



Los Gatos-Saratoga Community Education & Recreation
123 E. Main Street Los Gatos 95030 Phone: (408)354-8700

Registration Overview & parent information
El Programa Español 2008 - 2009
LAKESIDE after school Spanish language immersion program



Parents:

El Programa Español is an on-campus Spanish instruction after school class offered for the first time this fall to Lakeside elementary students, grades 1-5. We are now in our fifth year offering this program in the Los Gatos School District and we are pleased to offer this program at Lakeside.

Beginning with the 2008-09 school year, Lakeside students in grades 1-5 enrolled in El Programa Español will attend two, one-hour classes per week from September through May. El Programa emphasizes small classes, native speaker instructors and a fun and academic way for your student to learn Spanish. Fluency in a second language is an increasingly important job requirement and this class will prepare your student to move on to secondary classes in this or another world language.

Please review the following information closely.

Students will attend two, one-hour classes per week during the school year, beginning Sept. 8, 2008. Music, art, conversation, hands-on activities and fun game-drills will all be applied in a supportive learning environment. Students are not graded, but are evaluated often to determine if they are at or above module proficiency in the class. Although there is no homework assigned, some teachers may send home optional learning work. Parents receive a weekly status report on material learned so that families can practice together. Spanish is spoken in class whenever possible and English is discouraged during class time. This curriculum was custom designed.

Please make your enrollment decision carefully. Consider your student's age, interests, ability to handle an extended day and any additional schedule of sports or other conflicting activities. Due to the year long timeframe of this program, tuition is payable in full before class begins. *Withdrawals with refund will only be given if the request is made before 4PM on August 22, 2008.* No pro-rated fees will be available under any circumstances. There are no exceptions to this policy. Submittal of registration form and payment indicates your agreement to the program structure. Please read the program information carefully and retain this document for your reference.

ADMISSIONS

Students are placed on a first-come basis. Once a class is filled remaining students will be placed on a waitlist. Vacancies that occur prior to the start of the Spanish year will be filled from the waitlist in order of registration date. If there are enough waitlisted students to open a second section of a class AND an available instructor can be found, new sections may be opened. **We request that registrations be submitted on or before August 15th, 2008.** *Cancellations with refund are available up until 4PM August 22, 2008.* Register early to assure placement.

PLACEMENT

Classes accommodate new students and those who may have some language exposure. Students are generally placed with other students in their grade. LGS Recreation reserves the right to place students for maximum educational benefit. Progress evaluations will be conducted.

DAYS & TIMES

The course format is 2 days per week/1 hour a day of after school Spanish including early dismissal Wednesdays. By registering you are committing your student to 60 minutes after school for instruction plus transit time to and from class.

Session begins September 8 - first day of M/W and M-Th class; September 9 - first day of Tu/Th class. Session ends May 20, 2009 – last day of M/W class and May 21, 2009 - last day of Tu/Th and M-Th class. No class on school holidays or minimum days.

TUITION

\$775 TOTAL Tuition is payable in full or in two equal payments. Half the total fee is required at time of registration. The second half must be paid before the first day of class for the student to be admitted to class. There will be no billing sent out for the second payment so parents are responsible for making the payment on time. Failure to make the payment could result in your student losing placement or being removed from class.

IMPORTANT INFORMATION PLEASE READ:

Enrollment Considerations:

- The registration form must be completed in-full when submitted, or it will delay your student's registration. A declined credit card will also delay your student's registration. *Please ensure that you clearly write down your e-mail address on the registration form. E-mail addresses are mandatory and are used for instructor weekly reports and other parent communications.* Please make sure that all listed phone numbers are current, accurate and clearly written. Our ability to contact you in an emergency depends on the accuracy of the information you give us.
- **NO CLASSES WILL BE HELD ON SCHOOL HOLIDAYS OR SCHEDULED MINIMUM DAYS.** You are responsible for ensuring that your student is aware of this schedule and does not come to class on a day when it is not offered. **THERE ARE NO ADDITIONAL REMINDERS ABOUT THESE DATES** – please consult your school calendar and be aware of these dates. LGS Recreation assumes no responsibility for date changes on school calendars that may affect this program. Class will be held on Wednesday early dismissal days with first and second graders attending class first, followed by the third, fourth and fifth graders in the next hour. During the first/second grader class time, the older students will attend a school-sponsored afterschool homework club for an hour and then go into Spanish.
- Confirmation of placement in the Spanish Program will occur in September during the two weeks prior to Spanish class beginning. Please make sure that you clearly write your e-mail address on the registration form and that you include current phone numbers – home, work and/or cell. Failure to write clearly or provide accurate phone numbers or e-mail addresses will jeopardize your enrollment.
- *Enrollment in the Spanish Program does not provide you with automatic registration for Clubhouse. Please contact the Clubhouse Director on your campus to sign up for the Clubhouse Program. Clubhouse number at Lakeside: 395-5125.*

