



Enrollment Policies

***Payment:** We accept Visa, MasterCard & Discover, as well as checks or money order made out to “Spanish Workshop for Children”. There will be a \$30 fee for bounced checks. Installment payments may be made only by credit card. The first installment will be made with enrollment; monthly charges will be made every 4 weeks.

***Sibling Discount:** A 10% sibling discount will be given to a second child

***Referral:** You'll receive a \$ 25 class credit towards a future session or camp, for each new family who enrolls through your referral.

***Withdrawal/ Refunds:** If you withdrawal your child, you will receive credit toward a future session minus any classes taken, or your tuition may be refund minus 10% and any classes taken. Refund requests must be made in writing made by a parent or guardian. No refunds are given for events that out of our control, as flood, fire, electrical outage, snow etc. Refunds may take up to 4 weeks.

*** Cancellations:** If we must cancel a class for teacher difficulty, additional classes will be schedule for each class cancelled. If we must cancel a class for any other reason, children may attend an existing class during the same session at a different day or time, you must check for SPACE AVAILABILITY. If space does not allow, or you prefer refund, you may also request a class refund for cancellation, excluding events out of our control, as flood, fire, snow, electrical outage, etc. Refund requests must be made in writing made by a parent or guardian. Refunds may take up to 4 weeks

***Make-ups:** A child may make up 2 missed classes per session, during the same session at a different day or time, IF SPACE ALLOWS.

Program Policies

***Ages:** Children must be within the age range specified, as of the first day of class.

*** Parent/Caregiver:** One parent/caregiver per child must attend all Spanish for Toddler classes, and should participate in the target language! One parent/caregiver per child can fully participate in the Spanish for Preschoolers class in the target language, or should plan to be a quite spectator. If the parent/caregiver does NOT attend the Spanish for Preschoolers class, you are telling us that the child is potty-trained. In the Preescolar program, Spanish for Young Children and Literacy programs, one parent/caregiver may join the child on the first day and last day of the program to observe quietly.

*** Literacy Program** will include an additional \$60 fee for book and workbook, if child doesn't have it.

Protection of Methods and Curriculum

The methods and curriculum used at Spanish Workshop for Children are proprietary. Use of our proprietary methods and curriculum outside of our premises, or by individuals not authorized or licensed by Spanish Workshop for Children in writing, is strictly prohibited.

Release

You agree to assume responsibility for your child or children and yourself and/or caregiver when upon the premises operated by Spanish Workshop for Children, LLC, and will hold harmless Spanish Workshop for Children, LLC and any of its employees and/or agents in the event of any personal injury, property damage or loss, indemnifying said parties of any loss that you might incur as a result.