



Parent Handbook 2026-2027

Primer Academia de ABC
Spanish Immersion Program

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BIENVENIDOS!

Thank you for choosing Primer Academia de ABC's Spanish Immersion Program! We are truly excited about the rewarding year ahead with you and your child.

Our program is designed to provide a warm, loving, and safe Spanish immersion environment, filled with engaging learning experiences that support your child's growth and development. We want every child to know that God loves them and that Jesus is a special friend. Caring for and educating your child is our highest priority.

We offer a full Spanish Immersion Program where students are taught in Spanish every day. Rather than having separate Spanish classes, we fully immerse our students in the Spanish language and culture throughout the school day.

Our teachers are native Spanish speakers, fluent in English, who have completed background checks, are certified in CPR and First Aid, and bring valuable experience working with children in a variety of settings.

Our classrooms are designed to offer a unique and creative learning experience tailored to each child's developmental needs. With instruction from native Spanish-speaking teachers, every child has the opportunity to become fluent in Spanish, develop strong conversational skills, and grow in cultural awareness.

We believe that, like Jesus, our students will grow and develop in wisdom, stature, and favor with God and people, as stated in Luke 2:52. By sharing Bible lessons and teaching values from the Word of God, we provide meaningful experiences that foster their spiritual growth.

Each enrichment activity and special event planned for our school year is thoughtfully selected to ensure that students both enjoy themselves and learn. We know that the most effective teaching happens when children are actively engaged through hands-on activities, play, and discovery.

Thank you for allowing us to be part of your child's learning and development. We look forward to partnering with your family this year!

Blessings,

Ana Cardona

Ana Cardona
Executive Director & Founder

Mission Statement

Primer Academia de ABC Spanish Immersion Program exists to provide a safe, high quality, developmental environment, with a Spanish language program, providing a stimulating early childcare and educational experience, which promotes each child's social, emotional, spiritual, physical, and cognitive development. Our objective is to support children desire to be life-long learners, through a cooperative partnership between parents and staff.

Philosophy

Primer Academia de ABC Spanish Immersion Program, philosophy is that children will be encouraged to learn and grow by providing a Spanish Immersion program and a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment, while building independence, self-esteem, and confidence.

Primer Academia de ABC Spanish Immersion Program, teachers will provide an early childhood program that allows each child to grow and develop as **Jesus did in wisdom and stature and in favor with God and man (Luke 2:52)**. A child's growth and development are viewed as a process, not an event.

Curriculum

Our students will benefit from a Faith-Spanish Curriculum developed by Ana Cardona, the Program's Director and Founder. This curriculum offers a variety of engaging activities aimed at helping students become fluent in Spanish and develop their conversational skills. It is thoughtfully designed to facilitate your child's learning of a second language.

General Policies

ADMISSION

All new and currently enrolled students must submit a completed application form. A non-refundable registration fee is required for each child and must be paid immediately after submitting the application. Assignments for Monday/Wednesday or Tuesday/Thursday sessions will be assigned on a first-come, first-served basis. Please note that the registration fee is non-refundable, even if a student does not re-enroll or withdraws.

MONTHLY TUITION

Monthly tuition is charged per child for the 2026–2027 school year. The monthly tuition rates are \$475 for infants and \$425 for children aged 2 and up. A sibling discount of \$15 is available, but please note that this discount does not apply for the month of August. In August, tuition is half off for all children.

Tuition is due on the 1st of each month. A late fee of \$25 will be applied if payment is not received by the due date.

We will be using the Brightwheel platform for payments and communication. After enrolling your child, you will receive instructions on how to set up your Brightwheel account.

Tuition is paid for a reserved spot at the school, *not* based on the number of days a student attends. As a result, there will be no refunds, adjustments, or deductions of any kind for a student's absence during the school year or summer camp, including due to illness, snow days, scheduled holidays, early dismissals, and so on.

SIBLING DISCOUNT

We offer a \$15.00 sibling discount on monthly tuition only. Please note that there is no sibling discount for the month of August.

