



www.EasySpanish123.com

School Handbook

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Goals

The EasySpanish123, LLC (“EasySpanish123”) program is based on a child’s love of play and learning and teaching Spanish essentials at a time when a child’s mind is most receptive. We emphasize familiarity and fun with Spanish, rather than lessons and repetition. Through teaching, singing, some art, and fun, children will thrive and learn Spanish without even realizing it. The children will function in a parallel language environment which has proved to have life-long benefits.

This Handbook

This Handbook contains the goals and procedures of EasySpanish123 and constitutes an agreement binding between i) EasySpanish123 and ii) the parents of enrolled students. The Registration Form executed by parents incorporates, by reference, the terms of the Handbook. If the terms of the Handbook change, the parents are notified and the amended terms of the Handbook become binding upon all parties.

The Program

Our programs are flexible and are tailored to the age and development of the child, and whether the child has any familiarity with Spanish.

With small groups (maximum 8), there is individualized attention without losing the benefits of a child having the interaction with other children.

There is a focus on conversation at the child’s level, along with art, stories, props, and even poetry.

Objectives

EasySpanish123 has only a few goals for its children:

1. The development of conversational skills in Spanish in an immersive environment.
2. Establishing familiarity with the different sounds of Spanish.
3. The association of fun with intellectual growth.
4. Preparing the child for further Spanish learning, whether it be in a bilingual school, immersion school, or tutoring.
5. Maintaining a safe, loving environment that is welcoming to all children and their parents.

Curriculum

Our curriculum is tailored to the specific class, but includes:

1. Conversational skills with emphasis on spoken language, with stories and poetry.

2. Music – simple songs in Spanish.
3. Art – Fun sessions directed in Spanish.

Rules and Regulations

EasySpanish123 serves as a compliment to the child's other activities. Because of the brief, weekly sessions, there is less time for interaction between the parent and the teachers so we offer this section so that the parents understand our few rules and policies.

At a young age, children need structure. Also important is communication among the staff and parents. If there is a particular issue or event in the child's life that affects the child, we do ask that you let us know so that we can be sensitive to the situation.

Administration of School

The Director and teachers are responsible for the learning environment of the school, including age levels, sizes of the classes, location of the classes, teacher rotation, and curriculum.

Enrollment Policy

Our classes are small and fill up. A non-refundable enrolment fee is required at time of registration.

Dismissal from school

EasySpanish123 reserves the right to terminate its relationship with any student or family if there are instances of disruption or other behavior that is not conducive with a learning environment. In the case of dismissal, all fees and tuition payments are non-refundable.

Refunds

It should be understood that upon acceptance of a place at the school a **binding financial contract in the form of the Registration Form has been signed and entered into with the school for the full academic year**. Student enrollment is for the entire year. If a child is withdrawn prior to the start of the school year or during the school year, parents are responsible for the full tuition once the contract has been signed. No reduction or refund of tuition will be made for absence or withdrawal before the end of the school year. We insist on this policy and you agree to it, so that we may hire adequate staff and budget for the year.

Tuition Payments

Please note that all initial payments (tuition and enrolment fee) must be paid before students will be permitted to attend classes.

General Tuition Information

For your convenience, there are three payment plans offered:
All dollar amounts are stated on the Facts and Figures page at www.EasySpanish123.com.

Payment Plan A (Full Morning) and Plan D (Half-Morning): One tuition payment is due July 1.

Payment Plan B (Full Morning) and Plan E (Half-Morning): Two tuition payments are due. The payments are due on July 1 and January 1.

Payment Plan C (Full Morning) and Plan F (Half Morning): Four equal payments are due on the first of the month, beginning July 1st, October 1, January 1, and April 1.

Plan G (Summer Camp): Full payment by April 1.

There is a \$100 fee for any dishonored check or credit card payment. A 10% finance charge will be assessed on any payment received after the 5th day of each due date.

Appointments to visit School

We WANT you to visit the school and observe your child! However, we ask you to please schedule an appointment by calling our office at (202) 609-7185 or by sending an email to info@EasySpanish123.com We reserve the right to limit visitation to avoid disruption.

Parent-Teacher Conferences

Parent-teacher conferences are at the discretion of the school, but parents are welcome to request a conference.

