



Fasttrack-Languages
Enrichment Program
Parent Handbook

Mission Statement

Our mission is to support students to grow in their communication abilities. The world can be explored through language: verbal and non-verbal. Therefore, we foster an environment where students develop language skills and start exploring a bigger world.

Fasttrack-Languages
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The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference.

Our Methodology

At Fasttrack-Languages, we believe our Communicative Approach and Montessori materials are key to bring interaction as both a means and the ultimate goal of study. Under this foundational belief, we help our learners develop their communicative competencies. During structured sessions, learners participate in-group work that requires negotiation and cooperation among their peers. Moreover, they are encouraged to enhance their confidence when using language through role-plays, singing, reading, story-comprehension, movement, and individual/group presentations.

Our Program

Fasttrack-Language program is designed for students to accomplish individual goals within a group. These goals include:

- ✚ Develop language skills
- ✚ Gain confidence and love for a lifetime of learning
- ✚ Develop coordination, balance, flexibility, strength, confidence and discipline through language development.

Our enrichment program runs all year round and caters to multiple ages of students.

Our Teachers

We strive to hire experienced and qualified instructors who enjoy supporting learning and growth. These qualified individuals are closely supervised and supported by a skilled linguist and certified classroom instructor with Montessori training.

Program Hours

Monday 9:00a.m – 11:00am 11:am 12:00pm 4:30–5:30p.m. 5:30 – 6:30 p.m.	Tuesday: 9:00a.m – 11:00am 11:am 12:00pm 3:30 - 4:15p.m. 4:30 – 5:30p.m.	Wednesday: 9:00a.m – 11:00am 11:am 12:00pm 3:30–4:15p.m. 4:30–5:30p.m.
Thursday: 9:00a.m – 11:00am 11:am 12:00pm 3:30 - 4:15p.m. 4:30 p.m. – 5:30 p.m. 6:00p.m. – 7:00.p.m	Friday: 9:00a.m – 11:00am 11:am 12:00pm 3:45 - 4:30 p.m. 4:30 - 5:30 p.m.	Saturday: 9:00 -10:00 a.m. 10:15-11:15a.m

Our Payments Options:

*Fees are charged based on the number of sessions the student will be attending per program-season. There are two seasons per year; **fall and winter / spring and summer**. It is Fasttrack-Languages' decision to collect the season payment in full on or before the first session of participation in our program.*

Please Note:

- ✚ **Full payment is due before the first session starts.**
- ✚ **Seasons are divided in two: fall and winter / spring and summer.**
- ✚ **We will not be offering more than one makeup session per season.**
- ✚ **Space is limited; contracted number of sessions at the start of the season may not be altered after an invoice has been issued.**
- ✚ **Make up sessions are allowed with advanced notice, and will have to be used within seven days of the missed class.**
- ✚ **Please make sure you choose the right day and time for your child's session.**
- ✚ **Typically, we will not be able to make any refunds after a season has started or ended. However; unexpected events do happen, we reserve the right to make full or partial refunds available to families whose situations merit.**

Enrollment

Documents to be completed and returned before starting a class:

- *Enrollment Form*
- *Medical Release Form*
- *Medical Information Form / Child Information Record*
- *Payment Information Given*

Communication

Proper communication between our parents and the teachers at Fasttrack-Languages is extremely important. Teachers will be sending home information on a regular basis through emails or a phone call if necessary. Concerns about any aspect of our program, or your child's development may be expressed to the program director, Johanna Ocampo.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

Drop-off and Pick-up Policies

Parents are expected to drop off their child at the center. The teachers are glad to assist you and your child at your drop-off time. Children must be picked up right after their session ends. No child will be released to anyone who is not authorized to pick up that child.

What to Bring

We do not offer any food or snacks to our students since they only spend a short period of time with us for any specific session. Please remember to bring a labeled bottle of water and snacks for your child if you believe they will need them.

Holidays

Fasttrack-Languages will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected.

Unexpected Closings

Fasttrack-Languages does not follow public or private schools' designated snow days. It is not common, yet we may open a little late if necessary and we may be forced to close due to a situation beyond our control (e.g., winter storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing or delayed start time.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owners. This Fasttrack-Languages *Parent Handbook* revised: March 2020.

Please remember our policies may change unexpectedly due to Covid-19. Read below our CURRENT regulations and actions for Covid-19 prevention and control.

- **Stay home when sick.**
- **Parents and caregivers must wear a mask when coming to our studio.**
- **Children must wear a mask when coming in and leaving our studio.**
- **Children must have their temperature taken before and after coming to the classroom**
- **Families who travel out of the NJ area must follow state protocols plus be tested before sending their children back to our classroom.**
- **Families, who expose themselves to environments where Covid-19 protocols are not taken, must stay home for self quarantine or get tested before coming back to our classroom.**

Illness

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill or displays an unknown rash, your child's instructor will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her peers. Your cooperation is greatly appreciated.

Center Happenings

Fasttrack-Languages makes every attempt to keep parents up to date on happenings here at the center and in the community. Informative emails are sent out at least 3 times a season. Notices are sent out at least monthly through email. **Please read them.** It is the parents' responsibility to keep up to date by checking their emails or calling the center.

Final Thoughts

Thank you for reading the Parent Handbook! We hope it gives you a better understanding of Fasttrack-Languages program. Your comments and input help us to continuously improve this documents and better meet the needs of all our families.

For more information about Fasttrack-Languages and our program, we encourage you to email us at info@fasttrack-languages.com / www.fasttrack-languages.com

Please feel free to call the Program Director, Johanna Ocampo, with other questions not addressed in this publication at (201)685-8220.

Here's to a year filled with excitement for learning and happy memories for all!

Thank you for choosing Fasttrack-Languages.

