



PARENT/STUDENT HANDBOOK

2017–2018

WELCOME! BIENVENUE!

This handbook contains useful information for both parents and students regarding the daily operations of EFGS. You will find information highlighting some of EFGS program's policies and guidelines that are necessary for the safety and welfare of our students. This is also important information for volunteers and for parents to feel actively involved in their children's learning experience.

*Please read through this handbook, print it and keep it handy at all times.
Please share all this information with anyone who may pick up or drop off your child.*

EFGS's objectives are:

- To provide a quality program to help our students acquire, deepen and sustain their knowledge of French,
- To enrich our students' knowledge of the French and Francophone cultures,
- To give them a unique opportunity to practice their native language skills with other children.

Should you have any questions, please contact
Céline Bressler at celine@efgseattle.org

I- ADMISSION AND FINANCIAL INFORMATION

Admission requirements

All qualified students are considered for admission regardless of race, color, gender, religion, sexual identity, and national or ethnic origin.

Each applicant must demonstrate the ability to understand and speak French in order to be accepted in our program. Older kids (age 8-13) are required to have some basic reading and writing skills.

There will be no open enrollment during the year so as not to disrupt the classes (exceptions could be made early in the school year on a case by case basis).



Payments

The Annual Cost amount for the 2017/2018 school year is

Classes	Pre-enrollment	Tuition Fee
Regular Fees	\$150	\$1600
After May 31st, 2017	\$250	
if enrollment finalized after July 15th, 2017		\$1800

We offer 2 payment options for each class:

- **OPTION 1:** single payment of the tuition fee to be paid by July 15
- **OPTION 2:** monthly payments in 5 installments to be paid by the 15th of the month from July to November. After selecting this option, you will receive monthly bills on the 1st of each month.

Payment will be made through Paypal

Late payments

EFGS is a non-profit organization operating on limited funds. In order to allow us to guarantee the proper operation of the organization, we need all payments to be processed on time. It is the responsibility of each family to ensure that payments are made on time. EFGS will charge late fees in the following cases:

Late installment payment	\$50.00	Due with next payment
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If payment falls three weeks in arrears, we reserve the right to exclude your child from attendance until the balance has been satisfied. If you are facing serious financial difficulties, please contact treasurer@efgseattle.org so we may discuss a solution.

If you have questions about tuition payments or any other financial queries during the school year, please contact the EFGS Treasurer, Alain Durand at treasurer@efgseattle.org.



II- HEALTH AND EMERGENCIES

Emergency and Medical Form

It is imperative that we have all up-to-date medical information before September 1st, 2017.

Please notify the office in writing (info@efgseattle.org) of any change of telephone numbers, addresses or pertinent family situation. EFGS will not be held responsible in the case of an emergency if we cannot reach the parents because they have failed to provide up-to-date contact information.

Illness

Children admitted to the class should be in good health and toilet-trained. A child with a fever or who feels ill should not be sent to attend class. In case of a problem arising during the class (fever, illness, accident), the family will be contacted and asked to come pick up the child immediately.

Emergency procedures

Both locations have specific Emergency Procedures. Each teacher will receive a copy of them and will have them available to all adults present in class in the classroom binder. If you want to have a paper copy, please let us know and we'll give you one.

Emergencies

In case of a serious accident, the family will be notified immediately. If the family cannot be reached, the child will be transported to the hospital indicated on the Emergency Form filled out by the parents or to any hospital reasonably accessible.

Exceptional Medical Treatment

EFGS is not authorized to administer any medication to the children without the express and written permission of the parents. If a child needs to have prescription or over the counter medication administered during classes, EFGS requires to have written authorization from a health care provider and parent.

EFGS staff will not administer medication until the Medication Administration Permission Form has been fully completed and returned., Please provide us with a copy of the form you gave your child's full-time school. Email us at info@efgseattle.org if you need us to give you a form to fill out.

Parents/guardians of students with life-threatening conditions (severe bee sting allergy, severe food allergy, severe asthma, Epi-Pen, unstable diabetes, severe seizures, etc...), must inform EFGS and work with the school staff and the student's health care provider to create a health care plan. Different forms are available depending on your child's condition. All applicable forms have to be returned before the 1st day of school.



III- HOURS OF OPERATION AND SCHOOL CALENDAR

Redmond Saturday
Redmond Wednesday
Seattle Saturday

from 9:15am to 12:15pm
from 2:30pm to 5:30pm
from 9:15am to 12:15pm

There will be a recess for each group during the course of the class. It is upon teacher's discretion to determine how recess will be spent: as separate age groups playtime or an all-school activity time.

