



Winter/Spring 2012

Level Chart	
Beginning: One year or less of Spanish lessons	Continuing: Two-four years of Spanish lessons
Intermediate: Can converse in Spanish (basically)	Advanced: Can converse in Spanish (fluidly)

We take open enrollment on a first come, first served basis. Themes for the winter/spring term along with vocabulary and dialogue is posted on the Parents' Page of our website.

Class Day	San Mateo: Ages/Level	Burlingame: Ages/Level
Tuesdays and Thursday 3:30 – 5:00 p.m.	5 - 7: Beginning 5 - 7: Continuing 8 - 10: Beginning / Continuing	5 - 7 Beginning 5 - 7 Continuing 8 - 10 Beginning/Continuing
Wednesday 3:30 – 5:00 p.m.	5 - 7: Beginning 5 -7: Continuing 9 -12: Beginning	5 - 7 Continuing 8 - 10 Intermediate/Advanced 9 - 12 Intermediate/Advanced
Friday 3:30 – 5:00 p.m.	5 - 7 Beginning 5 - 7 Continuing 8 - 10 Beginning/Continuing	5 - 7 Beginning 5 - 7 Continuing 9 - 12 Intermediate/Advanced
Club de Español Tuesday – Friday	Ages 5 - 12 3:30 - 5:00	Ages 5 - 12 1:00 - 2:30 or 3:30 -5:00

After School Classes	Monthly Tuition	Total Tuition (Includes 22 classes)	After Class Extended Hours 5:00 – 6:00 p.m.
Once a Week	\$170.00	\$ 905.00	\$30.00
Twice a Week	\$328.00	\$1,770.00	\$55.00

Club de Español (1:00 – 2:30 or 3:30 – 5:00 p.m.) Monthly Tuition

Children enrolled in the After School Classes: Unlimited club de Español hours: \$65.00

Children enrolled only in Club de Español:

Once a week: \$85.00 Two times a week: \$165.00

TUITION POLICIES

1) There are two payments options plan:

a) Full Payment option: Full tuition is due when the child is accepted into the program. There is a \$30.00 discount on your total tuition when paying in full for the term. This tuition is already discounted from the Total Tuition.

b) Monthly Payments: There are six payment installments for the winter/spring term. We require the first and last month monthly tuition (For January 2011 and June 2012) once we confirm your child's class placement to the program. Then after, monthly tuition should be made on the first of every month. The last payment installment is due on May of 2012.

2) Withdraw Policy: We require 30 day written notice if you decide to withdraw your child from the program to get a prorated refund.

3) Registration Fee: There is a non-refundable annual registration fee of \$75.00. As part of your registration fee your child will receive a Welcome Amigos T-shirt.

4) Sibling Discount: There is a one-time \$50.00 sibling discount annually on the second child

5) Late Fees: After the 5th of every month there will be a \$25.00 fee if payments are not received on the due date. Unless other arrangements have been made.

6) After Class Hours: We offer after class hours from 5:00 – 6:00 p.m. at an additional monthly fee. \$30.00

7) Other Optional Fees: We have CD's on sale with their lyrics. These CD's include most of the songs that we introduce during the school year to children ages 5-7. We also have study books on sale for children ages 7 and up.

8) Material Fee: The class material fee is included in your tuition. It pays for handouts and class projects material.

9) Late Pick Fee: There is a \$5.00 fee for every 5 minutes that the child remains overtime after the scheduled pick up time. Please pay this fee to the teacher present at the time of pick up.

10) Returned checks: There is a \$25.00 fee for any returned checks.

I understand my responsibilities under this contract for **Welcome Amigos Spanish Immersion Education Center** indicated above and will be help responsible for the payments indicated.

Parent's signature _____ Date: _____

WELCOME AMIGOS GENERAL POLICIES

1. **First Come/First Served:** Students are enrolled on a first come, first served basis.
2. **Class Cancellation:** If we don't reach the minimum group size of four, we will cancel the class and offer a class alternative (we will offer you a semi-private or private class) or provide you with your full refund.
3. **Punctuality:** Please ensure your child is punctual and is picked up on time from class, as there is a schedule for each class.
4. **Parent Observation:** Parents are welcome to observe your child's class any time.
5. **Field Trips:** We schedule a few field trips throughout the year. There may be an additional charge in some cases. Classes will be canceled the day of the field trip.
6. **Snack:** We provide children with a small snack. Your child is welcome to bring his/her own snack. We discourage PEANUT products to prevent contact with students with allergies.
7. **Labeling:** Please label children's items with their name on it.
8. **Change of Class Schedule:** If you want to change the class schedule after your child is already enrolled, we will try to accommodate him/her into a different class, if space allows
9. **Parking:** Please DON'T block the neighbor's driveway when parking or reversing your car.
10. **Absences/Make up Classes:** Students are entitled to receive a maximum of THREE make up classes per semester. It is required to give a 24-hour notice. If you child missed more than the allowable make-ups, you are entitled to receive a homework packet.
11. **Sickness:** A child who is ill should be kept home. If the child displays symptoms indicating a condition during school hours, the parent/guardian will be called to pick up the child immediately.

*My Tuition	\$
Club de Español	\$
After Class Extended Hours	\$
Second Child's Tuition	\$
Annual Enrollment Fee Per Child	\$ 75.00
C.D. with lyrics (optional)	\$ 12.50
Study book (optional)	\$ 7.50
Total Amount Included:	\$

* We require the first and last month monthly tuition at the time of enrollment. Future tuition is paid by the 1st of every month

I have read the policies of Welcome Amigos and I agree to abide by these policies. As a legal guardian of _____ (name of child), I give permission for him/her to attend the **Welcome Amigos Spanish Immersion Education Center**.

Parent/Legal Guardian' Signature: _____ Date: _____