



PROGRAM GUIDELINES

Annual Tuition

The annual tuition for ESF Programs must be received prior to your child's first day of class to secure your child's placement, unless other payment arrangements have been made. No refund will be issued after the second week of class.

Payment may be completed on-line by going to the link below.

https://digitalartsdesigns.formstack.com/forms/wl_tuition_payment

You may also pay by check made payable to **ESF**. You may drop off or mail your payment to **ESF World Language Program**; c/o Eureka Union School District; 5455 Eureka Road; Granite Bay, CA 95746; Attn. Carolina Restrepo, Program Director.

Return Check Policy

In the event that your check or electronic check payment is returned unpaid for insufficient funds or an invalid account number, all bank fees will be charged back to the original account.

To discuss payment plans and/or need-based scholarships, please contact the Program Director directly at worldlanguagesprogram@gmail.com. Guidelines for scholarships are the same as School Free Lunch Program and a single scholarship will pay up to half of the annual tuition. Payment plans and scholarships must be approved prior to your child's first day of Spanish class.

Behavior Policy

School rules in effect during the regular school day apply to the World Language Program. Misbehavior and disruption to the class will not be tolerated. This year we will be enforcing a "two strikes, you go" policy. After the first incident, the student will be given a warning ("I") and the parents will be contacted. After the second incident, the student will automatically be dismissed from the program (IR=GO!). Any disciplinary issues that result in a student being sent to the principal's office will result in an immediate dismissal from the program. No refunds will be given in the event a student is asked to leave the program.

K-8th Grade Calendar

There will be no World Language classes when school is not in session. Afternoon classes will not meet on minimum and/or adjusted days. Morning classes (Excelsior and Ridgeview) may meet on some minimum/adjusted days (please check the calendar to see whether or not there will be morning Language classes on minimum/adjusted days). However, please keep your calendar in a safe place so that you always know when class is being held.

In the event a class must be cancelled, parents will be notified in advance and a make-up session will be scheduled.



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Class Meeting Time and Place

- **SPANISH TK - Kindergarten** classes take place directly after school. Students will be escorted by their regular classroom teacher to a pre-determined meeting location where they will be met by their Language instructor.
- **SPANISH 1st-3rd grade** classes will take place directly after school. 1st-3rd graders will walk over to a pre-determined meeting location where they will be met by their Language instructor.
- **SPANISH 4th-6th grade** classes take place before school from 8:00-8:50 am. Students are expected to walk to class on their own and are requested to arrive and be ready to go five minutes before class is scheduled to start. Class ends when the early bell rings allowing students plenty of time to drop off backpacks and enjoy the early morning recess!
- **ONLINE CLASSES (FRENCH, MANDARIN AND SPANISH)** Online Classes structure is 40 min Synchronous & 20 min Asynchronous, a Zoom link will be provided before the first day of class.

Grades/Credit

Students will not receive grades. They will also not receive language credit. However, we will conduct both formal and informal assessments throughout the year (including a placement and final assessment) to check on your child's progress. Students will receive certificates of participation at the end of the year.

Homework/Classwork

Being enrichment programs, there is no mandatory homework. However, we realize that many of our students would like to practice at home and we encourage them to use their newly acquired languages outside of the classroom.

We have also created an **Activity Book** for each level. Students will do activities in this book during class.

Parent Expectations

World Language enrichment classes meet two times a week. It would be unrealistic to expect your child to be fluent in any language at the end of the year.

The enrichment program introduces students to a new language and allows them to explore another culture in a fun and low-stress environment. Classes are conducted in the target language and using songs, games and activities, we try to create as many opportunities for students to communicate in Spanish, French or Mandarin. We start out by developing listening, understanding and speaking skills in grades TK-3rd grade and then move on to reading and writing skills in the upper grades.

Our curriculum incorporates two key methodologies: The Natural Approach to learning a language in which children will learn Spanish, French or Mandarin the way they learned their mother tongue and Total Physical Response in which students will show comprehension by giving a physical response to a question asked or command given. Some of your children may only reach the 1st stage of language (listening comprehension) by the end of the year. Please encourage them to use their new language skills as much as possible, but allow them to progress at their own pace. If your child understands what is being said in a foreign language after one year, then he/she is making great progress!



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Reporting an Absence

Whenever possible, please let your child's Language instructor or the Program Coordinator know in advance that your child will be missing Spanish, French or Mandarin class that day so that we can account for all of our students. We are not informed by the school office when a child is not in school or when a child goes home early. Your child's Language instructor will let you know during the 1st day of class orientation which method of communication is preferred (email with at least 24 hour notice, text message or phone call that day).

Snacks

Students attending afternoon classes are usually very hungry. We allow time for eating a snack and bathroom visits prior to the beginning of class. Please plan on sending a simple, healthy snack with your child on the days they are attending Spanish, French or Mandarin class. In light of the numerous nut allergies many students have, we would appreciate if parents do not send food items with peanuts in them.

Student Information Card (Our Emergency Card)

Please complete the Student Information Card (one per student) and return it to the school office prior to your child's first day of Language class. The Student Information Card serves as our Emergency Card. We must have the completed form in hand before your child will be allowed to attend class.

Please provide emergency contact information as well as information about any health conditions your child might have. All of our Language Instructors have been First Aid/CPR certified so that they are prepared to handle a medical emergency.

Supply List

In order to keep our cost reasonable to parents, each Language instructor will let you know if there are items your child will need for class. Things like crayons, dry-erase markers, disinfectants wipes, and such, are essential donations for our classes.

Transportation

Parents are responsible for the transportation of their child to and/or from the World Language Program. For morning classes, please drop off your child 5-10 minutes before class is scheduled to begin so that your child is in class and ready to go on time!

For afternoon classes, parents are asked to wait at the curb (front of the school), unless otherwise notified.

PLEASE NOTE: Please be courteous to the World Language instructor and arrive on time to pick up your child. Parents who are consistently late in picking up their child will be asked to remove their child (children) from the program.

Please indicate on the **Student Information Card** whether your child will be picked up after class (please list the designated person or persons), walk or ride a bike home, or if he/she will need to go to STAR after Spanish, French or Mandarin class.



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In the event your child will be attending STAR, please remember to let STAR personnel know which days your child will be attending Spanish, French or Mandarin class. Depending upon the school campus, either the World Language instructor will walk students to STAR or a STAR staff member will pick up students from the Spanish, French or Mandarin enrichment class.

Website/Communication

Your child's World Language instructor will inform you regarding the best way to contact her. Instructors will provide this information on the first day of class.

In the event of an emergency, please contact your child's Teacher. If you can't reach her, please call the school office directly and leave your name, child's name, a contact number, your child's World Language class and/or Spanish, French or Mandarin instructor.

Please check out our website at www.eurekausd.org/worldlanguages for program events, updates, and more.

For more information, or in the event you have any questions or concerns about the program, please contact Carolina Restrepo, Program Director at worldlanguagesprogram@gmail.com. When communicating with the Director, please include your child's name, grade, school and which class he/she is attending.