Drop off and pick-up

The students may arrive **no earlier than 10 minutes** prior to the beginning of class. Parents are required to wait with their children inside the building and/or by the assigned class until the teacher arrives and the classroom opens; under no circumstances should children be left unattended in the parking lot or elsewhere outside or inside the premises.

Late pick-up policies

If you are more than 15 minutes late picking up your child, a late fee of \$10 plus \$5 for each 5 extra minutes will be charged. We will send a late pick-up bill through Paypal and it will be due within 30 days. Continued disregard for the pick-up time or failure to pay the late pick-up fees can be cause for the child's termination from the program.

Tardiness

It is important that **all students arrive on time**. Late arrival means the student is missing important instruction and creates a disruption in the classroom. EFGS asks teachers to not interrupt classes for any late arrival student.

Teachers will keep track of all tardiness. When necessary, you will be contacted in order to discuss the problem.

Thank you for your understanding and support!

Sign in & sign out your children

Our policy is that every child must be signed in at drop-off and signed out at pick-up. Parents will have the opportunity to list any authorized persons who can pick up their child/children. Due to safety, students will not be released to any unauthorized persons without prior written communication to the teacher and site/parent coordinator.

Guests and or Class observations – All guests need to be pre-approved by EFGS

If a family with a child enrolled in EFGS program is interested in inviting a special guest in the classroom, the teacher and Program Director will have to be notified and approve it in advance.

Please note: For security reasons if a child is invited to join in a class, the guardian or parent of that child needs to stay on the premises.



Classrooms locations

- **Redmond**

The Overlake Christian Church is located on: 9900 Willows Rd NE Redmond, WA 98052
Specific classrooms have been assigned to EFGS. Convenient parking is available adjacent to the building.

On several Saturdays (dates to be confirmed on Academic Calendar), classes will be held at another location. More information will be sent during the schoolyear.

- **Seattle**

The Bertschi School Campus is located at: 2227 10th Avenue East, Seattle on Capitol Hill.
The classrooms assigned to EFGS will be in a specific building. Children will have access to an enclosed playground for recess. Parking is on the street but should be pretty easy on a Saturday morning.

School calendar

The calendar for the academic year will be emailed to you during the Summer and will be available on our website: www.efgseattle.org. The Redmond calendar follows the Lake Washington District school calendar, while Seattle follows the Seattle Public School one.

Vacations & Absences

Regular and punctual attendance is important to your child's progress. Please help your child develop good attendance habits.

Any absence needs to be justified in advance (when possible) and in writing to the assigned teacher or the Education Program Coordinator. If your child misses class, EFGS will not reimburse you. There are no make-up days available.

Emergency Closure

School may be delayed or closed due to unforeseen circumstances such as harsh weather conditions. In the event that severe weather occurs in our area, remember to always check the EFGS website as we will post information related to delays or closures.

What to bring to school

EFGS will provide textbooks and other materials for the academic year and these are included in the yearly tuition.

Each student is required to bring a book bag or a backpack to carry the supplies and manuals. Please remember to clearly mark your child's belongings with their first and last name. Please refer to the "Trousse de l'élève" (doc. sent mid-summer) and make sure your child/children has all the proper supplies at every class session.

Dress for school

For safety reason, we ask that children do not wear open toe or open back shoes. The children should also come appropriately equipped in case of sudden change of forecast (rain jacket or warm coat, etc...).



If the weather permits, we will let the children play outdoors and enjoy the playground and the field nearby!

Snacks - Our classrooms are all PEANUT & TREE-NUT FREE ZONE.

EFGS will not provide snacks. Be sure to pack a quick and healthy snack and a water bottle in your child's backpack (to limit trips in and out of the classroom and disruptions).

For the safety of children who have life-threatening peanut allergies, please no peanuts or nut products into our classrooms.

It is your responsibility to notify and inform us about your child's allergies or adverse reactions your child may have to certain foods.

Celebrations and special occasions

Teachers are free to celebrate students' birthdays in their classroom. To limit class disruptions and allergy issues we ask parents not to provide special treats that day. Thank you for understanding.

Notice that the celebrations that will occur in class will be in concordance with some of the customs and traditions from French speaking countries.

We will also celebrate "Noel/Christmas" as this tradition and custom is an integral part of the French/Francophone culture. No religious reference will be made.

Homework and proficiency evaluation/Reports

Homework may be assigned to enhance or reinforce classroom instruction. The duration and difficulty of homework will vary according to the student's grade level. These will sometimes be in the form of small projects and/or reading time to spend alone or with a parent. Make sure that a place and regular time are provided for homework to be completed.

Please direct your questions about assignments directly to your child's teacher.

Two Progress Reports (Bulletin de progression) will be delivered by the teachers: one in January and then later at the end of the school year. This will give you feedback about your child's progress and improvements of his/her proficiency level and about any concerns that may arise. If there is anything to discuss outside these reports, the teacher will let you know. One parent-teacher conference may be arranged if needed.

