



# Spanish Quest

## Parent Information

### ▪ Fostering 2nd language acquisition & learning ▪

Our language programs: Spanish, French, & Mandarin Chinese

Dear Parents,

Please enjoy this amazing language experience with your child! Share your positive observations & insights concerning the target language and culture with your child. Encourage children to play the CD at home/in the car to practice listening. Let your children demonstrate with their flash cards & book what they are learning! This will excite them further to practice and engage in the language.

Hold realistic expectations: Learning a 2<sup>nd</sup> language is challenging! Like learning to play a musical instrument, it requires both time & effort.

Contact us immediately with your concerns/questions!

### **Materials for Children & Parents:**

- Age/level appropriate activity book
- Parent information packet
- Midterm progress report
- Parent invitations to visit classes
- Program evaluation form Informational
- On-line newsletter
- Certificate of participation
- Activity Book: For use in class\* and at home for extra practice. Parents can keep track of where the class is by looking at weekly lessons in the book
- Spanish Flash cards: Cut these up week by week; keep them in separate sandwich bags. Practice with flash cards at home reinforces what has been presented in class.
- CD: Bilingual in the target language with prompting in English: (Tracks 1-19 Intro + weekly class lessons, Track 20: Spanish Basics)

### **Benefits from even *Minimal* Daily Practice:**

Because children are naturally adept at acquiring language, learning by listening and imitating, they benefit from even a few minutes of daily or almost daily practice. Listening to the CD helps keep the ears tuned to the sounds of the target language and makes progress easier.

### **The Roles we play in 2nd language learning:**

*Child's role:* Brings book to class each week; cooperates in class; tries to do at least some listening at home each week.

*Teacher's role:* Models the target language for the children in class by using it as much as possible. The teacher will use posters, flashcards, and imaginative demonstrations to teach games, songs, dances, and more to help children learn the simple dialogs and variations from their weekly lessons.

*Parents' role:* Familiarity with the materials and general approach helps develop confidence in the process of second language acquisition. Use enclosed reward stickers to help motivate your child to memorize the key elements in each lesson, the same elements on the flash cards.

*SQ's role:* Oversees classes and stays in close contact with our teachers through workshops, training, phone and face-to-face communications. SQ urges parents to contact the Program Directors immediately with questions and concerns.

### **Special information for parents**

*Discipline and appropriate behavior:* Your cooperation is essential. Children will learn at the first class session that parents will be called if Behavior in class is unacceptable. Children who do not settle down after a phone call home, their official single warning, will be asked to withdraw from the class and parents will receive a prorated refund.

*Early dismissal days:* usually mean SQ classes are canceled. Please assume there is no class on an early dismissal day unless we have informed you otherwise.

*Make up classes:* Our program is defined by the number of weeks it runs. When a class does not meet, for whatever reason, it is not counted.



*Sack lunch suggestions:* To make the best use of every minute of class, teachers teach while children eat. Everyone benefits from simple, easy to eat lunches.

*After school classes, snacks & food allergies:* We think a quick snack consumed before class begins is a good strategy with hungry children. However, not all schools allow children to have snacks. When snacks are not mentioned on the enrollment form, children don't have permission to bring a snack. Because of food allergies, we discourage children from sharing snacks. If your child has a serious food allergy, please let us know so we can inform our teacher.

### **PLEASE READ - Important Dismissal & Lateness Policy:**

*Afternoon Classes & Prompt Pickup:* Teachers are expected to begin and end classes on time. Parents should be on site to pick up their children at dismissal time. Our teachers must not leave a child unattended if parents are late. Because they are paid to teach, not to wait for late parents, SQ will assess a \$1 per minute late fee for parents who are more than five (5) minutes late. Parents who are frequently late will be asked to withdraw their child from the class and receive a prorated refund.

### **Refund Policy:**

No one expects a child to say in the program if the child isn't happy. Consider the first 4 classes the trial period. **Parents who call, write, fax or e-mail** to withdraw a student during this trial period will receive a refund, minus a \$110 charge for the trial period, materials and enrollment fee. Beginning with the 5<sup>th</sup> class, all payments are due regardless of student's attendance. Parents are responsible for the total balance due, including all late fees, materials fees, etc. Exceptions are made only for long term illnesses or when a family moves away.

### **PLEASE READ - Other Language Learning Opportunities:**

SQ has a proven successful track record in High School Tutoring! Sign-up your Middle School and High School students to improve grades, prepare for exams, and make language fun! We also offer adult refresher courses, language for Education and Business, as well as interpreter services, family group classes, and group adult programs. Call us today!

