



**AFTERSCHOOL SPANISH PROGRAM
POLICY AGREEMENT
2016-17**

**3368 Bonita Rd.
Chula Vista, CA 91910
Phone/Fax: 619-422-1777
License #376600600**

AFTERSCHOOL SPANISH PROGRAM

September 1, 2016 - June 8, 2017

Thursdays

4:00 p.m. - 6:00 p.m.

ANNUAL ENROLLMENT FEE (REGISTRATION, BOOKS & MATERIALS): \$110.00*
MONTHLY TUITION: \$130.00

GROUP LEVELS

1. SPANISH FOR SPANISH SPEAKERS: Ages 6-15 (Thursdays 4-6 pm).
2. SPANISH AS A SECOND LANGUAGE: Ages 6-15 (Thursdays 4-6 pm).
3. PRE-SCHOOL/KINDERGARTEN: Ages 3-6 (Thursdays 4-6 pm).

1 hour of Spanish development.

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1 hour of: TBD Science, Emotional Intelligence, Etiquette & Manners or Art
(Theme will change every 12 weeks)

EXTENDED CARE/SPANISH OPTION

<u>Days Offered</u>	<u>Hours per session</u>	<u>Monthly fee once per week</u>	<u>Monthly fee twice per week</u>	<u>Monthly fee three times per week</u>
Mon. – Fri.	2:00 PM – 4:00 PM	\$125.00	\$175.00	\$225.00 (add \$50 for each add. day)
Thursday	1:30 PM – 6:00 PM	\$225.00		
Thursday	3:00 PM – 6:00 PM	\$185.00		

- 1:30 – 2:30 Supervised Playtime
- 2:30 – 3:00 Homework Help or Rest Time
- 3:00 – 3:20 Meal time
- 3:10 – 4:00 Scheduled Activity (Cooking, Science, Art, Team Building Games, Theater)
- 4:00 – 6:00 Afterschool Spanish Program (Thursdays only)

*This fee will be pro-rated for students entering after January of 2016.
*Annual Enrollment fee is non-refundable.

The Afterschool Spanish Program is an academically oriented program, which has been carefully and sequentially structured to make language learning both fun and interesting for our students. To be successful, our program requires discipline and study on the part of the student, along with the support and cooperation of the parents. Please remember that:

- Attendance is vital to learning.
- Homework may be assigned and expected to be completed and turned in on time.
- Workbooks, handouts, and/or binders must be brought to every class. There is a \$20.00 replacement fee for lost books and \$10.00 for binders.
- Studying and practicing outside of class time is necessary to succeed.
- Weekly newsletters will be emailed with vocabulary, video links and information on what the students will be learning in class.

REGULAR ATTENDANCE IS THE BEST WAY FOR A STUDENT TO MAKE PROGRESS!

GETTING STARTED

• **ADMISSION**

Bonita Learning Academy accepts children ages 3 through 15 years, regardless of race, creed, color, religion, national or ethnic origin, handicap or medical condition, provided that the established program meets the needs of the individual student with reasonable accommodation. All students must be potty trained prior to being enrolled.

• **ENROLLMENT**

Your child must be officially enrolled in order to attend classes. The **non-refundable** enrollment fee must be paid in full, and all required documentation must be complete. Enrollment is on a first-come, first-served basis.

• **PLACEMENT AND ATTENDANCE**

Students are placed in small groups, according to age and level of Spanish. Each of our class groups has its own level and pace. We encourage students to attend all classes. **THERE ARE NOT ANY MAKE-UP CLASSES FOR ABSENCES.** Any classes missed will not be prorated (Including vacation or any type of absence).