General Processes

- On the first day of class and all subsequent days of class, students will all meet in front of their campus Clubhouse after school is dismissed. (In rainy weather an alternate meeting location for students will be announced.) Clubhouse staff will group students according to class rosters and students will be escorted to Spanish class by their instructors. At the end of Spanish, students will be escorted back to Clubhouse by their teachers for parent pick-up. For security reasons, please do not attempt to pick up your child from the Spanish classroom or any other campus location. Teachers are not allowed to release the students until they have reached Clubhouse and a parent is present. Failure to abide by these security requirements could result in dismissal from the program without refund.
- Students continuing on to Clubhouse after Spanish will be checked in. If your child remains on campus after Spanish class and is not registered for Clubhouse, he/she will be placed in Clubhouse for safety. If that occurs, you will be billed a **\$45 Clubhouse registration fee** plus the **hourly drop-in fee**. Please contact the Clubhouse Director for enrollment information if you are planning to have your child attend Clubhouse regularly before or after class.

Absences and Tardies

- Students must arrive at the Clubhouse meeting point on time. Students who arrive late after the Spanish teacher has already left with the class will not be able to attend Spanish class that day and will be placed in Clubhouse with a call to parents. Clubhouse staff cannot leave their posts to escort late students to Spanish. Please emphasize with your student the importance of arriving on time for class. It may also be necessary to alert your child's regular teacher to the need for your child to leave the room on time for Spanish class days.
- If you know that your student is going to be absent from Spanish class we ask that you call and alert us as quickly as possible. Absent notifications should be made no later than 1:00 PM of the class day by calling the Clubhouse staff on your child's campus. Clubhouse numbers are listed below. Failure to notify us will result in

a call to your home regarding your student not attending Spanish for that day. *Clubhouse number at Lakeside: 395-5125.*

- If for some reason your child needs to stop coming to Spanish, due to extended travel, conflicting activities or a particular problem, please contact your child's teacher **AND LGS Recreation** as quickly as possible and discuss this so that your child's teacher is aware, and can possibly assist you and your student. It is disconcerting to the teachers, program administration and the other class students when a child just stops attending.

Classroom Visits

- Parents may observe in a Spanish class only if they set up an observation date in advance with the instructor. Out of courtesy to the teacher, please contact your child's Spanish teacher in advance if you wish to observe. Drop-in observations will not be accommodated. During observation time the parent must not interact with the class or interrupt the instructor.

Behavior

- Parents are reminded that EI Programa students are expected to follow the same behavior rules required during the school day when attending Spanish class. EI Programa staff uses the behavior modification rules implemented at campus Clubhouse facilities. A copy of those rules is included in this packet. Students are expected to come to class on time, follow the teacher's directions and not disrupt class and learning for other students. **Any student, who continually disrupts class, bothers other students or does not obey EI Programa rules may be removed from the program with no refund.**

Curriculum

- EI Programa Español is an immersion-based program meaning that your child will be spoken to in Spanish for the majority of class time. Students will be encouraged to use as little English as possible during the class. Please prepare your child for this format. We expect students to learn at differing rates but via the evaluations, we expect to see a certain general level of ongoing proficiency from each student. You will receive evaluation results on your child. Although there is no formal homework for this program there may be learning enhancement exercises sent home by the teacher or communicated in the Friday status e-mail report. We encourage you to participate in these when they occur.
- The Spanish Program encompasses a study of both the Spanish language and of Spanish culture. Culturally specific music and songs, which may have religious overtones at Christmas, will be included as part of the overall curriculum. Class emphasis is on understanding aspects of Spanish culture from an educational perspective. Registration and participation in this program constitutes your agreement and consent for your student to study and participate in songs and music relative to the Spanish culture.

Contacts

Please address any questions you may have about EI Programa logistics, policies and fees that cannot be answered by your child's teacher, to Terry Clark at 408-207-4902 or by e-mailing terry@lgsrecreation.org

If you have any questions regarding the immersion curriculum and teaching methods of EI Programa please contact our curriculum consultant Alicia Barton at Alicia.barton@comcast.net

Please complete the attached registration forms for this class as directed. Registrations for EI Programa Español can only be taken in person at our office, via a readable fax containing ALL the required forms, or via U.S. Mail, as we need to retain a hardcopy of your registration form and your Clubhouse emergency form.



