

## Mundito Spanish Parent Handbook

*Dear Mundito Parents,*

*We are truly so grateful for another opportunity to work with your children this year. Whether you have been with us since day one, or you are just now joining us, we hope this experience provides incredible opportunities for your children.*

*We are so confident that the benefits of our program will speak for themselves. However, we do consider a key aspect of this journey to be the partnership between teachers and parents. We encourage you to get involved! Work with students at home, complete homework, connect with the community, attend field trips and - above all else - communicate well with your MS teachers. We are here to serve your children and are always looking for ways to improve and better cater to the individual needs of each class.*

*Welcome to year three of Mundito Spanish!*

### **Important Policy Reminders**

1. Classes run for 32 weeks/school year. Please note that, in many cases, there are 34+ weeks on the calendar. These extra weeks are built in in case of inclement weather, illness, apocalypse, etc. If a class is cancelled for any of these reasons, that does not necessarily mean that it will be made up.
2. Students may not enter the classroom early for any reason.
3. In some classes, a teacher will be outside to greet students five minutes prior to class start time. If you plan to arrive late PLEASE LET US KNOW. Once the door has closed and class has begun, tardiness can be very disruptive. If we find that this disruption becomes too frequent, we may ask that a family consider private lessons.
4. In order to make up a lesson, we require 24 hours written notice that a child will be absent. **We do not guarantee makeup. They will be granted on an individual basis.**
5. Please stay up to date on our policies by reviewing our policy page [on the website](#)

### **Syllabus and Curriculum**

1. It is the family's job to keep track of the syllabus. All course information and class cancellations are clearly identified
2. We will continue to encourage homework, as we feel it helps students improve their Spanish skills. We cannot stress this enough - **homework and quizzes are optional**. It is not meant to be a cause for stress. Each class should have a homework folder where students can turn in their work. It will be returned within two weeks.

3. Families must opt into/out of homework (in order to receive printed copies)
4. Most importantly, we strive to maintain a partnership between parents and teachers. If you have questions or concerns about your child, please communicate with a lead teacher. We want them to be successful and hope to give parents the tools they need to be learning at home.

### **Important Payment Reminders**

1. All families must pay a registration fee for each child. This fee covers things like workbooks, homework prints, snack, classroom supplies, etc. This fee is due once per school year. Your spot in class is only secured once this initial fee is paid
2. We offer both semester and full year payment options. If you choose a semester payment option, please note that your spot in class for the spring semester is only secured once tuition payment is made, in full, before December 1.
3. We do offer sibling discounts so please reach out before making a payment. Promos are not applied to the initial registration fee!
4. Remember, we do not store your payment information. Therefore, we have no way to automatically charge you between semesters. We do not charge a late fee. However, you should expect special discounts for signing up early and for the year in full.
5. After their first class, families who are unable to continue the program may be offered a 50% reimbursement. After their second class, no refund will be given to families.

### **Food and Beverage**

1. It is so important that you let us know of any allergies ahead of time!
2. We will ALWAYS respect your dietary restrictions, preferences, allergies, etc. However, we really encourage students to try new foods. This is an important and unique part of our program. Please do not send a student to class with outside food, for any reason, without confirming with a lead teacher

### **Google Classroom**

1. All resources within GC are optional. It is not mandatory to complete homework
2. We ask that families do not share GC resources with non MS families
3. If your class falls on a holiday then you can make that class up at home with the resources in Google Classroom (but we will not cover those objectives in class)
4. We recommend doing homework after the objective is taught
5. GC follows the syllabus
6. Families must enroll in GC whether they intend to utilize it or not.
7. Homework in GC may be different than the physical copy handed out

### **Group Class**

1. Class communication will take place via Google Classroom and email. We require that all families download and enroll in Google Classroom. Whether or not you utilize the resources is completely up to each individual family. However, you must be enrolled.
2. Families must opt into/out of homework. As you will see in Google Classroom, all families will have access to homework. However, only families who opt in will receive a printed copy of homework and quizzes. If a student is a) absent more than three times in a semester and/or b) is unable to submit homework three or more times in a semester, then we will no longer provide that student with materials (this does not mean they cannot participate in homework, just that we will no longer print it). This is to cut down on costs as well as environmental impacts
3. All students enrolled in group lessons must bring a folder with pockets to every class. This is a requirement. If you do not wish to keep track of the folder then you may leave it in the classroom space.
4. If you are enrolled in both group and private lessons, it is not necessary to purchase two separate folders.

### **Private Lessons**

1. If a family arrives more than 15 minutes late to a private lesson (without notice), that class will be considered cancelled and will not be made up
2. Families must opt into/out of homework. Only families who opt in will receive a printed copy of homework and quizzes. If a student is a) absent more than three times in a semester and/or b) is unable to submit homework three or more times in a semester, then we will no longer provide that student with printed materials. This is to cut down on costs as well as environmental impacts
3. All students enrolled in private lessons must bring a spiral notebook with lined pages, as well as a folder with pockets. This is a requirement. If you do not wish to keep track of these items then you may leave them in the classroom space.
4. If you are enrolled in both group and private lessons, it is not necessary to purchase two separate folders.

Parents must sign the attached page. By signing, you agree to have read our policies and agree to abide by them throughout the course of the school year.

\_\_\_\_\_Parent Name

\_\_\_\_\_Date

\_\_\_\_\_ I choose to opt in for homework this year (Y o N)

Please take a moment to briefly describe your goals for your child(ren) this school year: