



**SPANISH CLASSES  
POLICY AGREEMENT™  
2010-2011**

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

**Classes start the week of September 7<sup>th</sup>, 2010 and continue through the week of June 16<sup>th</sup>, 2011.**

**PROGRAMS**

1. SPANISH LANGUAGE DEVELOPMENT, NATURE, ANIMALS, SCIENCE & MEXICAN TRADITION.  
(for those who already speak Spanish)
2. SPANISH AS A SECOND LANGUAGE.
3. AFTERSCHOOL PRE-SCHOOL/KINDERGARTEN.

Class times are from 4:00 p.m. to 6:00 p.m.

**ANNUAL FEE**

SPANISH CLASSES: ANNUAL (Sept.-June) FEE FOR REGISTRATION, BOOKS & MATERIALS:  
**\$110.00\***

- \*This fee will be pro-rated for students entering after January, 2010.
- \* Annual fee is non-refundable.

**MONTHLY TUITION**

	<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>	<u>Monthly fee four times per week</u>
Spanish	MON-THURS	2	\$125.00	\$175.00	\$225.00	\$275.00
Tutoring	MON-THURS	1	\$35.00 Per session			

**GETTING THE MOST OUT OF OUR PROGRAM: A WORD FROM THE DIRECTOR**

The Spanish Language School is part of BONITA LEARNING ACADEMY, and, as such it 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, and support and cooperation on the part of the parents. Please remember that:

- Attendance is vital to learning (once or twice per week is the **minimum** class time necessary to learn and to practice the language).
- Homework is 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.

**REGULAR ATTENDANCE IS THE BEST WAY TO ENSURE THAT A STUDENT WILL MAKE PROGRESS!**

### **GETTING STARTED**

- **ADMISSION**

Bonita Learning Academy Spanish Language School 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.

- **ENROLLMENT**

Your child must be officially enrolled in order to attend classes. The ***non-refundable*** fee for registration, books, materials and activities must be paid in full, and all required documentation must be complete. Immunizations must be current. Enrollment is on a first-come, first-serve 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 unique level and rhythm. We encourage students to attend all classes. **THERE WILL BE NO MAKE-UP CLASSES.** Exceptions are made for medical emergencies; please see the office to make the proper arrangements.

### **COMING AND GOING**

- **ARRIVAL & DEPARTURE**

State law requires that students be walked to and from the building by a parent or other authorized adult, and that students be signed in and out by such in order for the Academy to assume responsibility for the student. Class starts at 4:00 p.m. It is important that the children have time to integrate and take full advantage of their class time. Doors are open to the students at 4:00 p.m. **NO EXCEPTIONS.** Students are dismissed **PROMPTLY** at 6:00 p.m. Please pick up punctually, as there is no after-hours care provided. Please note that upon release of students to parents at the gate, the school is no longer responsible for children.

- **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-out sheet will be posted for this purpose. Please be sure to sign your last name clearly. If you want your child to be picked up by someone not listed as authorized on your enrollment form, please notify the Academy in advance, and –if possible—in writing.

- **PARKING**

As parking is extremely limited, please leave promptly after dropping off or picking up your child. Also, please be careful not to block the mailbox, or any driveway, and be aware of the children at all times.

### **MONEY MATTERS**

- **TUITION**

Tuition is due on or before the 1<sup>st</sup> of each month. A late fee of **\$10.00** 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.

- **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 annual 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 check and payment should be made with a cashier's check or cash. In the case that we receive a second check that gets returned, all subsequent payments should be made with a 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**

The Academy follows the school calendar of the Chula Vista Elementary District. Tuition fees are based on a 38-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 weekend, December holidays.

**Holidays that fall on a Monday will be made up the following Tuesday.**

**ACADEMICS**

- **TEXTBOOKS AND BINDERS**

Spanish textbooks will remain in the school for students to work in class, these will be sent home at the end of the school year. Homework binders will go home each class; they will be kept at school quarterly for a general evaluation and during winter and spring break.

- **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. Please make sure you return your mid-year report card within one week of receipt. LOST REPORT CARDS WILL INCURR A \$25.00 REPLACEMENT FEE 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 temporarily 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.

- **SNACKS**

A small snack will be provided every class around 5:00 p.m. There is no need to send any food with your child. If your child is allergic to or cannot eat specific foods, please let us know.

- **TOYS AND OTHER OBJECTS FROM HOME**

Please do not permit your child to bring toys, pets, or other objects to school without first obtaining permission from the teacher. The Academy cannot assume responsibility for loss or damage to personal items brought to school by students.

- **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.

**I hereby authorize my child to use Antibacterial Hand sanitizer (alcohol base) provided B.L.A. If not, it is my responsibility to let the administration know.**

- **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**

- **BI-LINGUAL 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 1:30 p.m. Extended hour care until 2:30 p.m. For further information, please contact the office. We also offer an Afternoon Preschool program that’s available Monday – Thursday from 1:00 p.m. to 6:00 p.m.

*Let us assure you that we will do our best to provide your child(ren) with a safe, warm, and caring environment so that he/she/they feel comfortable and learn in a very easy and happy way. We thank you for entrusting your child(ren) to us, and we welcome you and your family to BONITA LEARNING ACADEMY.*

*A N A M. C A S T A N O S  
P R I N C I P A L*