ABSENCES

Parents are requested to inform us through the Brightwheel app when their child will be absent. Please note that there will be no adjustments made to the monthly tuition for absences, holidays, vacations, or days when the school is closed. If your child is absent for a week or longer, the full monthly tuition is still required. Additionally, we do not offer make-up days for missed classes.

WITHDRAWING

To withdraw a child from the 2026–2027 school year, a written notice must be provided to the Director at least thirty (30) days in advance. Please be aware that a child's withdrawal, suspension, or dismissal from the school does not absolve the person responsible for tuition payments.

If there is a child on the waiting list who can immediately fill the vacated spot, tuition payments may be stopped on the child's last day of attendance. However, if the vacant spot cannot be filled right away, full tuition is required until it is filled or until the end of the school year.

Primer Academia de ABC Spanish Immersion Program does not offer tuition refunds for partial attendance or early withdrawals under any circumstances.

VIRTUAL CLASSES

If we need to close our location due to any health-related issues or any other circumstance, and are unable to meet in our building, virtual classes will begin immediately. Monthly tuition must be paid in full during these virtual classes. Please note that tuition secures a spot in the school, not based on the number of days attended.

SCHOOL CALENDAR

The schedule shall be in close accordance with the Davidson County Schools Calendar. Please visit our website to check it out. www.primeracademiadeabc.org/calendar

SUMMER CAMP

A non-refundable registration fee is required per child for summer camp. Our summer camp is active and fun during June and July. All activities will be conducted outdoors, weather permitting.

HOURS OF OPERATION

Our school opens its doors to students at 8:55 a.m. and the school day ends at 2:00 p.m. During the school year and summer camp. We appreciate that each child is supervised by their parent or guardian before 8:55 a.m.

CHILDREN WITH SPECIAL NEEDS

We provide support to parents and children with special needs by helping them find resources and therapies. We will evaluate each child's care needs and assess whether our program can meet those needs. If it is determined that the child can participate and will benefit from our curriculum, we will work closely with the family to ensure the best possible support.

SCHOOL SUPPLY LIST

[Please bring the supply list to the Open House!](#)

Quantity	Description	Class
3	Rolls of paper towel BOUNTY, VIVA, or ANY thick paper towel, per child.	All classrooms
2	Lysol disinfectant wipes OR spray, per child.	All classrooms
1	Scotch clear roll tape 2", per child.	All classrooms
1	Scotch clear permanent double-sided roll tape, per child.	All classrooms
1	Pack of white cardstock, 100 sheets, per child.	All classrooms
1	Pack of cardstock, assorted colors, 100 sheets, per child.	All classrooms
1	1 Pack of Kleenex facial tissue, per child.	All classrooms
1	Pack unscented baby wipes, per child.	All classrooms
1	Pack of Do-A-Dot set of 4 markers, per child.	All classrooms
1	Family picture 4x6, per child.	All classrooms
1	Box of crayons, 8-count Jumbo Crayola, per child.	2's & Exploradores
1	3 ring white binder, 3", per child.	2's & Exploradores
1 per color	Washable paint white, black, brown and yellow, per child.	2-year-old classroom
1	Primary composition book, per child.	Exploradores
1 per color	Washable paint blue, red, green and orange, per child.	Exploradores

BEFORE OR AFTERCARE

We offer before care from 8:00 to 9:00 AM and aftercare from 2:00 to 2:55 PM during the regular school year, and summer camp, available on a monthly basis. **Please note that you can select only one option**, and the fee is due on the first day of each month.

Children attending before care must be dropped off no later than 8:10 AM, while those in aftercare must be picked up promptly at 2:55 PM, with no exceptions. If a child is picked up later than 2:55 PM more than twice, aftercare services may be terminated. Please be aware that no reimbursements will be issued.

ACCIDENT/INJURY REPORT

In the event of an accident, we will notify the child's parent or guardian to inform them of the circumstances surrounding the incident. An accident report will be prepared and provided to the parent or guardian at pick-up time. The Director will review the report with the parent or guardian and request their signature. A copy of the report will be given to the parent or guardian, while the original will be filed for our records.

