



# 2024-2025 AFTER SCHOOL SPANISH PROGRAM HANDBOOK

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





Dear families,

Welcome to our learning community! We are honored to begin this journey with you 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.

This handbook will explain the program's rules and regulations, expectations, and general information for both our students and the adults who care for them. Please take time to review this handbook carefully.

Thank you for sharing your child/student 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 here.

Sincerely,

*Karina Estrada*  
Executive Director

*Nelly Garcia*  
Educational Director

Iniciós1.2.3 Language Learning

**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



## **After School Program**

Our After School program is designed to teach a Second Language considering the student's development in all areas of learning such as language, intellectual, social adaptation, creativity, gross and fine motor skills.

### **Course description**

- This Program focuses on comprehensive development
- Teaching materials for specific support for each objective are provided.
- Program based on the age/level of the student.
- 90% of all activities (Routine, directions, and commands) are conducted in a Second Language-Spanish.
- Sensory integration: visual, auditory, and movement activities are a fundamental part of our curriculum.
- Specific phrases and grammatical concepts, thematic vocabulary and cultural appreciation for the Spanish language are taught.

### **Arrival/Departure**

Arriving to the program on time and regular attendance are critical components of a successful learning. Please bring your child/student into the building and classroom. The teacher has prepared her lesson to begin on time. Please sign your child/student in and out. Parents must be reachable at all times during their student's class.

### **Missed Days**

We are not able to alter the tuition based on the number of days your child attends/misses.

### **Parent/Teacher Communication**

Remind text messages and emails will be sent periodically. Please feel free to request a Parent-Teacher conference if you would like to speak about your child's progress in class.



### **Discipline**

All students are to be treated with gentleness, understanding and respect. Our objective is to provide consistent positive reinforcement, encouragement and praise as a way to manage classroom behavior. Redirecting a child is the method used in the classroom. Parents will be notified if persistent, negative behavior continues.

### **Program Cost & Schedule:**

#### **Option 1:**

*45 min class, once a week.*

Thursdays 5:30 PM - 6:15 PM

Monthly Tuition: \$140 per child

One-Time Registration and Material Fee for the school year: \$120

#### **Option 2:**

*90 min class, once a week.*

Thursdays 5:30 PM - 7:00 PM

- Monthly Tuition: \$220 per child

One-Time Registration and Material Fee for the school year: \$180

#### **Option 3:**

*120 min class, once a week.*

Thursdays 5:30 PM - 7:30 PM

- Monthly Tuition: \$250 per child

One-Time Registration and Material Fee for the school year: \$200

***\*Siblings have a 10% discount. Ask us for it!***

Our program **total** cost has been prorated among the school months regardless of the number of weeks/classes that are in each month.

***Non-refundable registration fee is expected at time of enrollment.*** 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 one-time enrollment fee will need to be paid again.

**PLEASE NOTE:** Due to the custom nature of our program and required reserved seating in our classroom spaces, we are not able to offer refunds or transfers to any other of our Spanish programs. Thank you for your understanding.

**\*\*Monthly tuition payments are expected within the first 3 calendar days of each month. A \$50 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: [iniciosknoxville@gmail.com](mailto:iniciosknoxville@gmail.com) OR [Inicios-LanguageLearningCenter](#). If paying by Zelle, please find us as: [spanishforall@inicios123.com](mailto:spanishforall@inicios123.com) OR [inicios123 Language Learning Center](#). **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.

We do not discriminate in our admission practices. Children will be admitted regardless of race, religion and nationality. Registration is only based on the limited spaces we have available.

### **Late Payment Fees**

Tuition is due on the 3<sup>rd</sup> calendar day of each month. Payment is considered late if not received by the 4<sup>th</sup> calendar day of the month. A \$30 late fee will be assessed weekly until payment is received.

### **Late Pick-up Fees**

If you are more than 5 minutes late, a \$5 fee will be added to your next month’s tuition for every 5 minutes you are late. Written notice will be given in these cases.

