

# McKee Language Schools

## McKee School, Sugarhouse Location

1417 South 1100 East  
Salt Lake City, UT 84105  
Gabriella: 801-831-2290

## Administrative Office

508 East 800 North, Suite #3D  
Orem, UT 84097  
Financial Office: 801-374-8854

## School Policies (Salt Lake City/Sugarhouse)

### 1. Registration

For your registration to be complete, you should review the policies below, submit the agreement and enrollment forms, and the registration fee.

All registration fees are non-refundable under any circumstances.

\$100 for the school-year core program and afterschool program  
\$100 for summer semester (which is a deposit attributed to the total summer cost)

### 2. Payment Options

**School Year Option** — Tuition is paid in advance for the full school year. You may pay by check, e-check, debit/credit card. You will receive a 5% discount for paying in full for the school year.

**Semester Option (Fall/Spring/Summer)** — You can pay by check, e-check, or debit/credit card. There is no 5% discount, and the amount is paid in full for the entire semester.

**Summer Option** — A \$100 deposit is due the date you register. The remaining tuition amount is then divided into two payments and processed on June 1st and July 1st.

**Monthly Auto-Pay Option** — You can pay by debit/credit card or e-check on a monthly installment. We do not accept checks. You will be required to fill out a Bill and Pay

Authorization Form. Your information will be entered in the payment system and on the 7th of each month, your tuition payment will be processed.

Tuition for the school year (Spring and Fall) is based on 160 school days and is prorated out September through May, into nine equal payments. Tuition for the summer is based on 10 weeks (2 days off in summer for holidays).

Monthly payments are prorated for the entire school year or entire summer and equalized — there is no reduction in the amount for months with fewer days, just as there is no increase in amount for months that end up with more class days.

Please Note —

If paying by credit or debit card, there is a 3% surcharge. If paying by electronic check, there is no fee. Please keep us informed of any changes to your card or checking account information (e.g. expiration dates, replacement of cancelled cards, bank account changes, etc.) as any declined charges will be assessed a \$10 fee.

If paying for the full school year or semester by check, it will need to be mailed to McKee Language School Administrative Office (508 East 800 North #3D Orem, UT 84097). Please make checks payable to McKee Language Schools. There is a \$10 fee for returned checks.

Delinquent accounts will be referred to a collection agency and a collection fee will be added to the original balance.

Please direct all financial inquiries to [accounts@ilp.org](mailto:accounts@ilp.org).

### **3. Tuition Obligation For The Entire Semester**

Once enrolled and you indicate that you are continuing/renewing, or make any payment, your tuition commitment is non-refundable for the entire semester.

You accept liability and legal obligation to pay tuition for the entire semester at the number of days you enrolled, even if your child misses days, never attends, or stops coming mid-semester. (Contact us for hardship situations which we will consider on a case-by-case basis). You are still obligated to pay the full tuition, even if you change your mind and your child does not attend at all or misses any number of days.

In the case that you wish to cancel, although you must still continue to pay for the semester, we ask that you give us a 30-day cancellation notice as a courtesy to the teachers to allow them to appropriately plan lessons, performances, and schedules.

#### **4. Schedule Changes**

Once your student registers for the semester, your schedule is set and we are staffed accordingly. Any change to your schedule after registration will incur a \$25 change fee.

#### **5. Discounts**

A one-time discount of \$100 is available for each referral who enrolls a student for a school year. You must request your referral discount via email to [accounts@ilp.org](mailto:accounts@ilp.org). To qualify, the person you refer must indicate your name in the appropriate place on their initial registration form and be enrolled, at minimum, one semester. The \$100 discount will be taken off your last month's tuition for the semester the person you refer has their child enrolled.

#### **6. On Time Pick-Up**

Please be sure that your children are dropped off and picked up on time. A fee of \$5 will be charged for each 15-minute increment children are dropped off early or picked up late, due to the extra hours our teachers need to stay before and after class for a child dropped off 15 minutes or more before class begins or picked up 15 minutes or more after class has ended.

#### **7. Missed Days**

If your child misses a day of class, there are no make-up days. 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. Pay-per-day is for returning students and must be approved by the director.

#### **9. Performances**

At the end of each semester we will have a Spanish performance. (Place and time will be announced). At the end of the Fall semester, the performance is generally a musical performance with songs in Spanish. At the end of the Spring semester, the performance is a graduation ceremony, with songs in Spanish. Please invite friends and family to support your children.

#### **10. 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 to be sure non-teaching administrative staff is available when you come. If you

would like to bring your child for a free trial day (or hour if you prefer a shorter time) please call to schedule an appointment so that we can keep our group size to eight children.

### **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. Concerns Or Questions**

If you have questions, please direct them to Gabriella at 801-831-2290 and not to the teachers at drop off/pick up.

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).