EMERGENCY PERSONS AND ESCORT

If someone other than the regular pick-up person will pick up your child from school on a specific day, a message must be sent through the Brightwheel app to inform the Director. **The person picking up your child will need to present the following at the pick-up time:**

- 1. Photo ID.**
- 2. Know the "secret word" that was written on the application form.**
- 3. Know the 4-digit Brightwheel code.**

ARRIVAL

At **Primer Academia de ABC Spanish Immersion Program**, we maintain a consistent and engaging schedule in each classroom to support our students' learning and routines. Drop-off takes place from 8:55 to 9:15 a.m. To ensure a smooth start to the day for all children, we kindly ask that students arrive within this window. After 9:15 a.m., students will not be admitted unless they have a doctor or dentist appointment.

In those cases, please notify the Director in advance so we can arrange a late drop-off. Please note that late arrivals cannot be accommodated after 10:20 a.m.; after that time, we ask that children remain at home for the day.

Drop-off will take place outside of our location. We also ask that you remember to sign your child in each morning using the Brightwheel app.

PICK UP

We ask all parents to pick up their children during the following times: 1:40 PM to 2:00 PM during the regular school year and summer camp. A late fee of \$1.00 per minute will be charged for children not picked up by the specified times. The late pickup fee will begin at 2:01 PM for the regular school year and summer camp, with a maximum charge of \$45 per day. The school cell phone will be used as the official time marker. **Early dismissal is at 12 (noon).**

Please note that we do not offer discounts for picking up your child early. Pick-up will take place outside our location. We kindly ask that you sign your child out electronically through the Brightwheel app every afternoon.

DISCIPLINE

Our discipline policy is designed to help children develop positive values and appropriate social skills. We aim for each student to grow in kindness, honesty, respect, and consideration for others. Teachers carefully plan the classroom environment to encourage cooperation and collaboration among students. The daily schedule is structured to provide the routines and consistency that children need. If a child struggles to maintain self-control, they may be asked to sit quietly for a brief period to regain composure, with the time corresponding to their age (one minute per year of age). However, children are never completely isolated from their peers during this time. We strive to work closely with parents to maintain effective communication regarding their child's behavior. In extreme situations, we will take the following actions:

- Ask the parents to seek professional guidance.
- Child's suspension
- Termination

SEPARATION AT MORNING DROP-OFF

Children sometimes find it challenging to separate from their parents. When you leave your child in our care, please be assured that our staff will do their best to engage the children in activities to ensure a smooth transition.

When you drop off your child, it can be helpful to see them engaged in an activity. However, staying too long may make the separation more difficult. If you are concerned, you are welcome to wait out of sight of your child.

If your child appears indecisive or worried when you leave, we will send you a picture through the Brightwheel app once they are happily settled. Generally, children become actively engaged in classroom activities shortly after their parents leave, but we are happy to provide reassurance with a picture and a message through Brightwheel.

POTTY TRAINING

We support parents in the potty-training process **for children under 3 years old**. Please provide your child's teacher with key phrases that your child recognizes and dress your child in clothing that promotes independence. Be sure to send extra clothes, underwear, and shoes. Don't be discouraged if your child has a potty accident at school; remember that accidents are a normal part of the learning process.

All children aged 3 and older must be fully potty trained, aware of their bodily needs, and wearing regular underwear—diapers and pull-ups are not permitted.

If a child has more than three accidents, we will ask the parent to keep the child at home until they are able to communicate their needs effectively. Regular portable potties are not allowed, but you may send a folding potty that fits in your child's backpack.

INCLEMENT WEATHER

In the event of severe weather (e.g., snow, tornado warnings), please tune into Snowbird (WSMV Channel 4) or call us at 615.699.7555. No makeup or reimbursement will be provided.

