



# Parent Handbook 2018-2019

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## Qué Tal Language Program Mission

The mission of the Qué Tal Language Program (“Qué Tal”) is to enrich the lives of children through learning the Spanish language and celebrating the Spanish speaking cultures of the world.

## Legal and Administrative Structure

Qué Tal Language Program is a 501c3 non-profit organization guided by a volunteer Board of Directors that may include current and past parents, program staff, local school teachers or staff, and individuals from the larger community.

***Qué Tal relies upon the involvement of parent volunteers at various levels in order to maintain a well-run yet cost effective program.*** Parents are encouraged to talk with the office staff about ways in which they can volunteer to enhance the learning experience of their students.

**IMPORTANT INFORMATION:** Que Tal is a 501(c)(3) non-profit organization and not a daycare center. We offer before- and after-school Spanish classes, as well as an after-class program in the afternoon to support parents needing a later pick up time. **Occasionally we receive questions about the use of FSA dollars to pay for Qué Tal expenses. We recommend checking with your accountant and/or benefits administrator for guidance on this topic.**

## Program Philosophy

Qué Tal (pronounced “kāy tǎl”) is a high quality language program that provides daily exposure to Spanish for children in kindergarten through middle school. Research shows that the optimum age for beginning language instruction is between the ages of 4-8 and that learning a foreign language at an early age enhances cognitive and communicative ability in children.

Qué Tal focuses on effective communication and may provide the foundation for your child to advance in language studies. We use the Spanish curriculum *Viva el Español* from McGraw-Hill Company for grades K-4. Grades 5-8 use the *Realidades* curriculum from the Pearson Company. We use culture, music, games, and history with the daily reinforcement of activities and practice to keep students involved and learning.

Qué Tal’s primary emphasis for our teachers is that they have native speaker ability, display excellent teaching qualities and have a love of teaching children. Our teachers have university and/or post-secondary training and experience in a variety of fields. Several have education degrees and daily experience in educational settings.

## WAYZATA Program Components

Registration is for a full school year. Qué Tal operates Monday through Thursday for our **afternoon elementary (grades K-5)** sessions with two different schedules (Tiers 1 & 2, based on school dismissal times).

For **middle school grades 6- 8**, Qué Tal operates in the morning three times a week, Tuesday to Thursday.

Qué Tal follows the Wayzata School District calendar regarding holidays and scheduled breaks.

Students are assigned to classes based on grade level and ability. After their first year of classes, students are evaluated carefully to see what level is best for them. This evaluation includes language comprehension and usage, maturity level, grade level, and speed of learning. Each student learns at a different rate. There will be students who are moved ahead and there will be students who are asked to repeat a level. Parents should understand that as students grow into language comprehension and usage, as well as in their personal maturity, there will be different stages of learning a language.

## Severe Weather Closings

Qué Tal policy indicates that during severe weather conditions, it shall close whenever the Wayzata School District issues a school closing. Tune into WCCO 830 radio and WCCO (channel 4), KSTP (channel 5), or KARE (channel 11) television for information on school closings or log into <http://minnesota.cbslocal.com/tag/school-closings/>. Also, the Wayzata School district notifies parents by phone, text and email.

**Morning classes will be cancelled on any late start days.**

**Afternoon classes will be cancelled on early closure days.**

**When the Wayzata District cancels after school "activities" and regular afternoon transportation routes run as normal, Qué Tal operates as usual.**

### **Kimberly Lane, Plymouth Creek, Meadow Ridge: Elementary classes after school.**

Classes meet from 2:50 pm to 3:45 pm every Monday through Thursday that Wayzata schools are in session. Students are bused from their schools by the Wayzata Schools bus system to St. Barnabas Lutheran Church, 15600 Old Rockford Road, Plymouth, MN.

An optional snack time is scheduled from 2:30 pm to 2:40 pm. Parents are encouraged to follow the safe snack list provided by Qué Tal (see Appendix on page 17). Please abstain from sending snacks containing peanuts & tree nuts.

Parents are to sign out and pick up students after class no later than 4:00 pm at St. Barnabas Lutheran Church. **Parents late in picking up their student(s) will be**

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**charged \$1 for each minute late and billed on a monthly basis.**

**Birchview, Sunset Hill & Gleason Lake: Elementary classes after school.**

Classes meet from 3:50 pm to 4:45 pm every Monday through Thursday that Wayzata schools are in session. Students are bused from their schools by the Wayzata Schools bus system to St. Barnabas Lutheran Church, 15600 Old Rockford Road, Plymouth, MN.

An optional snack time is scheduled from 3:20 pm to 3:40 pm. Parents are encouraged to follow the safe snack list provided by Qué Tal (see Appendix on page 17). Please abstain from sending snacks containing peanuts & tree nuts.

