



Policies and Procedures

2017/2018

Rev. May 18th 2017

Dear Parents,

Thank you for your interest in BCA's "Learn Spanish Program"! There has never been a better time to learn Spanish; your child will receive a gift that will last his / her whole life & you will be immensely proud to hear him / her speaking in Spanish after a few months of lessons!

This manual is for your reference. Please read the policies carefully and keep it handy throughout the year in order to find answers to most of your questions, but please feel free to contact the Spanish Instructor Carolina Corral via email carolina.corral@onlyatbccs.com or at (905)299-2150 at anytime.

A. Introduction

BCA offers private, semi-private & family Spanish lessons by a qualified Christian instructor during the school day at competitive rates. Lessons are available to students in grades SK-8.

B. Registration

Registrations
1. Please fill the Registration Form (you can pick it up at the school's office or online at http://onlyatbca.com/spanish-club/)
2. The completed Registration Form must be submitted along with payment in full. One (1) or nine (9) post-dated cheques starting September 2017, in order to register your child(ren).
3. When choosing the "One time payment option", there is a \$20 early discount for completed Registration Forms & payment received by June 12th, 2017.
4. Enclose cheque(s) payable to Burlington Christian Academy.
5. Return the Registration Form and the post-dated cheques to the office (attn: "Learn Spanish Program") as soon as possible. The sooner your registration forms are received, the more likely you will obtain the desired lesson day/time of your preference.
6. Please note that in the case of new registrations received during the school year, lessons will not begin until payment has been received.

Payments for 2017-2018

Option 1 Private Lessons (1 on 1)	One time payment (Cheque dated Sep. 2017)	\$900.00
	9 equal payments (Post-dated cheques Sep 2017 - May 2018)	9 cheques X \$100.00
Option 2 Semi- private Weekly	One time payment (Cheque dated Sep. 2017)	\$600.00
	9 equal payments (Post-dated cheques Sep 2017 - May 2018)	9 cheques X \$66.70
Option 3 Semi- private Bi-weekly	One time payment (Cheque dated Sep. 2017)	\$300.00
	9 equal payments (Post-dated cheques Sep 2017 - May 2018)	9 cheques X \$33.40
Option 4 Family Weekly Lessons	One time payment (Cheque dated Sep. 2017)	\$1,500.00
	9 equal payments (Post-dated cheques Sep 2017 - May 2018)	9 cheques X \$166.70
Option 5 Family Bi-weekly Lessons	One time payment (Cheque dated Sep. 2017)	\$750.00
	9 equal payments (Post-dated cheques Sep 2017 - May 2018)	9 cheques X \$83.40



C. There are five (5) different Spanish programs that include private, semi-private & family Lessons

<p>Option 1 Private Lessons (1 on 1) \$30 per student 30 lessons during the school year Half hour weekly lesson</p>	<p>Option 2 Semi-Private Weekly \$20 per student 30 lessons during the school year Half hour weekly lesson Min. 2 & max. 5 students per group</p>	<p>Option 3 Semi-Private Bi-weekly \$20 per student 15 lessons during the school year Half hour bi-weekly lesson Min. 2 & max. 5 students per group</p>
<p>Option 4 Family weekly lessons \$1500 per family 30 lessons during the school year Half hour weekly lesson</p>	<p>Option 5 Family Bi-weekly lessons \$750 per family 15 lessons during the school year Half hour bi-weekly lesson</p>	<p>Aprox. \$13 per student in a family of four</p>

We reserve the right to postpone or cancel the semi-private Spanish lessons due to low enrollment (Minimum 2 students, close in age are required). In that case, we will call and make arrangements to refund the lessons fee.

D. Scheduling

There will be 30 lessons during the school year, starting in September 2016. During the 1st week of school, the lesson schedule will be developed & parents will receive notice during the 2nd week of school at the latest.

Parents have the opportunity to select the preferred day/time for the Spanish lessons when they complete the registration form. The Spanish lessons schedule will be developed according to order of registration, classroom teachers' input and the instructor's availability.

Although we attempt to accommodate everyone's preferences by creating a schedule that is positive for all, we cannot guarantee that you will always receive the ideal day/time. We will endeavour to communicate with you regarding which class the student is missing; however, it is the student's responsibility to make up any missed class work.

E. Withdrawals

Two weeks written notice (email will suffice) must be given to terminate a program. Refunds and/or returned cheques will be calculated from two weeks past the date of written notification.

F. Materials

All the Spanish materials are included in the program. Your child will only need a 3 ring binder (Ring size 1"), a 100 pages' notebook and the pencil case he/she uses at school, equipped with pencil, eraser and pencil crayons.

G. Lesson Cancellations

If a student is unable to attend school on his/her lesson day, please contact the instructor by phone or email, in addition to contacting the school office. This is very important!



H. Lesson Time: 30 minutes

During school time	Before School	After School
<p>When it is time for the lesson, the instructor will go to the student's classroom.</p> <p>The student should be watching for the instructor and leave the class, taking his Spanish binder, notebook & pencil case with as little disturbance as possible.</p> <p>At the end of the lesson, the instructor will return the student to the classroom.</p>	<p>The Spanish Lesson will begin promptly at 8:00 a.m.</p> <p>The Instructor and student will meet in the classroom designated for Spanish Lessons or at the School's main office.</p> <p>At the end of the lesson, the student will line up with the rest of his/her classmates.</p>	<p>The Spanish Lesson will begin promptly at 3:45 pm finishing at 4:15 pm.</p> <p>At the end of the lesson, the student will go to the BCA's After-Care program if the parent is unable to pick him/her up.</p>

I. Make-Up Lessons

Our make-up lesson policy is to provide make-up lessons for teacher, or school-initiated absences (snow days, class trips, etc.). Make-up lessons are not given for student-initiated absences (illness, vacations, etc.).

The Spanish instructor will keep track of make-up lessons owing and will contact the parent to arrange times for make-up lessons. The classroom teacher will also be notified of any lessons occurring outside of the regular schedule. There is no guarantee that make-up lesson times will always coincide with the usual missed subject.

J. Vacation Exception

Some flexibility is allowed for those with upcoming vacations to arrange a lesson switch with another student.

The procedure is as follows:

1. The parent must notify the instructor at least 2 weeks in advance (no last minute requests, please).
2. The instructor will provide the names of students/parents who may be able to switch lesson days to accommodate the vacation time.
3. The parent must arrange and obtain permission from the other parent prior to any switched lesson days.
4. The lesson switch must be only a day/time switch and must not alter the instructor's regular teaching schedule.

K. Spanish Instructor Absences

If the Spanish instructor is unable to teach due to sickness or an emergency, the student and parent will be notified. Within a few days, the instructor will contact the parents directly to arrange a make-up lesson.

L. Spanish study / practice

The Spanish instructor will recommend a certain amount of Spanish study/practice time each week. Please plan this time into your weekly schedule. Consistent language practice is important in achieving success.

M. Performances/Presentations

BCA holds student's presentations in the school gymnasium during the school year. Students enrolled in Spanish private, semi-private or family lessons are expected to perform in these presentations.

This is an opportunity for the students to share with friends and family what they have learned throughout the semester.



Thank you again for your interest in BCA's "Learn Spanish Program". I look forward to working with your child(ren) so that they may have a fantastic & productive experience!

Sincerely,

Carolina Corral
BCA Spanish Teacher
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C: (905)299-2150

