

## **SiW Summer Enrollment Policies**

**Registration.** Students will be registered on first-come first-served basis. A registration fee is payable each school year.

**Tuition.** Tuition is due with registration. Tuition may be paid by check (payable to Spanish Immersion Workshop), Visa, MasterCard or Discover. There is a \$35 fee for checks returned as uncollectible.

**Sibling Discount.** A 10% discount (off the lowest regular full tuition) will be given for the second child and 15% for the third child. May not be combined with any other discount.

**Absences /Make-Ups.** There are no make-ups during the summer session. Missed classes/days cannot be carried forward to any other session and will not be credited or refunded.

**Refunds and Credits.** If you notify SIW in writing of a withdrawal prior to the June 1st tuition payment deadline, you will receive a refund of the tuition and registration fee paid less a \$100 per student non-refundable deposit. If you notify SIW in writing of a withdrawal after June 1st or 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 attendance, vacation, illness and/or cancellations due to inclement weather, natural disaster, pandemic, quarantine or other unforeseen circumstance. Terms apply to all enrollment types and 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.

**Class Cancellation.** In the event of unforeseen circumstances, 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. A compensatory make-up will be allowed for weather closings, teacher illness or another reason, at the sole discretion of SIW. There will be no refunds, credits or prorated discounts for any other reason including but not limited to partial attendance, vacation, illness and/or cancellations due to inclement weather, natural disaster, pandemic, quarantine or other unforeseen circumstance. SIW reserves the right to cancel any course offering. If your course is cancelled, all tuitions and fees will be credited or refunded.

**Release.** 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/video of my child to be used for but not limited to projects, future brochures, calendars, websites, newspaper, or promotional advertising.

**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.