COMING AND GOING

• **ARRIVAL & DEPARTURE**

We require students to be walked to and from the gate by a parent or an authorized adult, and signed in and out by such in order for the Academy to assume responsibility for the student. Class begins at 4:00 p.m. It is important that the students have time to integrate and take full advantage of their class time. **The gate opens at 4:00 p.m. NO EXCEPTIONS.** The gate will close at 4:05 p.m., after this time students are marked late. Preschool/Kindergarten students are dismissed at 5:55 p.m. All children 6 years of age and older are dismissed at 6:00 p.m. Siblings may be picked up together at the later dismissal time of the older child. Please pick up punctually, as there is no after care provided. Please note that upon release of students to parents at the gate, the school is no longer responsible for your child. **There will be a late pick up fee of \$1.00 per minute for students picked up after 6:05 p.m.**

• **SIGN IN/SIGN OUT**

State law requires that an adult sign in each child when they arrive, and sign out when they are picked up. A sign in/out sheet will be posted for this purpose. Please be sure to sign by printing your first initial and

full last name clearly (example: J. Smith). Do not send a minor to pick up or drop off your child while an authorized adult sits in the vehicle.

If you want your child to be picked up by someone not listed as authorized on your enrollment form, please notify the school in advance in writing. You may also e-mail us at info@bonitalearningacademy.com. Any authorized adult who is picking up your child must present a government/state issued picture ID.

- **PARKING**

As parking is extremely limited, please leave promptly after dropping off or picking up your child. Also, please be careful not to block any mailboxes, driveways or anywhere it is marked red. To facilitate the traffic flow, please enter from Bonita Road and exit towards the back through Glen Abbey, where you can turn either left or right to access Bonita Road. Please follow the Traffic Director's instructions. Please be aware of the children at all times. Do not leave your vehicle unattended while it's still on.

Children are not allowed to run or play in the parking lot, nor climb the gate or fence. We strongly advise that children not be left unaccompanied in cars. If you choose to do this, please do not ask a staff member to supervise your child, as we will not assume this liability.

MONEY MATTERS

- **TUITION**

Tuition is due on the 1st of each month. A late fee of \$25.00 will be charged for any payment received after the 10th of each month. Accounts more than **two weeks** in arrears will result in immediate withdrawal of the student until payment is made.

The monthly tuition of \$130.00 is paid from September to May. There will be no tuition due for June. Tuition is based on 36 classes from September to June. Students beginning after December will have their tuition prorated.

- **DISCOUNTS**

A family discount of 10% applies for siblings of enrolled students. A 10% discount is also available to parents who choose to pay the entire year in full. Sibling discount does not apply to the enrollment fee. Only one discount may be applied per student at any time.

- **RETURNED CHECKS POLICY**

There will be a \$25.00 charge for any returned checks along with a late fee of \$25.00. If a second check gets returned, all subsequent payments will be required to be made with a money order, cashier's check or cash.

- **WITHDRAWAL**

A parent may withdraw a child from our program at any time, parents must provide one month written notice to the Academy, or they will be liable for the entire month's tuition.

- **CANCELLATIONS**

Classes are subject to cancellation if enrollment minimums are not reached.

- **HOLIDAYS**

Tuition fees are based on a 36-week September-June school year, and are due and payable on a monthly basis, regardless of holidays. The following holidays will be observed: Martin Luther King's birthday,

Abraham Lincoln's birthday, President's day, Spring break, Memorial day, Independence day, Labor day, Veteran's day, Thanksgiving, Winter break.

ACADEMICS

- **TEXTBOOKS AND BINDERS**

Homework binders and workbooks will go home after each class. However, they will be kept at school for review during winter and spring breaks.

- **PROGRESS REPORTS/CONFERENCES**

From the very first day, your child's progress will be carefully monitored and evaluated by the teacher. Two written progress reports will be provided to you during the year. If you or we feel that a conference is needed, one will be arranged to suit your convenience.