MEDICATIONS

The staff at [Primer Academia of the ABC Spanish Immersion Program](#) *are not* authorized to administer any medications to students, except for emergency rescue medications. EpiPens and other rescue medications must be in their original containers. Parents will receive a medical release form that must be completed and signed.

GARDENING

From April to October, our students have the chance to learn about the great cycle of life by taking care of the garden every day. We do not use any chemicals or fertilizers in our garden.

INFORMATION

We have a closed Facebook group exclusively for parents, where we will share pictures of each classroom and any relevant information about our program.

We are using the Brightwheel app for student check-in and check-out, messaging, daily reports, and more. Additionally, a monthly newsletter will be posted on Brightwheel to inform parents about the unit theme that our students will be learning, as well as other activities related to our curriculum.

ENRICHMENT ACTIVITIES

We offer Art and Sports classes during the regular school year for children aged 2 to 5 years old. In the art classes, students learn about various artists and work on different art projects throughout the school year.

Sports classes are available during both the regular school year and summer camp for children aged 2 and up. From April to October, we also have a gardening program where students have a great time learning about vegetables.

Additionally, we provide many other enrichment activities for our students.

RECESS

Our students have 20 minutes of daily outdoor recess also they have a daily morning gardening time for about 10 minutes. If it is not raining and the temperature is above 50 degrees, the students will go outside, if temperatures are above 90 degrees, students will do indoor activities.

SNACKS

The school provides a healthy snack each day. Please remember to send a drink with your child. If your child has an allergy to food, please kindly send a snack from home.

LUNCH

All students are required to bring a **nut-free** lunch that **must not include** the following: **almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, or pecans.** Please remember to read labels each time before purchasing.

Additionally, lunches must be **egg-free (no boiled eggs, scrambled eggs, etc.) and seafood-free.** Students should also bring a drink each day. Please send a reusable cup with water; we will gladly refill it as needed, but ***do not*** send empty cups. Glass cups/containers ***are not*** allowed.

When packing your child's lunch, please ensure it is healthy and does not require microwaving or refrigeration. The entire lunch should be prepared in finger food sizes, with fruit already peeled and cut.

Don't forget to include a spoon or fork if needed. **For safety, please cut hot dogs and grapes into quarters.**

We welcome birthday celebrations, but please keep in mind our nut, egg, and seafood-free policy when choosing food for these occasions.

For babies, please send pre-prepared bottles. While we will not prepare bottles, we are happy to warm them up if needed.

BIRTHDAY CELEBRATIONS/SPECIAL EVENTS

Please note that during birthday celebrations and special events, our students will be enjoying cupcakes, cookies, and other special treats. If you would like to celebrate your child's birthday, please send a message through brightwheel to let the Director know, at least one week in advance. If you do not want your child to have these treats, please email the Director to inform her.

NAP & REST TIME

All students will have a daily nap or rest time. Please send a 1-inch nap mat, a nap mat cover sheet, and a blanket for children aged 2 years and older. We will not keep your child's nap mat cover and blanket at the program. Instead, our staff will place these items in your child's backpack, and we kindly ask that you remember to send them back on your child's school days.

For babies, please provide a crib sheet and a blanket. These items will also not be kept with us; the teacher will place them in your baby's backpack, so please send them back on your baby's school days. If your baby sleeps with a sound machine at home, please send it to school in your baby's backpack. We will ensure it is returned home at the end of the day.

EARLY DISMISSAL:

Parents must attend the following events. Dismissal will be at 11:15 am, right after the event.

Thanksgiving potluck

Christmas program

Mother's Day

End of school year performance & Graduation ceremony

SAFETY:

Students whose hair obstructs their eyes or any part of their face will be asked to cut their hair. Additionally, their nails should be trimmed to avoid unnecessary scratches.

DOMESTIC ISSUES

If a domestic issue arises that concerns our program, please notify your child's teacher or the director about the situation. The safety of all students is our highest priority.

UPDATES/CHANGE OF POLICIES:

Our policies may be updated or changed, and you will be notified of any updates or changes.