Parents are to sign out and pick up students after class no later than 5:00 pm at St. Barnabas Lutheran Church. **Parents late in picking up their student(s) will be charged \$1 for each minute late and billed on a monthly basis.**

**Greenwood & Oakwood: Elementary classes after school.**

Classes meet from 2:40 pm to 3:35 pm every Monday through Thursday that school is in session. Students meet at Peace Lutheran Church, 3695 County Road 101, Plymouth, MN.

An optional snack time is scheduled from 2:30 pm to 2:40 pm. Parents are encouraged to follow the safe snack list provided by Qué Tal (see Appendix on page 17). Please abstain from sending snacks containing peanuts & tree nuts.

Greenwood students are escorted from Greenwood to Peace Lutheran Church. Home Base students are escorted back to Greenwood following class. Students are expected to listen carefully and follow all directions for safety reasons as they are walked from the school to the church and from the church to the school. Handbook discipline procedures will be enforced as they are walked to and from the school and church.

Oakwood students are bused, by the Wayzata Schools bus system, from school to the church each day that Qué Tal is in session.

Parents are to sign out and pick up students after class no later than 3:45 pm at Peace Lutheran Church. **Parents late in picking up their student(s) will be charged \$1 for each minute late and billed on a monthly basis.**

**After class program (El club)**

For parents not able to pick up their students after the Spanish class, we offer, for an additional fee, an alternative program (el Club) with a variety of indoor activities where they can stay in a safe environment. (Including Fridays for an additional fee).

At the Peace location, hours of the after class program are as follows:

Monday to Thursday until 5:30pm. (and Fridays from 2:30 to 5:30pm )

At the St Barnabas location, hours of the after class program are as follows:

Monday and Thursday until 5pm or 6pm (and Fridays after regular school until 6pm)

### **All Middle Schools – Before School**

A before-school class is offered for middle school students Tuesday to Thursday from 7:40 am to 8:30 am.

Classes meet at St. Barnabas Lutheran Church, 15600 Old Rockford Road, Plymouth, MN. Parents are expected to drop their students off by 7:35 am to ensure classes can start on time.

Students are bused to Central, East, and West Middle Schools following class.

### **EDINA Program Components**

Registration is for a full school year. Qué Tal operates Monday through Thursday for our afternoon elementary level sessions. For an additional fee, students are bused from Highlands, Countryside and Creek Valley by our leased transportation to our location at Calvary Lutheran Church. Qué Tal follows the Edina School District calendar regarding holidays and scheduled breaks.

Classes meet from 2:55pm to 3:50pm every Monday through Thursday that school is in session. Students meet at Calvary Lutheran Church, 6817 Antrim Road, Edina, MN.

Students are assigned to classes based on grade level and ability. After their first year of classes, students are evaluated carefully to see what level is best for them. This evaluation includes language comprehension and usage, maturity level, grade level, and speed of learning. Each student learns at a different rate. There will be students who are moved ahead and there will be students who may be asked to repeat a level. Parents should understand that as students grow into language comprehension and usage as well as in their personal maturity there will be different stages of learning a language.

### **Severe Weather Closings**

Qué Tal Policy indicates that during severe weather conditions, it shall close whenever the Edina School District issues a school closing. Tune into WCCO 830 radio and WCCO (channel 4), KSTP (channel 5), or KARE (channel 11) television for information on school closings or log into <http://minnesota.cbslocal.com/tag/school-closings/>. Also, the Edina School district notifies parents by phone and email.

**There are no Qué Tal Classes on early dismissal days.**

## **BOTH DISTRICTS (Wayzata & Edina) Program Enrollment**

Qué Tal Language Program accepts applications for registration without regard to race, religion, gender, or national origin. All children accepted for the Qué Tal Language Program must consistently demonstrate appropriate social skills, follow adult direction, show readiness for learning, and follow safety rules.

Qué Tal strives for class sizes in the elementary level of 14 to 18 students and in the middle school level, of 12 to 15 students. These numbers are based upon an effective teaching environment and financial stability. Classes are filled on a first come, first served basis.

Enrollment is for the full school year. Because Qué Tal is a small non-profit and runs on a tight budget based upon enrollment numbers, **parents are expected to pay for the full year of classes. See Refund Policy below.**

**Elementary School: \$1,740.00 per year**

**Middle School: \$1,275.00 per year**

### **Refund Policy**

Withdrawals received 15 days prior to the first day of school will receive a refund of all amounts paid less a \$100 cancellation fee.

**Withdrawals received within 15 days of the first day of school or after school starts will not receive a refund unless the family is moving out of the District or for health reasons that advise against continuing in the program. In these cases, tuition will be pro-rated less a \$100 cancellation fee.**

### **Smart Tuition**

Qué Tal partners with Smart Tuition to manage tuition billing and payments.

The Wayzata school code is 11549.

The Edina school code is 12821.

Smart Tuition handles everything related to tuition (payments, installments, receipts, statements, etc.). If you need any tuition information, please contact Smart Tuition directly. Qué Tal does not issue financial information handled by Smart Tuition. Please make sure you update your contact information with Smart Tuition as we are unable to make those adjustments.

