



SPANISH IMMERSION  
PROGRAM

## **FUN TIME SPANISH IMMERSION PROGRAM POLICIES AND PROCEDURES**

Dear Parent/Queridos Padres,

Welcome to Fun Time Spanish in Tavares, Florida. My name is Lizeth Barreiros. I am a mother of three and own and operate Fun Time Spanish Immersion Program. The following policies and procedures will help you along this journey.

Our program is a Language Immersion Program. Our goal is to teach kids the love of learning a language through music, art, literature, life skills, and games. Most importantly we strongly believe that children learn through fun experiences incorporating auditory, visual and kinesthetic learning styles.

I believe that an effective enrichment immersion program works best between parents and the provider. Parents are welcome anytime. I look forward to providing your child the best Spanish immersion experience.

### **METHODOLOGY/METODOLOGÍA**

Our methodology is based on learning through play. It focuses on playing because play is the base of childhood which will develop multiple intelligence. We believe children can engage in the Spanish Language by giving them the right tools to learn.

### **HOURS OF OPERATION/ HORAS DE OPERACIÓN**

Fun Time Spanish Immersion Program is open Wednesday through Friday from 9:00 am to 12:00 pm.



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## **FIRST AND LAST DAY OF CLASS/PRIMER Y ÚLTIMO DÍA DE CLASES**

Begins -(September) Wednesday 11, 2024

Ends - (May) Friday 23, 2025

## **HOLIDAY BREAKS/FERIADOS**

*\*Subject to change\**

Thanksgiving - November 22nd-29th, 2024

Christmas Break - December 23rd, 2024 - January 7th, 2025

Spring Break - March 10th-14th, 2025

No school - April 18th, 2025

## **DATES TO REMEMBER/FECHAS PARA RECORDAR**

Día de los muertos celebration - October 30th, 2024

Festín de Acción de Gracias - November 20th, 2024

Picnic en el parque- December 20th, 2024

Fiesta de San Valentín- February 14th, 2025

Búsqueda de huevos de pascua - April 16th, 2025

Celebración del Día de la madre - May 9th, 2025

Fiesta último día de escuelita - May 23rd, 2025



### **INCLEMENT WEATHER CLOSURE/CIERRE POR INCLEMENCIAS DEL TIEMPO**

Fun Time Spanish will refer to the Lake County School District for guidelines on closure due to inclement weather, but ultimately, we will make our own decision on inclement weather closures.

Hurricane and weather closures are non-refundable and will not incur a tuition credit.

### **CLASS POLICIES /POLÍTICAS DE CLASES**

Class credit will not roll over. Weekly classes expire at the end of the week and monthly bundles expire at the end of the month.

### **ENROLLMENT POLICIES/ POLÍTICAS DE INSCRIPCIONES**

Before enrolling your child I require one meeting prior to the first day. Your child will have the opportunity to meet me and possibly the other kids. It is very important that he /she gets familiar with me and the environment. There are some forms you need to sign prior enrollment.

### **AGE GROUPS AND SIZE / EDADES Y CAPACIDAD DEL GRUPO**

Fun Time Spanish Immersion Program provides service for children 3 years old up to school age kids.

This is a drop off.

The total number of kids I will welcome will be 6 by myself and 12 with an assistant.



### **PAYMENT/ PAGOS**

Payment is due on a monthly basis. Annual registration, material & supply fees payable at the beginning of the year. Payments can be made by all the different payment options (this information is found on the website).

There will be a late fee amount of \$25 if parents fail to pay any amount. Also if payment is made by check and there is not sufficient funds parents have to reimburse the provider plus what the bank charges for check fee.

### **LATE PICK-UP POLICY/ POLÍTICAS DE RETRASO**

Parents are required to pick up children by 12:00. Parents will be charged a late pick-up fee after 12:05

The same applies to parents whose children are in aftercare from 12:00 PM -3:00PM. Parents are required to pick up children by 3:00. Parents will be charged a late pick-up fee after 3:05

- 1st incident: \$20
- 2nd incident \$40.

### **SICK POLICY/ POLÍTICAS DE ENFERMEDAD**

The health policy is for the health and well being of all the children. Parents must keep a child at home if he/she shows symptoms of sickness. Please call me the night before or before 8:00 if possible to tell me your child is not coming. If your child is experiencing any of these symptoms he/she needs your care.

- Fever greater than or equal to 100 degrees F
- Vomiting or diarrhea
- Discharge from eyes or ears
- Conjunctivitis (pink eye)



- Coughing in excessive manner
- Skin rashes

### **BEHAVIOR MANAGEMENT/ MANEJO DEL COMPORTAMIENTO**

Children at this age are beginning to learn a whole new wave of behavior and abilities. I firmly believe if children are treated with respect and love they will treat others the same way.

I use a lot of positive encouragement to help children manage their behavior.

Children will be helping to clean up their mess and put up all the toys they use with my guidance.

### **EMERGENCIES/ EMERGENCIAS**

I make my best effort to keep your children safe. However minor bumps, scrapes and cuts can happen when children are playing. In case something should happen we will give them the appropriate first aid. In major medical problems we will contact you as soon as possible.

### **TECHNOLOGY/TECNOLOGÍA**

I create a lot of different opportunities for the kids to get involved with the Spanish language and sometimes we will be using any kind of age appropriate technology.



### **SNACKS/ MERIENDAS**

We will be providing a dish every last Friday of the month . We truly believe a healthy diet is important for their kids' quality of life.

### **TUITION/MATRÍCULA**

\$230 per month: Two Days (Wednesday & Friday)

Families will receive a 10% sibling discount for each additional child registered.

#### **Material and Supply Fee**

\$200 (Wednesday & Friday)

The supply fee is provided annually for each child upon enrollment to cover all supplies for the school year. (Non-refundable)

#### **Registration Fee**

\$100

The registration fee is provided annually for each child upon enrollment to reserve their seat in the program. (Non-refundable)

#### **Annual Tuition Cost**

The annual tuition cost for Fun Time Spanish Immersion is \$2,370 (Wednesday & Friday) a school year, which includes all fees.

On Holidays when the program is closed, the amount due remains the same.

*Fun Time Spanish does not discriminate on the basis of race, color, national or ethnic origin in the administration of its enrollment, policies, or programs and supports the diverse environment of children within an early childhood setting.*