CONDUCT

Our staff sets a positive example for all our students, and we kindly ask all parents to display respect and kindness when dropping off and picking up their children from our program. If any issues arise between parents, please inform the Director. We prohibit yelling, profanity, or any misconduct at our facilities or parking lot.

Our policies are in place to ensure a clean, safe, and enjoyable environment for our students. If you disagree with any of our policies, we encourage you to discuss your thoughts with the Director. Under no circumstances will we tolerate disrespect towards a teacher or the Director. If such behavior occurs, we reserve the right to terminate our services for your child.

SAFETY GUIDELINES:

Our staff has been trained on the safety measures to take during situations involving fire, tornadoes, or active shooters.

CLOTHING & SHOES:

We kindly request that all little girls wearing skirts or dresses also wear leggings or shorts underneath. Additionally, please ensure your child wears sneakers or closed-toe shoes to prevent any accidents while walking or running. **Crocks, sandals, and flip-flops are not allowed.**

For 2-year-olds, please do not send them in onesies or sleep-n-plays, as these make diaper changes more difficult.

Please send your child in COMFORTABLE CLOTHES that are easier to put on or take off to facilitate diaper changes or trips to the restroom.

Payments

All payments will be made through brightwheel. A late fee of \$25.00 will be added to your brightwheel account after the 1st of each month.

PAYMENT SCHEDULE 2026-2027 SCHOOL YEAR

August 1 st	\$237.50 Infants Monthly Tuition.
August 1 st	\$212.50 2's & up Monthly Tuition.
August 1 st	\$60.00 Before OR After Care.
September 1 st	\$475.00 Infants Monthly Tuition.
September 1 st	\$425.00 2's & up Monthly Tuition.
September 1 st	\$120.00 Before OR After Care.
October 1 st	\$475.00 Infants Monthly Tuition.
October 1 st	\$425.00 2's & up Monthly Tuition.
October 1 st	\$120.00 Before OR After Care.
November 1 st	\$475.00 Infant Monthly Tuition.
November 1 st	\$425.00 2's & up Monthly Tuition.
November 1 st	\$120.00 Before OR After Care.
December 1 st	\$475.00 Infant Monthly Tuition.
December 1 st	\$425.00 2's & up Monthly Tuition
December 1 st	\$60.00 Before OR After Care.
January 1 st	\$475.00 Infant Monthly Tuition.
January 1 st	\$425.00 2's & up Monthly Tuition.
January 1 st	\$132.00 Before OR After Care.
February 1 st	\$475.00 Infant Monthly Tuition.
February 1 st	\$425.00 2's & up Monthly Tuition.
February 1 st	\$120.00 Before OR After Care.
March 1 st	\$475.00 Infant Monthly Tuition.
March 1 st	\$425.00 2's & up Monthly Tuition.
March 1 st	\$120.00 Before OR After Care.
April 1 st	\$475.00 Infant Monthly Tuition.
April 1 st	\$425.00 2's & up Monthly Tuition.
April 1 st	\$132.00 Before OR After Care.
May 1 st	\$475.00 Infant Monthly Tuition.
May 1 st	\$425.00 2's & up Monthly Tuition.
May 1 st	\$60.00 Before OR After Care.

Please make ALL payments through BRIGHTWHEEL.
Sibling discounts are \$15.00, monthly tuition ONLY. Late fee \$25.00.

Illness & Communicable Diseases

Children who show signs of illness cannot be accepted. **We depend on parents to help us maintain this policy.** A child should be kept home when any of the following exist:

- Temperature above 100F
- Respiratory illness
- Diarrhea: Loose or greenish bowel movement, which are not indicative of medication. The child SHOULD have normal bowel movement for 48 HOURS before returning to School.
- Vomiting or Nausea
- Untreated infectious skin patches
- Sore throat or difficulty swallowing
- Evidence of lice, scabies, or other parasitic infection
- Communicable or contagious diseases
- Runny nose (Constant, clear or colored)
- Persistent cough
- Pain any area of their body
- Sore throat
- Rash
- Any skin infection – boils, ringworm, impetigo
- Pinworms
- Pink eye and other eye infections
- Yellow or green nasal discharge
- Scarlet fever
- Chicken pox, measles, etc.
- Stomach flu/Stomach bug
- Hand, mouth, and foot disease (**Sores need to be completely healed, and 48 hours symptom-free, before returning to school**)*

If your child suffers from allergies, please send a doctor's note, so we don't have to dismiss your child early.

