



PARENT/STUDENT HANDBOOK

2018–2019

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 us
info@efgseattle.org

CONTACT phone number during class:

Seattle: (913) 732 -3347 – Kader or Jennifer will answer

Redmond: (913) 732 – 3346 – Nathalie or Celine will answer

Information covered in this handbook:

- I. Admission and financial information
- II. Health and emergencies
- III. EFGS program essential information
- IV. Behavior and Discipline
- V. Parental Involvement and generosity



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 7-14) are required to have some basic reading and writing skills appropriate with their age. A pre-assessment session is required for new students.

Payments

The Annual Cost amount for the 2018/2019 school year is

Classes	Pre-enrollment	Tuition Fee**	Material fee
Regular Fees	\$150	\$1700	\$0 to \$25 depending on the class
On June 1st, 2018	\$250		
if enrollment not confirmed by July 15th, 2018		\$1900	

We offer 2 payment options for each class:

- **OPTION 1:** single payment of the tuition fee to be processed on July 15
- **OPTION 2:** One deposit of \$400 and monthly payments in 5 installments to be processed on the 15th of the month. After selecting this option, all payment installments will be processed automatically at the due dates. There is \$50 Payment plan fee added to this option

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. Through the payment plan, all payments should be processed on time. However, your credit card service may block the auto-payments. In that case, you will receive a Payment Due invoice instead. It is the responsibility of each family to ensure that payments are made on time. EFGS will charge late fees if a payment is not made with 14 days of invoice:

Late installment payment	\$50.00	Due with next payment
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If payment falls four 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 us so we may discuss a solution.

If you have questions about tuition payments or any other financial queries during the school year, please contact us at info@efgseattle.org.



II- HEALTH AND EMERGENCIES

Emergency and Medical Form

It is imperative that we have all up-to-date medical information before September 15, 2018.

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 in the enrollment information 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. If you need a form, please let us know.

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.

No Nuts should be brought for snack.



III- EFGS PROGRAM ESSENTIAL INFORMATION

Redmond Wednesday
Seattle Saturday
Collégiens 3 Seattle Saturday

from 2:45pm to 5:45pm
from 9:15am to 12:15pm
from 9:15am to 11am

There will be a recess with bathroom break and snack time for each group during the course of the class. From October to May, most sessions, students will be able to go to the library to check out some books. As we are renters at both locations, we are to vacate the premises shortly after class. The Collégiens 3 class doesn't have a recess period but they will be able to check out books at the library after the class with a guardian.

Drop off

Redmond: The students may arrive in the classroom no earlier than 5 minutes prior to the beginning of class. Parents are required to wait with their children inside the building 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. Parents must sign in and out the classroom attendance binder.

Bertschi: The students may be dropped off on site no earlier than 9am. They will wait on the playground or the breezeway until 9:15am when the on-site coordinator whistles to go to their classroom. Students are required to wait outside the classroom until the teacher opens the door.

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!

Pick-up

Students should be picked up promptly at the end of class. **If you are 15 minutes late picking up your child, you will be charged \$10 and \$1 per minute late thereafter** (for example if picked up 20 minutes late, you will be charged \$15). Please note to **wait outside the classrooms** for the teachers to finish class instruction. Collégiens 3 students are not allowed to stay on the premises until the end of the other classes unless it is planned at least 7 days in advance and the \$20 aftercare fee has been paid.

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. At Bertschi, volunteers will sign in your child if you drop them off at the curb.



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 Head of school 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.

- **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. Drop off available.

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. 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. We would also email you no later than 2h before class.** Always be safe as we understand you may be delayed as well. EFGS will not reimburse in case of closure or delayed class. There are no make-up days available.

What to bring to school

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 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 **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 any other 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. ***The completion of homework is not required but highly recommended to increase the success of the student.***

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 and teacher's educational support

The mission of the mobile library is to provide a selection of French printed materials such as books, magazines or comic books which are age-appropriate. 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.

All items can be checked out according to the library guidelines. Teachers will also share and lend French material to practice at home. ***All the books, even those provide in class by teachers must be returned by the end of the school year. A fine will apply for each non-return for replacement.*** Be aware that age-appropriate French content may differ from what is considered age-appropriate in American schools.



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. You can also join the board for a deeper involvement in the association.

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 as much as possible.

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 parents 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 while still offering a high-quality service to your family. Among other things, donations allow us to maintain our established extra activities (school events, library...) and to stay competitive to attract and hold on to great teachers.

- **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, etc. Your donation will be tax-deductible. If your employer offer gift-matching, you can double your impact!
- **In-Kind Donations:** will always be welcomed and greatly appreciated. Any donation of tablets, French books, magazines, games, DVD, or other items will help us serve our mission and directly impact our students by supplementing the classrooms, library or selling them at the used book sale. Donations to your child's classroom for events like bringing a Galette des rois, making crêpes for the Chandeleur or similar contributions are always more than appreciated.
Please do not hesitate to contact us at info@efgseattle.org 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 of 2018-2019