



## Foreign Language for Youth Language – FLY Family Agreement

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Thank you for choosing Foreign Language for Youth (FLY) to teach your student a new language! We are excited to partner with your family to enhance your student's learning. The following guidelines are carried out through the year with the best interests of the students individually, in addition to, the class as a whole. We recommend that you review these guidelines with your student before classes begin. If you have any questions about the following, please do not hesitate to call us at 425-420-2854 or send an email to [info@fl4y.org](mailto:info@fl4y.org). **To fulfill the registration requirements for your student, you will be asked to consent to the following FLY Family Agreement.**

**Required Skills and Behavior in a FLY Class:** Students are expected to have positive behavior in our classes. FLY respectfully asks all parents to consider the maturity level of their student(s) prior to registration; as our unique academic program often contains students of mixed levels, grades and ages, unlike your average classroom setting.

To ensure that all students get the most out of their class time, FLY expects that each student can:

- Read and write simple sentences;
- Work maturely with peers of different ages and levels; and
- Consistently follow the FLY Classroom Rules.

### **Show Respect for Others \* Work and Play Safely \* Try Your Best**

We strive to work with families when behavior becomes an issue, creating an *Action Plan* between the student, teacher and family, when necessary. **Students who have difficulties following these rules and consistently disrupt the goals of the class, can be removed from the program without reimbursement of tuition.** Providing us with your student's learning needs/preferences, prior to the class session beginning, will help our staff and teachers ensure your child will be set up for a successful program.

**Student Absences:** FLY's top concern is student safety. It is very important for us to know if your child will not be attending class for any reason. If your student will be absent from a class, please call or email the FLY teacher or FLY office directly; most schools do not relay student absence information to us. When possible, let us know several days in advance or call us immediately if the absence will be in less than 24-hours. ***If your student is absent three times without prior notification sent to FLY, your student can be removed from the program without reimbursement of tuition.***

**Class Schedule:** We try our best to maintain classes as scheduled and advertised during the registration period. However, due to changes in teacher availability, space availability, families interest, PTA involvement and district permissions; all classes, schedules, days, times, room locations, frequency and teachers, are subject to change until classes begin in the Fall. Once a class is in session we try our best to maintain the program as scheduled. On occasion there may be a need to move room locations at the school, adjust the time slightly to allow for more/less passing time, have a change in teachers or cancel/reschedule a class day due to inclement weather or otherwise; in those events we will communicate all changes, via email and/or phone, as soon as we are able. In the event that we do not receive enough registrations to hold a potential class, the session will be cancelled entirely, and you will be refunded 100%.

**FLY Class Cancellations:** If a FLY class must be cancelled, we will add another class to the end of the schedule to make up the lost time. We will contact you via email only for cancellations with more than 48-hours notice. For cancellations within 48-hours of a class, we will make every attempt to contact you and the school by phone and email with the contact information provided upon registration. FLY will follow up with a revised calendar via email. The following are possible examples of a class cancellation:

- Emergency late start - No morning class
- Emergency early closure – No afternoon class



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- Emergency school closure – ALL FLY classes at the school, cancelled
- Emergency Teacher absence - Scheduled class will be cancelled
- Scheduled no school day – No class is scheduled
- Half Days – No afternoon class is scheduled

\*\*\*If you find that a FLY class is scheduled on a non-school day or half day, please let us know. There are never FLY classes on non-school days and no afternoon classes on half days.\*\*\*

**Dropping Off Students to a Morning Class:** Student safety is a top priority for FLY; it is important that you take your student directly to their class in the morning. Our FLY Teachers are in the classroom 10 minutes before and 10 minutes after each class to set up and take down. However, in the event that a teacher is running late, or another unexpected event occurs, it is important that you ensure the teacher is in the room when you drop off your student(s). We at FLY will contact you immediately via phone and email for any class updates or cancellations. Given the nature of a morning class, we recommend checking your email and voicemail before each class to ensure there are no last-minute updates to the schedule, especially in the winter months.