Parent-School Communication

It is essential that we are able to reach each parent during school hours in the event of an emergency. A parent should be reachable directly by telephone (i.e. cell, work, home), or through someone (i.e. secretary, assistant nanny) who can reach a parent directly.

All routine administrative matters should be directed to the Office Administrator by telephone (202-609-7185) or email to office@easyspanish123.com. Communication is available with your child's teacher by email or scheduled appointment to discuss your child's progress in school.

Assistants: Parents are to direct all communication about their child other than administrative, to the Director/Teacher. It is not within the Teacher Assistant's or School Assistant's post to discuss a child's progress or behavior.

Assistants are not permitted to baby-sit or drive students.

Arrival and Dismissal

Arrival Times

School begins at 8:45 a.m. **Children are required to arrive between 8:30 and 8:45 a.m.** This gives them time to hang up their coats, remove their boots. etc... at their own pace. and to greet their teachers and friends. There is no child care before school.

A teacher or assistant will greet children at their car or on the sidewalk in front of school and walk them into the building.

The school is not responsible for children who are dropped or at school after 8:45 a.m. After this time, parents must walk their children upstairs to the hallway entrance. Please do not enter this hallway with your child, as it disrupts the class in session.

In order to make the transition easier for your child, please be punctual. Doors will be locked at 8:45 a.m.

After this time, parents must walk their children to the door and ring the bell. Usually one ring is enough; please allow us some time to answer the door, If you accompany your child to the door – especially younger ones— have your child walk next to you. do not carry him or her. This helps to promote independence and eliminate some of the initial separation anxiety (for parent and child).

Try to do a clean and quick bye-bye and we will support your child thereafter. For transitioning children. parents need to be accessible during the whole time your child is at school.

Children must be under the supervision of an adult whenever on school grounds. Parents are not to leave their child at school unless they are sure a teacher or assistant is in the building.

Dismissal times

Morning dismissal for half-morning students is at 10:30 a.m. Dismissal for full-morning students is at 12:35 p.m. Please pick up your children promptly.

Late Pick-up: A late fee of \$5.00 per minute will be charged according to the teacher's clock. If you know you are going to be more than 5 minutes late. please make a courtesy call to the school so the teacher can reassure your child that you are coming. Teachers and staff use this period of the day to make doctor's appointments or to fulfil other obligations. In fact, not knowing when a child is going to be picked-up puts us in a very difficult position. Late fees are payable the next working day.

Arrival and Dismissal Procedures

Arrival:

Parents should escort children to the classrooms where where an assistant or leacher will greet the children to take them into the classroom.

Dismissal:

Children will remain within the school building until picked-up. Parents and all caregivers should walk to the top of the stairs to collect their child(ren).

Please do not use dismissal time to discuss issues regarding your child. We are happy to schedule a conference if you desire.

Changes in Picking Up Child at Dismissal When any change is to be made, to the hour, or method of a child's pickup from school, **please notify the school in writing**. The school is not responsible for verbal messages: verbal messages at the car or on the phone are often forgotten or delayed. Legally, we are bound by law to have a pickup designation in writing. Therefore, with the exception of an emergency, we will not accept verbal directions. E-mail notifications are acceptable.

Buttons, snaps etc. should be on the front of clothing and easily manipulated, so that the child can handle inner and outer clothing, dressing and undressing completely.

Please send younger children to school in Velcro clasped shoes, as this allows them to take them on and off independently. Once bow tying has been mastered, shoelaces are appropriate. Please buy boots large enough so that even the youngest child can put them on and take them off alone without help.

Unidentified persons will not be permitted to take a child away from the school.

Snow Emergencies - Cancellations of School

Because only morning classes are offered, there is no situation where we delay opening. Either the school is open or closed. The school is listed on NBC 4's school closings list and you may telephone (202) 609-7185 for a recorded message. If there is no mention on the recorded message about cancellation, classes will be held

Clothing

All school clothing should be appropriate to the child's growth in independence.

Please label all of your child's belongings. All spare clothes, sweaters, hats, coats, boots, mittens, shoes and lunch boxes should be marked appropriately - especially boots and athletic-style shoes that all look alike.

Please note: Belongings do not include toys, dolls, cars, trucks, etc. Children should not bring any of their toys to school.

No superhero or action figure clothing please.

