

## SCHOOL REGULATIONS - School Year 2018-2019

### 1. ADMISSION:

Prior to admission parents are required to meet with the head of the German Language School. Students (age depending) will have to take a placement test.

Classes are offered:

Wednesdays: 4:15 P.M. - 6:30 P.M.  
and / or  
Saturdays: 9:30 A.M. - 12:00 o'clock, NOON

A one time non-refundable registration fee of \$ 150.00 for all new students is required.

### 2. COST OF LANGUAGE COURSES:

<b>First Child:</b> \$1, 300.00	<b>Second Child:</b> \$ 1, 250.00	<b>Third Child and more:</b> \$ 1, 200.00
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### 3. PAYMENT:

A \$300.00 non-refundable tuition deposit and a \$150.00 non-refundable registration fee (for new students only) is/are due by May 15, 2018.

Full payment is due by August 15, 2018. After that date a late fee of 1.5% per month (annual rate of 18 %) will be added. In the event that tuition is not paid when due, the German Language School at German International School New York reserves the right to prohibit a student's participation in any academic or school activity.

Please make check/s payable to: German International School New York / Memo: Language School

### 4. WITHDRAWAL POLICY:

Requests for refunds must be made in writing to the German Language School at German International School New York. Registration fee and tuition deposit are not refundable on any withdrawal.

Our withdrawal policy provides for refunds as follows:

<i>100% prior to first class</i>	<i>75 % prior to second class</i>	<i>50 % prior to third class</i>	<i>There will be no refund after the third class.</i>
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Allow 6-8 weeks for refunds. Your registration acknowledges the school's refund policy. (Please note: Failure to attend class does not constitute an official "DROP".)

## **5. RETURNED CHECKS**

Any collection fees incurred by the German Language School at German International School New York are the parent's/ / or legal guardian's responsibility. A \$50.00 bank fee will be charged on returned checks.

## **6. ACKNOWLEDGMENT OF REGISTRATION**

You will be notified only if a class is canceled.

## **7. TEXTBOOKS and/or Materials**

There will be a charge on textbooks and/or materials. Please make check payable to: German International School New York / Memo: Language School.

## **8. REPORT CARDS**

The German Language School at German International School New York will present Report Cards to those who successfully meet course requirements and maintain 80% attendance.

## **9. ABSENCES**

Absences have to be reported to the office of the German Language School by the child's/children's parent or legal guardian prior to the beginning of each lesson. Please send E-Mail to: [languageschool@gisny.org](mailto:languageschool@gisny.org)

## **10. CLASS CANCELLATIONS**

Parents/ Guardians will be informed via E-mail or School Closings will be posted online: [www.gisny.org/languageschool](http://www.gisny.org/languageschool)

## **11. DAMAGE OR LOSS OF PERSONAL PROPERTY**

Damage to or loss of personal property or injury on premises or off-site: We do not assume any responsibility, either real or imposed, for the loss of personal property or injury of any student.

## **12. DISMISSAL**

The German Language School reserves the right to dismiss students due to improper conduct and/or lack of attendance.

## **13. RELEASE OF SCHOLASTIC RECORDS**

Scholastic records will be sent to individuals or institutions within the United States upon written request. A service fee of \$25.00 for official documents will be charged.

## **14. Early DROP-OFF FEE and LATE FEE**

An EARLY DROP OFF FEE and a LATE FEE of \$1.00 (per child) is charged for each minute to parents/guardians who drop off their child/children and leave before 4:15 PM on WEDNESDAYS, and 9:30 AM on SATURDAYS. Parents/Guardians who fail to pick up their child/children after 6:40 PM on Wednesdays and 12.10 PM on Saturdays will be charged a LATE FEE (\$1.00 a minute) as well.

**Please do not drop off and pick up your child/children from ROGER PLACE.**

March 2018

Dear Parents,

This letter provides information on how we operate.

We encourage students and family members to keep the school calendar handy and use it as a planning tool. **Please check the web site frequently to view calendar updates, newsletters and school closings:** [www.gisny.org/languageschool](http://www.gisny.org/languageschool)

### **ELECTRONIC MAIL – YOUR FASTEST FORM OF ONGOING COMMUNICATION**

We invite parents and staff members to connect through e-mail frequently. E-mail provides a private, direct connection between staff members and parents/guardians. We have found that e-mail is more effective than phone calls as teachers and parents are not always available for phone conversations at the same time.

