

McKee

Spanish Schools

Utah County: 801-374-8854

Salt Lake County: 800-349-1846

Main Office: 508 East 800 North, Orem, UT 84097

School Policies

1. **Registration.** Please read the policies here, review and sign the enrollment agreement, and complete the registration form. For your registration to be complete, you should submit the forms, the agreement, and your \$100 non-refundable annual registration fee (core school year programs), \$35 non-refundable annual registration fee (after school programs) or first \$100 of tuition (summer program).
2. **Discounts:**

Sibling discount: (1 discount per family): \$50/mo. from one tuition if both siblings are in the 5-day beginning level program; \$25/mo. from advanced class or 3-day/wk. tuition if one sibling is in beginning level 5-day/week program and the other in the advanced classes or 3-day/week beginning classes.

Referral discount: one-time discount of \$100 for each referral who enrolls a student for a school year. You must request your referral discount via email to office@ilp.org. To qualify, the person you refer must indicate your name in the appropriate place on the registration form.
3. **Parent visits:** Parents are welcome at the school at any time. However, if you have questions or would like to talk with someone about the school or program it is best to schedule your visit in advance or call the administration office (800-349-1846) to be sure non-teaching administrative staff members are available when you come. All administrative matters are handled through our administrative office. If you would like to bring your child for a free trial day (or hour if you prefer a shorter time) please call the main office to schedule an appointment so that we can keep our group size to 8 children.
4. **Tuition payment.** Tuition is due by the first class of each month. Tuition payments submitted later than the 5th are subject to a \$15.00 late fee for each week it is late. You may mail a check to the main office, put it in the tuition box at school, or call the main office 800-349-1846 to process an e-check or credit card (3% surcharge for credit card payments). Make checks payable to ILP McKee Language Schools. We charge a returned check fee of \$25.00 for returned checks or e-checks. Address for payment at the main office is:

ILP McKee Language School
508 East 800 North 3D
Orem, UT 84097

If you would like to have your tuition automatically charged each month, please contact the main office to set up auto-payment. Please direct all financial inquiries or request for receipts or statements to accounts@ilp.org

5. **Registration fee.** Registration fee must be paid at time of registration in order to hold your space. The annual \$100 registration and supply fee is non-refundable (Sept-May school year only; \$35 for after school programs). For the summer program, the first \$100 of your tuition is due at time of registration.
6. **On time pick-up.** Please be sure that your children are picked up on time. If our teachers stay to look after late children, a fee of \$5 will be charged for each 15 minute increment that the child remains after classes have ended.
7. **Missed Days.** If your child misses a day of class you can call to schedule make up days as long as there is space on the make up days. We limit group size to eight children per group. Unfortunately we cannot provide any refunds, credits, or discounts for missed days.
8. **Pay per day.** Children enrolled in the pay-per-day option (less than 3 days a week) must pay for a minimum of 20 days in a semester and must pay in full at the beginning of the semester. Pay per day tuition is not refundable under any circumstances, even if your child misses days or cancels enrollment.
9. **Performances.** At the end of each semester we will have a Spanish performance. (Place and time TBA). At the end of the first semester, the performance is generally a musical performance with songs in Spanish. At the end of the 2nd semester, the performance is a mini-play (also with songs) in Spanish. Please invite friends and family to support your children.
10. **Open House days.** You are always welcome to schedule days to visit the school, observe classes, and speak with the teacher. We no longer schedule open house days.
11. **Potty Training.** All children must be potty trained before registering for the school.
12. **Sick Children.** Please do not send sick children to school. It is difficult to disappoint your child but it keeps from spreading the illness through the entire class (and teachers).
13. **Birthdays.** We have two days each month that we recognize all the children who have birthdays that month. For health reasons, please do not bring snacks or treats for children on birthdays. The number of special dietary restrictions and preferences for children on different days makes it better for the school to coordinate birthday celebrations.
14. **Show and tell.** "Show and tell" days are held once each week. Sign up sheets will be available at the school.
15. **Toys from home.** Please do not allow your children to bring toys from home, except as assigned for "show and tell" days. Toys can distract from the activities in Spanish, and occasionally get broken or lost. If your child brings a toy, a teacher will keep the toy until class ends that day.
16. **Please tell your friends about the Spanish School.** We need your help to make the school a success. If you and your child(ren) are having a good experience with the school

please help us by letting your friends know. We offer discounts for referrals (see details above for requirements).

17. **Concerns or questions.** Generally a non-teaching staff is available at drop-off and pick-up times to talk with you if you have any questions or concerns. If that doesn't work for your situation, please feel free to call either of the numbers above and speak with Jared Hansen or any of the MLS staff at the main office.