

EasySpanish 2024-2025 Welcome Package

Dear Parent(s):

Thank you for signing up for the *EasySpanish* After School Learning Program. Our entire curriculum has been specifically designed for your children to learn and have fun! Throughout the year, your child will discover science, participate in art projects, sing songs, and play games in Spanish.

It is very important that you take the time to read the following information:

1. There **will not** be Spanish class on minimum days/holidays (this has already been factored into the curriculum). There **will** be classes on reoccurring minimum days.
2. **It is important that students are picked up on time, as there are no authorized personnel or facility available to monitor your children. If you are more than five minutes late to pick up your child, you will be charged a fee. For safety reasons, if your child is to be picked up by someone other than the person you have designated to do so, be sure that inform EasySpanish, explaining who will be picking your child up.**
3. **It is vital to your child's safety that you inform me if she/he will not attend class. I ask that you email or call me the day before with your child's full name and school.**
4. **Inform your child's teacher/daycare that your child will attend after school Spanish. Also, remind your child that they have after school Spanish on the days of the class so they do not get lost/confused after dismissal.**
5. Children must understand that this after-school class is just as important as their regular classes. They are there to learn, and they should respect their classmates and teachers just as much as they would in any other class. This is not a play period or a day care center. In the case of disciplinary issues, your child will be given two warnings before they will be required to call their guardians and be picked up.
6. Spanish workbooks will be provided to each student. The textbook will stay at school depending on the school. If your child takes the Spanish book home, they are responsible for bringing the book back every class. Homework will be provided upon request. The homework pages assigned will be marked with the date of the class. The homework must be brought to the following lesson. If you prefer to have an additional textbook at home, you can purchase one separately.
7. On occasion, we may reward students for excellent performance and participation, typically in the form of candy, fruit, cultural materials, or other rewards. If you would prefer that your child not receive such incentives, please notify me in writing as soon as possible, and arrangements will be made so your child will not feel left out.
8. *EasySpanish* has an open-door policy, that is, parents may visit their child's class whenever they choose. However, I would ask that you not visit until after the 3rd week. This allows your child to adjust to a new routine. Parent visits may cause students to become embarrassed and hinder their participation.
9. I would like to hear parent feedback about the program. Please contact me to express any concerns, suggestions, or questions that you may have throughout the year.
10. We want to ensure all students and teachers are healthy. Please do not bring your child to the Spanish class if they have any covid like symptoms.
11. There is a \$30 fee for payments through Zelle. All checks paid to Viviana Marchevsky and mailed to PO Box 3261 Los Altos, CA 94024.
12. Payments must be made before or on the first day of class. No refunds given after the first month.
13. **\$25 discount for referrals to the class.**

The entire *EasySpanish* faculty is looking forward to a productive, fun-filled year of learning.

Gracias,

Viviana Marchevsky
EasySpanish
(650) 964-7967 – Message
(650) 766-7740 - Cell