**Picking Up Your Student from an Afternoon Class:** Student safety is a top priority for FLY; it is important that your student is picked up promptly from their classroom by a parent/guardian. Please wait outside the room until class is dismissed to pick up your child. Notify the FLY office and/or teacher, in writing (email or physical note), if any of the following situations occur: student will be picked up by someone other than a parent/guardian, student has permission to walk home, student will be attending another afterschool program or activity, or for any other “non-typical” dismissal plan. If possible, please inform FLY of these circumstances during registration or as soon as possible before dismissal. ***We will not be able to release your student without prior written permission.***

**Late Afternoon Pick-up:** We understand that uncontrollable circumstances can occur. However, please be mindful of the teacher’s time and try your best to arrive on time for student pick-up. Contact the FLY office and/or teacher if you may be running late. This is imperative for student safety as some teachers may be unable to stay late to care for your child and the school office may already be closed. However, FLY teachers will stay with students until they are picked up by an appropriate person. All pick-ups are allowed a 10-minute grace period. ***Late pick-ups will be charged \$10 for every 5 minutes that you are late after the grace period. If you are late picking up more than 3 times, your student may be dismissed from the class without refund.***

**Presentation Days:** Each class holds two Presentation Days during a regularly scheduled class. We invite all families, friends and other guests, to attend a Presentation Day, where students will have a chance to show off what they have learned. The first Presentation is usually before (or shortly after) winter break and the Final Presentation is typically held toward the end of the session. Please check with your student’s FLY teacher for Presentation dates and times.

**Photographs and Videos of Your Child:** FLY takes both photographs and videos of all our classes for the following purposes:

- A Class Photo, to be applied to the *FLY Certificate of Achievement*, given to each student at the end of their class session.
- To be sent to your student’s school for posting in their year book and/or other school media
- Internal FLY use for growth and development of our program and teacher training
- Occasionally used for marketing and social media to promote the FLY program



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By registering your student, you agree to allow FLY to take pictures and videos of your student while they are in their language class. You may opt to have your student omitted from all photographs and videos at any time. If for any reason you do not want your child's picture or video posted online, please send us an email to [info@fl4y.org](mailto:info@fl4y.org).

**FLY Workbooks:** Students will receive a workbook and folder to keep their materials in, on the first day of class. Some teachers keep the folders and have the students bring home books. Check with your student's teacher to find out their preferences. Students should remember to **bring their books** to class each lesson, it is very important for students to always have their book in class. If a student loses their book, replacements can be purchased by ordering online here: <https://www.foreignlanguageforyouth.org/flyBuy> or by sending a \$5 check to Foreign Language for Youth, PO Box 1673, Edmonds, WA, 98020. Orders are fulfilled and shipped within 5 business days. Teacher's do not take orders or money for supplies, please contact FLY.

**Vocabulary CDs:** We offer an optional audio CD (2 discs) to go along with our first level Spanish, French and Mandarin workbooks, as well as, our second level Spanish. Each vocabulary word, dialogue and Total Physical Response is repeated three times in the target language. If your student spends time listening before bed or in the car, it helps them to learn and retain the language. CDs are \$20 and include shipping and handling. Order online here: <https://www.foreignlanguageforyouth.org/flyBuy> or mail a check to PO Box 1673, Edmonds, WA, 98020.

**Refund Policy:** FLY refunds 100% of tuition if requested two weeks before the first day of your registered class session or within 48-hours of all tuition purchases, and 50% refund, if requested before the second week of your registered class begins. Deposits and any tuition paid, will be fully refunded if your student is on a waitlist and does not get into a proposed class session. **Due to our small class size, there are NO refunds after the second week of the registered class session begins.** For specific refund details please see your applicable registration period:

- Pre-Registration (April 15 – June 30): The \$25 deposit will be fully refunded if registration is not completed by October 1<sup>st</sup>.
- Early Registration (July 1 – August 31): The \$25 deposit will be fully refunded if registration is not completed by October 1<sup>st</sup>.
- Registration (September 1 – Second week of purposed class session begins): In addition to the above mentioned refund policy, if for any reason we are unable to offer a proposed class session, the session will be cancelled and all monies refunded.

FLY does not refund the cost of CDs or workbooks, once delivered, due to the nature of these products.

In Partnership,

Konni Barich, Executive Director