Children MUST BE SYMPTOM FREE FOR 48 hours before they return to School and bring a doctor's note stating that they are allowed to return to School*

If you have more than one child enrolled in our program, and one of them is sick, please kindly keep your other child(ren) at home.

If a child becomes ill at School, we will notify the parents to pick up their child immediately.

List of things to bring the first day of School

INFANTS:
• Bottles
• Nut, egg and seafood free lunch (if eating solids)
• Wipes
• Diapers (at least 4 diapers per day)
• Diaper cream
• 2 sets of extra clothes in a Ziplock bag labeled, per child
• Crib sheet cover
• Blanket
• Pacifier (if applicable)
• Backpack
• ALL supply list described on page #5, per child
• DHS licensing disclosure form signed and dated, per child
• Medical information form (ONLY if your child uses a rescue medicine such as epi-pen, inhaler, etc.) signed and dated, per child
• Parents' handbook pages #18, 19 & 20 signed and dated, per child

2's:
• Drink (NO bottles please)
• Nut, egg and seafood free lunch
• Wipes
• Diapers (at least 4 diapers per day)
• Diaper cream
• 2 sets of extra clothes in a Ziplock bag labeled, per child
• Art apron, per child
• 1" nap mat, per child
• Nap mat cover
• Blanket
• Backpack
• ALL supply list described on page #5, per child
• DHS licensing disclosure form signed and dated, per child
• Medical information form (ONLY if your child uses a rescue medicine such as epi-pen, inhaler, etc.) signed and dated, per child
• Parents' handbook pages #18, 19 & 20 signed and dated, per child
• Pacifiers and stuffed animals will be given for nap time only.

EXPLORADORES (3's 4's & 5's)

- Drink (**NO bottles please**)
- Nut, egg and seafood free lunch
- 2 sets of extra clothes in a Ziplock bag labeled, per child
- Art apron
- 1" nap mat, per child
- Nap mat cover
- Blanket
- Backpack
- ALL supply list described on page #5, per child
- DHS licensing disclosure form signed and dated, per child
- Medical information form (ONLY if your child uses a rescue medicine such as epi-pen, inhaler, etc.) signed and dated, per child
- Parents' handbook pages #18, 19 & 20 signed and dated, per child
- **ALL kids 3 years old and up *must* be potty trained and be aware of their body needs. Please NO diapers or pull-ups.**

Registration and Fees

Tuition is paid for a spot in the school, NOT for number of days attended. Therefore, no refunds, adjustments, or deductions of any kind shall be made because of absence of any student during the school year or summer program (i.e., illness, snow days, scheduled holidays, early dismissal, etc.)

Tuition and Fees

*2026-2027 School Year Application Fee	\$ 150.00
*Infant Monthly Tuition 2026-2027 school year	\$475.00
*2's & up Monthly Tuition 2026-2027 school year	\$425.00
*Sibling discount \$15.00 OFF Monthly tuition ONLY	
*All payments MUST be paid per child	

Tuition Half Off

The month of August is half off. We do *not* offer sibling discounts for the month of August.

Registration

We will require the following information before your child's first day of school:

- Completed application form.
- Registration fee + Monthly tuition.
- Signed photography consent form & Parent handbook
- Signed Parent/caregiver contract.
- Signed DHS Licensing form.
- Signed Medical form *only if your child requires a rescue medicine such as EpiPen, inhaler, etc.*

Tuition Due Date & Late Fee

Monthly tuition, sibling discount, and before or after care are due on the first day of each month, please check the payment schedule due date (page #13), to avoid paying a \$25 late fee.

