

**¡¡Hola!!**

**Policies and Procedures  
After-School Spanish Program  
ACE-PREP Academy 2022**



1. Tuition cost for Spanish for 12 weeks is \$120. Payment plan is available online for 3 months. To enroll, the online registration must be completed by September 7<sup>th</sup>. If your child is withdrawn prior to the first class, you will be charged a \$25 cancellation fee. Enrollment into the language program is for the entire 12 weeks. We do not offer refunds. If you withdraw your child at any point during the year, you will be charged the full amount for the classes. If we don't receive the minimum of 7 registrations to run the program, you will be fully refunded. In case of COVID-related school closures, we will make every effort to hold make-up classes at the end of the program. If the program is cancelled due to COVID, you will be issued a pro-rated refund up to 30% of the total fee paid.
2. Classes will meet on the dates as designated on the language program calendar. Please note that the calendar observes all ACE-PREP Academy holidays. (This is emailed with your confirmation of enrollment into the class.) First day of classes will be on September 14<sup>th</sup>. In the event school is cancelled or school is delayed, Spanish classes will be canceled. A makeup class will be re-scheduled at the end of the session and parents will be notified.
3. Class will begin promptly at 2:00 p.m. and finish at 3:00 pm. For the students' safety, parents must pick up their child(en) on time. Note: ACE is not responsible for students after class time. Failure to pick up your child on time more than once can cause removal of the program. Our teachers also have families and commitments, so please respect their time and arrive on time.
4. For the student's safety, parents must follow the safety procedures for the school. More details will be sent prior to the first class.
5. Students will be placed in classes by grade level as well as Spanish language level. The best attempt will be made to keep students closest in age together.
6. Students who do not follow appropriate school behavior guidelines may be dismissed from the language program. Refunds will not be given.
7. Food allergies or other medical conditions should be noted on the registration form. Please note: ISP staff CANNOT administer medication or epi pens.
8. If a child requires special educational assistance, it will be the parent's responsibility to pay for the additional help during the language program.