022-2023

1. Tuition cost for the Spanish program once a week for 22 weeks is \$220 and includes a workbook.
2. Enrollment into the language program is for the entire program. The registration and payment must be completed by October 11th. 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 October 21st. 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. Please understand our teachers also have families and commitments, so please respect their time and arrive on time.
6. For Aftercare students, 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 child 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 children who are already fluent in Spanish. Please contact CSA to find out about alternative learning opportunities if your child already speaks Spanish.