

Fun with Foreign Language, LLC 443-616-7343 PO Box 1874 Bel Air, Maryland 21014 <u>www.funwithforeignlanguage.com</u> www.facebook.com/funwithforeignlanguage info@funwithforeignlanguage.com

# **Group Class Policies**

At Fun with Foreign Language, we strive to maintain a fun, safe, and orderly environment. Therefore we ask that you take note of and abide by the following policies. Thank you for your cooperation.

## **Payment for Classes**

Payment for group classes must be made in full by the 1<sup>st</sup> day of school. Payment can be mailed (see registration form for mailing address) or done in person at class location. Payment in the form of Zelle (<u>yani@funwithforeignlanguage.com</u>), Venmo (@Yani-Peyton), Cashapp (\$YaniPeyton), cash, check (written out to Fun with Foreign Language), FwFL e-gift card, and credit/debit/gift cards (Visa, Mastercard, American Express, and Discover) can be accepted.

## Withdrawal Policy

The last day to withdraw from a session and receive a 100% refund on tuition is 2 weeks prior to the start of a session. Unless a medical note signed by a physician is provided, all withdrawals after this date cannot be refunded or credited towards future sessions.

# **Returned Check**

The fee for a returned check is \$35.

#### **Cancellation Policy**

If there are less than 4 children registered for a class, or if Fun with Foreign Language has to cancel a program for any other reason, a full refund will be provided for all or remaining classes to registered participants.

If FwFL has to cancel a particular class for any reason, the class will be made up during the current session.

#### Adult on Premises

Parents or caregivers of students in 3-5 year classes are required to remain on premises while child(ren) is in class. Parents or caregivers of students in 5-8 years and 8-10 years classes can leave and return 10 minutes before class ends provided that a cell phone number is given to staff.

#### **Parent/Toddler Class**



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One adult is permitted in class with toddler.

#### **Missed classes**

Consistency is very important to maximize the learning experience when learning a foreign language. It is for this reason that we ask that children miss as few classes as possible. However, we understand that illness and schedule conflicts may cause a child to miss a class. Our teachers prepare their materials each week for class, so it is for this reason that we ask parents to let us know in advance or prior to class if a student has to be absent. We encourage parents to review material missed by utilizing the class activity sheet.

Make up classes for students that miss a class for a reason not attributed to FwFL will no longer be scheduled. Instead, however, if there is another option for a class of the same language and similar age group, a student may take that particular class to make up the class missed in addition to the student's normal class. For example, if student A takes a 3-5 year Spanish class on Saturday at 9am and has to miss on a certain date. The following week, student A can take his/her normally scheduled class at 9am in addition to the other 3-5 year Spanish class from 10:10-11:10am. Classes in which a student is unable to attend cannot be refunded or credited towards the next session.

#### **School Year Calendar**

Please visit our current school year calendar located in the Current Families tab on the website.

#### **Behavior Policy**

One of our goals is to create a learning environment that is fun, safe, and enthusiastic for all students to learn. To ensure that all students have the opportunity to learn in the most positive learning environment, we outline appropriate classroom behavior for the students in class. Students that continuously disrupt the class even after the teacher's and family's repeated attempts to correct the behaviors, may no longer be able to continue in the program.

#### Tardiness

It is important that our students arrive to class on time. When students arrive late, they may miss part or all of the beginning of the class, which generally involves a warm-up to get the students ready for language instruction. Without time for warm-up, some kids may take a little bit longer to adjust to the language instruction. Students that are habitually tardy may no longer be able to continue in the program.



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# FwFL E-Gift Cards

E-gift cards cannot be refunded or transferred to a recipient different from the recipient listed on the order form once purchase is made. Cash or checks only when purchasing e-gift cards Referral credits cannot be used to purchase e-gift cards. E-gift cards do not expire.

# **Privacy Statement**

Fun with Foreign Language maintains phone numbers and e-mail addresses so that we can have alternate methods for contacting people that request more information, or for contacting parents/caregivers of children enrolled in our programs. We will never sell your information to a third party.

## **Inclement Weather**

Fun with Foreign Language will generally close for inclement weather when Baltimore County Public schools are closed. When the public schools have delayed openings, morning classes will generally be cancelled. Afternoon classes will be held. A message will be emailed to families and posted on the FwFL Announcements scroll at www.funwithforeignlanguage.com You can also call us at 443-616-7343.