



## Way to Go After School *Spanish Immersion* Program 2017-18 Operating at Los Altos Christian School 625 Magdalena Ave. Los Altos, CA. 94024

### General Information

The Way to Go Spanish Immersion Program commits to enforce our *Healthy Kids* theme to help children build and maintain healthy bodies, minds, hearts and souls. Our goal has always been to minister to children through academic and recreational activities to enrich their minds, hearts...in short, the whole child, The Way to Go! Native Spanish Speaker Instructors will speak to the children in Spanish and will encourage them to speak as well while in the program. Games, Art, Reading, Playing, Science, Music, Nutrition, Cooking and more will be a part in our daily activities. Special events and Festivals will also take place throughout the year. Homework time will be made available upon request. We also request that parents send daily afternoon snack.

**Payment Terms:** Monthly payment is due in advance on the 1<sup>st</sup> day of the month. A \$25 late fee will apply after the 10<sup>th</sup> day of each month. Families choosing the monthly fee must pay in advance. Hourly fee will apply when payment not receive as stated. Program runs from August-June.

Invoices will be e-mailed to hourly students and payment is expected by or before the 10<sup>th</sup> of each month.

**School Holidays:** Extended Day Care or Specialized Camps will be available on some school holidays/vacations; (Thanksgiving Week, Winter Break, etc.) an additional fee will apply for camp days. Minimum days will be charged as stated on the Calendar

**Program Hours:** Our structured program hours are between 12:00-5:30 (for Kindergarten) and 3:30-5:30 p.m. daily. (1<sup>st</sup>-5<sup>th</sup>) An extension for release at 6:00 PM will be available for \$10.00 (in increments of 30 min)

**Parents arriving after 6:00 PM to pick up children will be charged \$1.00 per minute per child,** you will be invoiced at the end of each month and payment is expected the first 10 days of the month

**Drop Off Time/Place:** Students can be dropped off between 3:15 p.m. and 3:30 p.m. our starting time begins at 3:30 pm, and we would like all children present to participate. Courses and hands-on activities begin at that time. Please bring your child to the ***Petersen Hall building*** (Middle School Building), and **Sign him/her in every afternoon, teachers will sign in the students picked up from school.** Students are *not* permitted to sign themselves in. Likewise, please sign your child out at the end of each day.

**Afternoon Snack:** Children are encouraged to bring snacks from home each day. Healthy snacks will be provided on special occasions and on Mondays. (Cooking class). **All children should have a bottle of water** with them every day, we have water fountains for them to refill.

**Academic Enrichment:** Our goal for the Spanish Immersion Program is to provide an educational experience that will engage your child and create memories that will last for years to come. A variety of classes and hands-on activities will be provided to enrich their Spanish skills. Some of these educational experiences will be on campus with guided instruction and some will be off campus in the form of educational trips, giving each student something more than books can provide. Parents will be notified in advance.

**Discipline:** Children are expected to follow all of the rules and policies of The Way to Go Program and LACS. This includes classroom behavior, field trip protocol, proper language, etc. Each individual teacher will handle discipline, but in the event of recurring problems, the discipline may be referred to the Programs Director or her assistant.

**Cancellation Fee: NO REFUNDS**

**Service/Late Fee:** Changes are only possible if space allows it. A **service fee of \$25** is charged each time you request a change. **Please choose carefully. A \$25.00 late fee will apply on the 10<sup>th</sup> of each month for balances due.** Sorry, an absent/sick day cannot be replaced.