Library

The mission of the mobile library is to provide a selection of French printed materials such as books, magazines or comic books. These resources are a great support and complement the classes' curriculum; give students the skills they need to be efficient users of information and to encourage a joy of reading in French. The library sessions will be scheduled by the teachers and the Library Coordinator. All items can be checked out according to the library guidelines.



IV- BEHAVIOR AND DISCIPLINE

General Policies

All qualified students are considered for admission regardless of race, color, gender, religion, sexual identity, and national or ethnic origin.

Children and families alike should avoid all behavior, gestures or words, which are hurtful or disrespectful toward the school personnel, students or families.

By the same token, EFGS employees are forbidden any behavior, gesture or word that would indicate indifference or lack of respect for students or their families. The Board has adopted a “Child Abuse Prevention” Policy and all employees are required to uphold those policies.

Items from home

Apart from “sharing time” or “show and tell” when your child is asked to bring something to share with the class, students are advised to avoid bringing toys or valuables to school. Video game hand-held devices, iPod or MP3 players and cell phone usage is prohibited at all times in the classrooms and during recess. EFGS will not be responsible for any loss of personal property.

Discipline

Every teacher will present their class rules on the 1st day of class and will make sure that they are clear and understood by all students.

V- PARENTAL INVOLVEMENT & DONATIONS

Volunteering

We are hopeful that the spirit of volunteering will be deeply ingrained in all of us. We all share a common desire to create a comfortable, interesting and engaging atmosphere in which children will perfect their language skills and develop a French, or more largely a Francophone identity.

Volunteering enhances the experience that families, teachers and students have at school. It is a great way to get to know other EFGS families and to share information and ideas, while at the same time setting a good philanthropic example for our children.

What you can do to help

You can contribute your time and energy to a variety of activities that will directly benefit and enrich the education of our students. Whether you are helping in the classroom, with the library or helping the Board with community activities, researching, fundraising, editing of documents, you will make a difference and help EFGS grow and fulfill its mission.

Please do understand that it is important that all volunteering parents/guardians present on the premises make the effort to only communicate in French with the children, the teachers and other involved adults in the program.

We sincerely welcome your interest and involvement!



**Your involvement at home
(learning a language is a family affair
and without a doubt an investment).**

Our mission is to help your children maintain and develop their knowledge of the French language. To accomplish this, they will need a significant number of hours a week, not only with the French teacher, (3 hours is such little time compared to the 21 in France) but also at home.

If we want a child to learn to play a musical instrument, a single hour of learning with a teacher will not be enough for him to become a pianist or violinist. He'll have to practice regularly during the week to become more at ease with his instrument. The same goes for playing on a sports team. The same is true with the acquisition of another language: take every occasion to practice. We must make a priority of it if we want them to succeed.

At home, the best thing for the parents to do is to establish that the language is going to be French or one of the parent only communicates in that language with the children. At night, make sure they either listen to a recorded book, French radio or watch French television or that you simply read a book or fairytale to them in French.

It's by listening to French and reading in French that they will be able to memorize vocabulary, sentence structures and avoid literal translations from English.

It is important to have French books at home; to watch appropriate movies and DVDs in French and listen to French recorded books. Any opportunities to spend time in France, with cousins, grandparents, or even French summer camps are also great ways to sustain a good proficiency level.

Starting a written correspondence with a pen pal in France or from another Francophone country, and keeping in touch with family members in France, by mail or e-mail is highly desirable. Organizing sleepovers, picnics and other social activities with friends in French is another good idea.



Donations

As you know, EFGS is a non-profit organization with a 501-c-3 status, not affiliated with any political party or religious faith. Our goal is to be self-sufficient, with minimal operating expenses. Our organization is run exclusively by a group of parent volunteers.

- *Monetary Donations:* if you would like to make a monetary donation to EFGS, we would be most grateful. Our organization obviously requires money for operating expenses, such as classroom rentals, teacher salaries, insurance, materials. We do our best to balance our budget while staying affordable and as a result, tuition and fees don't cover 100% of the cost of running the program. Your donation will be tax-deductible.
- *In-Kind Donations:* will always be welcome and greatly appreciated. Any donation of French books, magazines, games, DVD, or other items will help us serve our mission and directly impact our students. Donations to your child's classroom for events like bringing a Galette des rois, making crêpes for the Chandeleur, bringing treats for our volunteers or similar contributions are always more than appreciated. Please do not hesitate to contact us and we will let you know about the specific items we might be in need of.

We look forward to working with you and your child.

*You are an integral part of your child's learning experience
and we value your contributions!*

Cheers to 30 great weeks of learning!

EFGS team & teachers of 2017-2018