Handbook & Photography Consent Form

After reviewing the information described in this handbook, please sign and return it to the school Director.

By checking this box, I acknowledge that I have received a copy of the 2026-2027 parent handbook.

By checking this box, I understand and agree with all the policies written in this 2026-2027 parent handbook.

Child's Name _____ Date _____

Parent's Signature _____ Printed _____

Photography Consent Form

I, (print name) _____, parent or legal guardian of (child's name) _____, hereby grant permission to Primer Academia de ABC Spanish Immersion Program to photograph and/or record video of my child and to use these photographs and/or digital images and videos for educational and promotional purposes. These uses may include, but are not limited to, printed materials, electronic publications, newspapers, the program's Facebook & Instagram public pages, Google page, and website. I understand that Primer Academia de ABC Spanish Immersion Program will publish pictures and/or videos of all the students on their Facebook Closed Group daily.

I understand and agree that I will not receive any compensation for the use of these images or videos. All negatives, prints, digital files, and video recordings shall be the sole property of Primer Academia de ABC Spanish Immersion Program. My child's name and personal identifying information will not be published.

Child's Name _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

By signing this consent form, I understand and agree with the policies described in this parent's handbook.

Parent Signature _____

Date _____

PARENT/CARGIVER CONTRACT 2026-2027 SCHOOL YEAR

I. Contract:

The following contract is between _____ and **Primer Academia de ABC Spanish Immersion Program**, located at 15512 Old Hickory Blvd. Nashville TN 37211, for the children listed below:

Child's name: _____ DOB: _____

Child's name: _____ DOB: _____

Child's name: _____ DOB: _____

II. Registration fee, tuition & before/aftercare policy:

1. Registration fee of \$150 per child, per location must be submitted before the first day of school. This fee is non-refundable.
2. Monthly tuition and before/aftercare fees must be paid the 1st of each month. A late fee of \$25 will be added to your brightwheel account after the due date.
3. Registration fee, monthly tuition, before/aftercare fees are non-refundable under any circumstances.
4. **Primer Academia de ABC Spanish Immersion Program**, will not make any reimbursement/prorate monthly tuition, before/aftercare fees, if a child is absent due to illness, vacation, etc. nor reimbursement/prorate shall be made if **Primer Academia de ABC Spanish Immersion Program** close early or is closed for several days due to weather, road conditions, safety issues, etc.
5. ALL kids signed up for before care must be dropped off no later than 8:10 am.
6. ALL kids signed up for aftercare must be picked up no later than 2:55 pm.
7. Tuition is paid for a spot at **Primer Academia de ABC Spanish Immersion Program**, *not* for the number of days attended. Therefore, no refunds, adjustments, or deductions of any kind shall be made because of the absence of any student during the school year or summer program (i.e. illness, snow days, scheduled holidays, early dismissal, etc.)

III. Withdrawal policy:

1. If a child is withdrawn, a 30 days written notice must be emailed. If there is a child on the waiting list who can fill the vacated spot immediately, payment of tuition may be stopped on the last day attended. If, however, the vacated spot is unable to be filled immediately, tuition is due in full until we fill out the vacated spot or until the end of the school year.

IV. Termination policy:

This contract may be terminated by a parent/guardian by giving a 30 days written notice beginning on August 17th , which is the first day of school year.

Primer Academia de ABC Spanish Immersion Program, may terminate this contract without notice if the parent/guardian is late with scheduled payments.

Primer Academia de ABC Spanish Immersion Program, may terminate this contract if the parent/guardian does not comply with all the above terms and policies in this contract, each policy stated on the parents handbook, which was sent to the parent/guardian.

V. Signatures:

By signing this contract, I _____ agree to all the above terms and policies in this contract, each policy stated in the parents handbook which I have received and read, including financial responsibility for the care provided.

Mother/Legal guardian signature

Date

Address of Mother/Legal guardian

Phone number

Father/Legal guardian signature

Date

Address of Father/Legal guardian

Phone number