Health and Safety

If a child becomes sick at school, parents are responsible for making arrangements to pick up the child **immediately**.

If your child has a chronic medical condition or specific allergies, which require medication to be administered during school hours, please follow these guidelines:

- Supply written instructions,
- label the medication,
- Pre-measure dosage,
- indicate the time to be administered.

If your child wears glasses, braces, or similar aids, please make sure he or she has the proper cases, containers, and instructions about their use.

In the event of any notable incident or accident that occurs during school hours, parents are contacted by telephone or email. In the event of a more serious emergency, illness or accident, every effort will be made to notify parents. If you cannot be reached, your child will be taken to the hospital designated on your Emergency Form. (Emergency Release forms, which are sent to parents before the child enters school, *must be returned to the school by the first day of classes.*)

Parents should take reasonable precautions to see that children with runny noses, coughs, and other symptoms of illness should not be allowed to attend school and expose other children in the classes. A child well enough to attend school must be able to participate in all school activities.

In the event of a fever, please keep your child at home for 24 hours after the fever has passed.

Head Lice, Strep, Fever, Pinkeye

Please notify the school if your child contracts head lice, strep, fever or pinkeye. Early notification will help us avoid an epidemic. If your child is found to have any of the above, you will be notified by phone to pick up your child immediately. The child will be isolated until picked up and will not be allowed to return to school without a note stating that the child has been treated and is free of nits/pinkeye or you have kept the child home at least 24 hours after the fever has passed.

Non-Discrimination Policy

EasySpanish123 does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, vendors, and clients.

Arbitration

Any controversy or claim arising out of or relating to this Handbook and its effect as a contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration

Association under its Commercial Arbitration Rules. The number of arbitrators shall be one and the place of arbitration shall be Washington, D.C. and the laws of the District of Columbia shall apply. A standard award shall issue and there shall be no pre-hearing discovery permitted. Only economic, out-of-pocket damages may be awarded, as opposed to consequential damages which shall not be permitted. The prevailing party shall be entitled to recover its legal fees and costs (including costs of arbitration). Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Waiver

By enrolling in EasySpanish123, parents, students, siblings, guests, family, and legal guardians of minor students on behalf of themselves and their minor children (collectively, the Releasors) agree to hold harmless and indemnify EasySpanish123, St. Columba's Episcopal Church, their respective owners, trustees, and each of their managers, employees, agents, and their successors and assigns, and waive any claims, judgments, liabilities, losses or damages incurred against the same with respect to a) any injury to any Releasor or to any third party, b) any breach by any Releasor hereunder; c) any act or omission of any Releasor; and d) any costs or expenses (including attorney's fees) incurred in connection with any of the foregoing. Additionally, the Releasors waive the right to any legal action for any injury or damage to the Releasors' person or property sustained on the premises where instruction takes place or from the use of any EasySpanish123 site that result from the normal lesson activity or any other activity conducted by the students before, during, or after lesson time or presentations.

Media Release

By enrolling in EasySpanish123, the student or parent/guardian hereby gives permission to EasySpanish123 and its contractors to photograph, audio-record or video-record their child(ren) during the course of taking lessons, presentations, recitals, and other performances that are sponsored by EasySpanish123, and to use the photos/audio/video footage for any commercial purpose, including, but not limited to, the promotion and marketing of EasySpanish123's services and products on the internet and elsewhere. Such commercial purposes may include brochures, websites, posters, post-cards, flyers, advertisements, newsletters, social media and other promotional material EasySpanish123 might create. The student or parent/guardian also agrees to waive any claims to receive any compensation of any kind as a result of the above uses. Additionally, the student/parent waives the right to prior inspection and approval of the photos, audio or video recordings and their use and waives all claims, demands, and liabilities against EasySpanish123 for taking and using these photos or recordings. The student or parent/guardian understands that this release is binding upon him/her, his children, and all legal representatives, heirs, and assigns.

Interpretation of Handbook

The language of this Handbook shall not be interpreted in favor of or against EasySpanish12 as the drafter.

Changes and Notice

EasySpanish123 reserves the right to modify its policies, procedures, and this handbook at its discretion. These changes, if any, will be published in newsletters and/or announced via email and regular mail. Changes are binding upon all, subject to an affirmative opt-out within 10 days after announcement.