



Before School Spanish Program

Lincoln Elementary School
2022-2023



Hello Parents,

Lincoln is pleased to announce that we will be again offering a Before School Spanish Program, beginning in 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 kids acquire the language similar to how they learned their first language. Visit www.clevelandspanishschool.com/lincoln for more information.

Admission & Schedule:

All students in grades K–5 can enroll in the program. Students who attend before school care are welcome as well. A minimum of seven students is required in order to run each class. Children are grouped by age and experience depending on enrollment.

Grades K-5th: Wednesdays 8:00am-8:45am starting October 26th and meeting once a week for 22 weeks

Registration & Payment:

To register, please complete the online form through the Lakewood Board of Education at the following link: [Lakewood Community Recreation and Education Department \(activityreg.com\)](http://LakewoodCommunityRecreationandEducationDepartment(activityreg.com))

Registrations must be completed by October 16th. 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. This fee covers instruction and materials. If we do not meet the minimum number of students in a class, your registration fee will be refunded.

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

¡¡Hola

Policies and Procedures Before School Language Program Lincoln Elementary 2022-2023

Hola!!

1. Tuition cost for the Spanish program once a week for 22 weeks is \$220.
2. Enrollment into the language program is for the entire program. Registration and payment must be made by October 16th. 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.
3. 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 26th. 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 Before School program participants, **parents dropping off their child(ren) must follow school drop-off procedures.**
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.