



2023-2024 School Year

Dear families,

Welcome to our learning community! We are honored to begin this journey with your child and we are looking forward to a great time. Strong communication with the families we serve is critical for a successful learning experience. We encourage you to be involved in our program as much as possible.

Remember: anyone at any age can learn a second language, but it takes a lot of practice. We strongly suggest to review and practice daily with your child the Spanish link that is created specifically for his/her class. Take advantage of this great tool and learn Spanish together. Like any relationship, the bond between a parent and child can be made stronger with some habits that can be easily incorporated into your everyday routines.

Thank you for sharing your child with us. It is a privilege we do not take lightly. Please do not hesitate to contact us with any concerns, questions or comments. We look forward to getting to know each of you, and seeing our students learn and grow during their time with us.

Sincerely,

Nelly Garcia / Karina Estrada  
Directors  
Inicios1.2.3 Language Learning Center





## **OBJECTIVE:**

Our Objective is to provide a pleasant routine that will help your child to become familiar with a second language. As well as the understanding and knowing of his/her learning potential.

## **MISSION:**

Familiarize our students with a new language. Instill in them the desire to learn and understand a new culture, customs and traditions. To develop an appreciation for cultural diversity and relationships that enrich their personal lives. Inspire positive changes on students by covering all areas of the learner's development.

## **CODE OF ETHICS**

RESPECT / HONESTY / COMMITMENT





# ENROLLMENT FORMS



*PLEASE FILL OUT THE FOLLOWING FORMS  
AND RETURN THEM TO  
INICIOS 1.2.3.  
LANGUAGE LEARNING CENTER*





# REGISTRATION FORM 2023-2024

**PLEASE FILL OUT ONE REGISTRATION FORM PER STUDENT**

Date: \_\_\_\_\_ Program you are registering for, please choose **ONE** option:

**ONLINE PRIVATE SPANISH CLASS**

**IN-PERSON SPANSISH CLASS**

Day(s) and time: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

We will send reminders for upcoming events and important dates. How do you prefer to be contacted? Please check all that apply:

- E-mail \_\_\_\_\_
- Cell # to receive Text Message using the "Remind" app \_\_\_\_\_
- Phone # to receive a Call \_\_\_\_\_

Has your child been exposed to the Spanish Language? Please circle: YES NO

If YES, would you please explain how?: \_\_\_\_\_

Please let us know how you heard about our program:

- Flyer
- Website
- Facebook
- Friend/Name: \_\_\_\_\_
- Other \_\_\_\_\_

Please visit our website at: [www.inicios123.com](http://www.inicios123.com) , send us an email to: [spanishforall@inicios123.com](mailto:spanishforall@inicios123.com) , text us using the remind app OR call us during regular business hours to: 865-382-3142 (English) , 502-409-1800 (Spanish) for any questions that you may have. We are always here for you!





## INTERNET, TV AND ELECTRONIC MAIL USER AGREEMENT AND PARENT PERMISSION FORM

As the parent or legal guardian of (child's name) \_\_\_\_\_ : \_\_\_\_\_, I grant permission for my child to access networked computer service such as I-Pads, TV and internet.

I understand that some materials on the internet may be objectionable. I accept responsibility for guidance of internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

### PHOTO, VIDEO & WEBSITE RELEASE

Please Print

Student's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone Number: \_\_\_\_\_ other: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, do hereby give and grant to **“Inicios 1.2.3 Language Learning Center”** permission to use my child's name, photograph and /or videotaped image in publications, and/or **“Inicios 1.2.3 Language Learning Center” internet Website and social media.** I do further certify that I am of full legal capacity to execute the foregoing authorization and release.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_





## IMPORTANT INFORMATION

### Program Cost

Our program **total** cost has been prorated among the 10 school months (August-May) regardless of the number of weeks/classes that are in each month. The total cost depends on the number of classes that you will choose to enroll during a week. Ex. \$1,450 annual cost for a once a week class, \$2,650 annual cost for a twice a week class and \$4,050 annual cost for a three times a week class. Your annual cost will depend on your enrollment date. You will only pay for the one-time enrollment fee and the months that you will take our lessons. The monthly tuition will not change. Each class duration is 45 effective minutes.

The first month's tuition needs to be paid at time of enrollment along with the registration and material fee. Please note that if for any reason you terminate the program earlier, and you decide to re-enroll later in the same school year, the registration and material fee will need to be paid again.

**\*Tuition monthly payments are expected within the first THREE calendar days of each month. A \$30 late fee per week will be charged starting on day 4<sup>th</sup> of the month until payment is received.\*\***

We accept cash, checks, Zelle OR Venmo deposits for payments. Please make checks payable to: inicios123LLC and send them to: 120 Durwood Rd. Knoxville, TN 37922 Attn. Karina Estrada/Nelly Garcia "inicios123LLC". In the memo portion of your check please include your name and the month that you are paying. In the event your check is returned we will let you know and we can either run it again or have you write a new check. In the event your check is returned insufficient a second time there will be a \$30 fee. If you are paying in cash please see Inicios1.2.3. directors in order to obtain a receipt if needed. If paying by Venmo, you can find us as: [iniciosknoxvilletn@gmail.com](mailto:iniciosknoxvilletn@gmail.com) OR [Inicios-LanguageLearningCenter](https://www.inicios123.com). If paying by Zelle, please find us as: [spanishforall@inicios123.com](mailto:spanishforall@inicios123.com) OR [inicios123 Language Learning Center](https://www.inicios123.com). **IMPORTANT:** If you decide to use any of the applications for payment and would like to choose the business fee, please include that amount to your payment, otherwise please do not select it and no additional fee will be required. Payment receipts are available upon request.

### During the class

It is possible that eventually during your Spanish lessons, our Directors, coordinator and/or teachers in training will be joining your class. Whenever this happens, they will remain with their microphones and cameras turned off (for online lessons). Your class will not be affected or disrupted. Your class may also be recorded. This is for training purposes only. Your child's image/video will be used on our social media or website with your permission ONLY and if the permission form has been signed. Please know that our top priority is our students' safety. All our teachers have their background checked and no one outside inicios1.2.3 staff can access your online/in-person class. That is why it is very important to not share the class link once we provide you with one.

### 24 hours rescheduling policy

Your attendance to the class is very important to us and this time has been reserved especially for you. We realize that there can be some unexpected things that can come up in our lives. While truly sympathetic, when a student cancels without giving enough notice, our teachers' schedule/time gets impacted. In fairness to our teachers' and their schedules, Inicios1.2.3 has a minimum 24 hours rescheduling policy. If a class is missed or canceled with less than 24 hours notice, we will not be able to reschedule this class. Also, the teacher will start her class promptly (unless previously advised of a change on schedule). If the student does not show up during the first 10 minutes, the class will be over and it can not be rescheduled. If you would like for the class to be rescheduled regardless of the 24hr policy, you will need to pay an extra \$40

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_