### **No Credits**

- Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every month for the school year whether or not your child attends; this enables us to pay teachers a stable salary every month all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease, or weather-related or environmental issues.





- Weather-related or Environmental Disaster or Pandemic – in the event of a serious crisis during which we are prohibited from operating, families shall pay their regular monthly tuition. Payment of your tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.
- While we recognize the value of family vacations, the center does not provide credit for vacation days.

### **Withdrawal**

A written notice, 4 weeks in advance, is required by the center when a child is being withdrawn.

### **Class Security**

You will sign your student out on the classroom’s roster.

### **Visiting the Classrooms**

For the safety of everyone and to ensure minimal interruption of instructional time, NO ONE is permitted to visit the classroom during the lessons. Parents are welcome to visit classrooms but only after advance arrangements have been made with the Directors and the teacher. Classroom visits during the school day cannot be used as an opportunity to conference with the teacher. During the lesson, the teacher’s primary responsibility is to the class.

### **Parental Responsibilities During Arrival and Departure**

Please plan to have your student remain with you when entering and exiting the building. We ask that children be kept with you or an authorized adult at all times.

*Please observe the following:*

- Watch for small children in the parking lot. \*Do not leave children unattended in cars.
- Do not park in handicapped spaces unless authorized to do so.
- Do not leave purses or valuables in cars. \*Do not leave cars running.
- Inicios1.2.3 Language learning center is not responsible for lost or stolen items left inside cars and/or accidents.



### **Emergency Information**

If your personal or emergency information changes during the rest of the semester please pick up a child information page from one of the directors, fill it out, and turn it back in to either the directors or your child's teachers. If your child is ill or injured, we must be able to contact you immediately. If there is a child custody situation, it is your responsibility to provide legal documentation for our files. This is why it is critical that we have the most current emergency contact information at all times.

### **Health and Safety**

#### **Illness**

It is recommended that students exhibiting signs of illness, fever, nausea/vomiting or rash be kept at home.

Parents should notify Inicios1.2.3 Language learning center immediately to report any contagious disease the student may have.

If a student becomes ill or sustains an injury at Inicios1.2.3 Language learning center, the parent/guardian will be notified. Inicios1.2.3 Language learning center finds it necessary to require parents to make arrangements for their child to be picked up by someone other than themselves in the event the parent is unavailable to come immediately. Inicios1.2.3 Language learning center will call 911 if the situation requires emergency care.

Students need to be fever free without fever reducers, such as Tylenol, for 24 hours before they can return to school.

#### **Medication**

Inicios1.2.3 Language learning center will not administer medication of any kind.

#### **Allergies or Medical Conditions**

Please notify your teacher of any allergies or medical conditions that your student may have. This is also to be recorded on the teacher info sheet located in the classroom.

#### **Emergency Protocols**

"Inicios1.2.3 Language learning center" has established and will regularly practice emergency protocols in the event of a natural, civil or medical emergency.





## **Other Policies and Information**

### **Media and program info**

We will only use your student's picture in any media for the program with your permission only. Please refer to the permission form in the registration packet.

### **Inicios1.2.3 Closings/Opening late**

When there is a weather-related closing in the Knox County School system we will take into consideration that measure but it will be at our Directors discretion to follow it or not. In the event of an unexpected event or illness forcing the program to close, your student's teacher or Directors will notify you by phone as soon as possible.

### **Hints for Success**

- Talk to your child about attending class
- Accompany your child to the classroom and reassure him/her with a hug or kiss. Then leave, your reluctance to leave shows the child you are unsure of the environment in which you are leaving him/her.

We do not discriminate in our admission practices. Children will be admitted regardless of race, religion and nationality. Registration is only based on the limited spaces we have available.

There are several programs in the area. We are honored that you have chosen Inicios1.2.3 Language Learning Center –After School Spanish Program-. We are thankful that you have given us this opportunity to serve your family!