GENERAL POLICIES

- **DISCIPLINE**

If a discipline problem occurs, such as biting, hitting, fighting, or hurting another person on purpose, use of obscene language or gestures, repeated disobedience or disrespect, or in general being constantly disruptive in or out of the classroom, parents will be notified, and we will speak to the children involved and work with them to help correct this kind of behavior. If a second offense occurs, depending upon the circumstances, the child may need to be sent home. In this case, the parent needs to pick up the child immediately from school. If there is a persistent problem with discipline, and there is no sign of improvement, the Academy reserves the right to exclude the child if it has been determined that the safety and well being of others is being compromised. Playing with real or imaginary toys of violence, such as guns, knives, swords, etc, is not acceptable at school. Parental support of this policy is appreciated.

- **TOYS AND OTHER OBJECTS FROM HOME**

Please do not permit your child to bring toys, pets, cash or other objects to school without first obtaining permission from the teacher. Cellphones and electronics are not permitted to be used in class. The Academy cannot assume responsibility for loss or damage to personal items brought to school by students.

- **DRESS CODE & SHOES**

Spaghetti strap blouses or tube tops are not allowed. Neither are short skirts or shorts to be worn during class. Shoes must be closed toed, comfortable and safe for walking, running, and sitting. Flip flops, sandals or crocs are not permitted. Students must wear socks with their shoes. For Preschool/Kindergarten age student, shoes with Velcro closure are necessary for children who cannot tie their own shoe laces. Students who do not wear appropriate shoes, will not be permitted to play in the playground.

- **PHOTOGRAPHS**

BONITA LEARNING ACADEMY has permission to photograph/videotape your child during school-related activities, with the understanding that such media may be used for publicity and/or promotional purposes.

- **VISITING**

We invite you to visit the ACADEMY anytime, during the facility's operating hours, and feel free to ask questions. We welcome any ideas you might have to improve our programs.

- **VOLUNTEERS**

We welcome those who would like to volunteer to help us; however, state law requires that all volunteers must have on file a Department of Justice fingerprint form and criminal record clearance, as well as a current TB clearance and health certification. Therefore, becoming a volunteer is a long-term commitment. If you are interested, please contact the office.

- **TRANSPORTATION**

Teachers are not allowed to transport children, except on parent-approved field trips.

- **ANIMAL GUESTS**

All school animals have current immunizations and are regularly washed and groomed. If your child is allergic to a particular animal, please let us know.

- **MEDICAL**

Children who are ill should stay at home.

Should your child exhibit any of the following:

- a fever of 101 or higher
- diarrhea
- vomiting
- discharging eyes or ears
- undiagnosed rash
- profuse nasal discharge

or other condition that appears to be making the child ill, and/or endangering the health of other students, you must pick up your child **promptly** upon being notified by the ACADEMY. In addition, be aware that state law requires children to be *free of symptoms for 24 hours before returning to class*.

Children who have been exposed to any contagious disease (measles, mumps, chicken pox, pinworms, head lice, whooping cough, etc.) and/or who exhibit signs of such illness are to be kept at home until all symptoms have cleared.

Please notify the Academy of any contagious disease to which your child might have been exposed, as well as any prescription medication being taken.

- **NON-SOLICITATION POLICY**

Bonita Learning Academy respects the rights of all of our families, and will not share information with any outside party without previous authorization. This includes public and private corporations. In addition we will not market for nor endorse private businesses.

OTHER PROGRAMS OFFERED

- **BILINGUAL PRESCHOOL & KINDERGARTEN**

State licensed bilingual preschool and Kindergarten is offered for children 3 –6 years old. Hours are Monday through Friday, from 8:30 a.m. until 2:00 p.m. Extended care until 4:00 p.m. For further information, please contact the office.

- **EXTENDED SPANISH OPTION**

Daily activities will be as follows:

1:30 - 2:30 Supervised outside playtime.

2:40 - 3:00 Homework time and rest time.

3:00 - 3:10 Meal time.

3:10 - 4:00 Structured activity time will include the following:

Mondays: Eco Arts & Crafts, Tuesdays: Cooking, Wednesdays: Science

Thursdays: Team Building Games, Fridays: Drama & Theater