

## **SIW Enrollment Policies**

**1. Registration.** Students will be registered on first-come first-served basis. An annual registration fee is payable each academic year.

**2. Tuition.** Tuition is due in-full with registration unless a payment plan is arranged. Tuition may be paid by cash, check (payable to Spanish Immersion Workshop), Visa, MasterCard, American Express or Discover. There will be a \$35 fee for checks returned as uncollectible.

**3. Sibling Discount.** A 10% discount (off the lowest regular full tuition) will be given for the second child and 15% (off the lowest regular full tuition) for the third child.

**4. Absences /Make-Ups.** Please call or email if you know in advance your child is going to be absent. We encourage make ups for most programs but they are not guaranteed.\* We will be happy to schedule a make-up class, space & availability permitting, within the same semester as the missed class. (*Special note for students that attend only one day per week:* Due to holidays there may be fewer classes in a semester on certain days of the week than others. If this is the case, students can schedule compensatory make ups for these days.) Unused make-ups will not be carried forward or credited to the next semester and will not be credited or refunded. Please schedule make-ups with our office at least 3 days in advance. Missed make-ups cannot be re-scheduled.

**\*There are no make ups for the preschool program.**

**5. Refunds and Credits.** If you notify Spanish Immersion Workshop in writing of a withdrawal at least one week before the semester starts (the fall semester for '*full school year enrollment*'), you will receive a refund of the tuition and registration fee paid less a \$100 per student non-refundable deposit. If you notify Spanish Immersion Workshop in writing of a withdrawal less than one week before the semester starts or after your first class, you will receive a prorated school credit less the registration fee and/or a \$100 per student non-refundable deposit toward future enrollment. There are no credits or refunds for withdrawals after your second class. There will be no refunds, credits or prorated discounts for any other reason including but not limited to partial months attended, vacation, illness and/or cancellations due to inclement weather. Terms apply to all enrollment types including '*full school year enrollment*' regardless of payment option chosen. A school credit can be used within one year for the same child, a sibling, or a child from a family not previously or presently enrolled in *SIW*, or may be converted into a gift certificate for any program.

**6. Class Cancellation.** In the event of unforeseen circumstances/weather, we will make every effort to contact you if classes are cancelled. In questionable circumstances, you may also check if classes are being held by calling Spanish Immersion Workshop at 516-935-0699. Please call after 8:00 am as a determination will not be made until that time. There will be no refunds or pro-rated discounts or credits for cancellations due to inclement weather. *SIW* reserves the right to cancel any course offering. If your course is cancelled, all tuitions and fees will be credited or refunded. *SIW* reserves the right to suspend or remove a child from the program; in this event refunds may or may not be given.

**7. Release.** By completing registration and attending class you accept all enrollment policies and the following: I agree to assume responsibility for my child or children and myself and/or caregiver when upon the premises operated by Spanish Immersion Workshop, and will hold harmless Spanish Immersion Workshop 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 I might incur as a result. I agree to give

permission for photographs and/or video of my child to be used for but not limited to future brochures, calendars, website, newspaper, or promotional advertising and projects.

**8. Medical Emergencies.** Although under direct visual supervision at all times, a child might fall, trip, bump, etc. If the child is injured in a non life-threatening way, we will assess the child and provide basic first aid. If the injury is more serious, the parent will be notified so the child can be picked up and, if necessary, transported to the hospital or doctor's office.

All costs associated with injuries to the child will be the responsibility of the parent.

In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people you designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will call 911. If immediate intervention is required, we will take appropriate action including calling 911 and having your child transported to the nearest hospital, the paramedics make the determination. You or your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in your child is in our care.

**Illness.** Under no circumstances is a sick child to attend class or camp. Children will be visually screened as they arrive. Children will be isolated in the event that they are ill. If the child exhibits any of the following symptoms, they will need to be picked up or remain at home:

- Fever of 100 degrees or higher
- Communicable disease
- Hacking or continuous coughing
- Yellow or green runny nose
- Diarrhea
- Vomiting
- Draining rash
- Eye discharge or 'pinkeye'
- Lice or nits
- Asthma flare up
- Too tired or ill to participate in normal activities

We reserve the right to determine whether a child should remain in class/camp where illness is a consideration.

Your child will be allowed to return when he/she is free from medication and symptoms/fever or has been on an antibiotic for 24 hours.

**Medications.** We are not certified to administer any medication. We cannot give children any prescription or non-prescription medication.

**Changes to policies.** We reserve the right to change and update policies without notice.