### **ATTENDANCE – KEY TO SUCCESS!**

#### **Wednesday Session**

Good attendance supports success! We want students to be in school for every class. If a student must be absent, parents should send an E-Mail to [languageschool@gisny.org](mailto:languageschool@gisny.org) or call the school (914) 948 6513 Ext. 203 before 4:00 PM. Parents should clearly state student's and teacher's name, and tell us how long the student will be absent, or if the student will be arriving later in the day.

#### **Saturday Session**

If a student must be absent, parents should send an E-Mail to [languageschool@gisny.org](mailto:languageschool@gisny.org) or call the school (914) 948 6513 Ext. 203 before 9:00 a.m.

### **BEFORE AND AFTER SCHOOL**

#### **Wednesday Session**

We work to keep students as safe as possible before, after, and during classes. Parents, guardians, and students can help by following a few simple procedures. Students should **enter and leave the German International School New York** only through the **main entrance doors**.

Students are not supervised prior to 4:15 PM. It is the parent's/guardian's responsibility to supervise them. When students arrive, they should wait with their parent/guardian in the main lobby of the German International School New York.

At 4:15 PM, after the sound of the bell, teachers will receive their students in the main lobby and accompany them to their classrooms. At 6:30 PM teachers will accompany their students to the lobby and release them to their parent/guardian.

### Saturday Session

Students should **enter and leave the German International School New York** only through the **main entrance doors**. Students are not supervised prior to 9:30 a.m. It's the parent's/guardian's responsibility to supervise them. When students arrive, they should wait with their parent/guardian in the main lobby of the German International School New York.

At 9:30 a.m. teachers will receive their students and accompany them to their classrooms. At 12:00 o'clock, NOON, teachers will accompany their students to the lobby and release them to their parent/guardian. **Students whose parents/guardians are delayed have to wait in the lobby of the German International School New York.** Late pick-up fees do apply. (see Language School's Rules and regulations policy.)

### **BREAK TIME:**

Students have a break from:

**5:30 PM till 5:42 PM (WEDNESDAYS) / 10:30 AM- 10:45 AM (SATURDAYS)**

Students should bring nutritious snacks for themselves (e.g., fruit, sandwiches, water, juice etc.). Junk food like candy and chips, etc. are not appropriate.

***The GERMAN INTERNATIONAL SCHOOL NEW YORK IS A PEANUT FREE SCHOOL.***

### **IMPORTANT STUDENT DROP-OFF AND PICK-UP INFORMATION!**

We are always concerned about the safety of our students. The following procedures help us keep our students safe during high traffic times.

Parents/ Guardians driving their children to school are expected to drop them off in the main parking lot and accompany them inside the building. Please circle around the parking lot counter clockwise. Please do not use the bus loop in front of the school to drop off/ pick up students.

We appreciate everyone's effort to promote safety, respect, and responsibility.

### **FIRE DRILLS**

Regularly held fire drills are mandated by state law. Once the fire alarm is heard, all students, visitors, and personnel are instructed to leave the building and comply with all regulations regarding safety.

#### **School Rules**

Learn the basic classroom rules to have a safe and productive year.

No bullying. No profanity or inappropriate gestures.

No play-fighting, wrestling, hitting, poking, climbing trees, no running in any of the passing areas.

Gum chewing is not allowed.

Cellular phones or personal pagers are not allowed in the building and during break time. Some personal items, such as skate boards, roller blades, iPods, electronic games, toys, collector cards, radios, CD/tape players, cameras, video cameras, aerosol sprays, matches, lighters, etc., must be left at home.

Clothing worn by students should be neat, clean, and presentable.

Hats are not permitted indoors.

## **WHO SHOULD PARENTS CONTACT?**

The best source of information is always the adult who initially provided the information and is closest to the situation. Questions about student progress, assignments, tests, project timelines, and other class related information, should be directed to the teacher responsible for the class. He/ She will be happy to advise parents on the best resources to provide support.

Thank you for your cooperation.

Sincerely,

MARIAANNA ZOSE  
Head of Language School