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|  | **Policies and Procedures**  **Saturday Spanish Language Program** |  |

1. Tuition is due at time of registration. $25 per child is considered a registration fee and is NON-refundable if your child is withdrawn prior to the first class. However, if the program does not receive a minimum of 5 registrations to run a class, you will be fully refunded.
2. Students will be placed in groups by age and Spanish language experience, depending on enrollment.
3. We do not offer make up classes, unless there is a last-minute cancellation for weather or teacher illness. We will communicate cancellations with parents via text and email.
4. Food allergies or other medical conditions should be noted on the registration form. Please note: CSA staff can NOT administer medication or epi pens.
5. We have space for only ONE parent to attend with each child. If you child wears diapers or needs assistance using the bathroom, a parent is required to accompany her/his child. We have an open-door policy and always welcome parent involvement and feedback. No reservations needed!