### **Annual Parent Meetings, Middle School Curriculum Night and Elementary Open Houses.**

All families are encouraged to attend these events. Dates will be announced in



advance. **New families are expected to attend to help their students succeed**

For middle school students the annual parent meeting is held in September in combination with Curriculum Night.

## **Thursday Folders & Communications**

Elementary teachers will send Thursday folders home basis. **The information sent home in the folders includes important updates for the parents. Please read them carefully.**

General information about the Qué Tal program is sent by email and posted on our website. Please keep a current email address that you check regularly on file with the Qué Tal office. Please check your email on a regular basis to see if there have been any communications from Qué Tal.

## **Quarterly Student Progress Reports**

Quarterly progress reports are prepared for every student. They are sent home by email through Jupiter Ed. **Your receipt confirmation is appreciated** as this is the only way we can be assured that parents have seen the progress reports.

These reports are published on or around:

2<sup>nd</sup> week of November

First week of February

2<sup>nd</sup> week of April

Last week of school (June/end-of-the-year evaluations)

The year-end evaluation will be used to determine placement for the following year.

Parents are free to communicate with their student's teacher by email or telephone any time during the year. If there are specific concerns, we strongly recommend that parents talk with their student's teacher first. If further communication is needed, please contact the Executive Director and/or Teacher Lead. The teacher email addresses are listed at the end of this document.

## **Attendance and Tardiness**

Daily attendance is required in the Qué Tal Program. Students who miss more than three classes will begin the disciplinary process noted under the title "Persistent Unacceptable Behavior."

When students miss class on a regular basis they fall behind the rest of the class; we expect them to work at home to catch up.

Qué Tal recognizes that students do get sick, have family situations that require

absences, and may periodically have school functions that require them to miss a class.

Students are required to be at their classroom at the start of the scheduled class time. Students who are consistently late will begin the disciplinary process noted under “Persistent Unacceptable Behavior”.

The start of your child’s classroom time is noted by location.

If you are planning a family trip or your student will miss several days of class, please inform their teacher so work can be given to keep the student current with the class. The teachers’ emails are listed at the end of this document.

## **Absences**

To ensure the safety of your children, we require that parents notify us if your child will not be attending class.

On the day of the absence, please email the student’s teacher and the Office Manager ([office@quetalwayzata.org](mailto:office@quetalwayzata.org)). Future absences can also be reported by emailing the student’s teacher and Office Manager.

**If we need to contact you to locate your child, you will be charged a \$10 Absence Confirmation Fee, which will be billed on a monthly basis.**

Special Arrangement: Qué Tal does not encourage absences on a weekly basis in order to attend extra-curricular activities, such as choir, chess club, etc.

## **Security**

**Wayzata.** As an important security measure, we ask that for morning (Middle School) classes you make sure that your child has entered the building before you leave. Equally important, we request that you enter the building when picking up your child at the end of afternoon classes (elementary) so that you can sign out your child.

**Edina.** We request that you enter the building when picking up your child at the end of afternoon classes so that you can sign out your child.  
Parents must come to the classroom to retrieve their student for early dismissal.

We will release a child only to someone authorized by you and noted on the Qué Tal Language Program Child Information Form on file. If there is a change in your child’s pick up procedure or you require early dismissal, please send a written note or email to the teacher. Students will not be dismissed without written permission from parents or guardians.

Qué Tal will conduct fire and safety drills at the beginning of the year to ensure the safety of the children in case of an emergency. Teachers will review all such procedures with their students.

## **Behavior Guidance**

Our philosophy is that every child has the right to learn and that no child may prevent another from learning. Every child has the right to feel safe while they are learning.

Qué Tal has basic expectations for students to remember:

1. We respect ourselves, others, and property
2. We behave in a safe and orderly way
3. We act as responsible citizens
4. We use appropriate language
5. We follow the directions of the person in charge

Our basic classroom philosophy is: **Be Kind, Be Safe, Work Hard**

### **Behavior expectations for students at the locations where Qué Tal classes meet**

1. Upon entering the building, go directly to the classroom
2. If waiting in line, wait quietly and seated (no eating allowed)
3. Greet attendance person and teachers politely in Spanish, "Buenos Días."
4. Hang up or set down coats nicely and place backpacks by coats
5. Follow our dress code( see appendix)
6. Never throw anything
7. If teachers are not in the classroom, sit quietly at a table in the classroom
8. No running
9. No yelling
10. Never enter the sanctuaries
11. Never draw, write, or scratch on any walls, floors, or parts of the church
12. Keep hands off of all windows and walls
13. Do not knock on doors unless you want to enter the room
14. No climbing trees, rocks, bricks, or other outside property
15. No use of cell phones, personal electronics, or any other items not approved by teacher

### **Unacceptable Behavior includes but is not limited to:**

1. Consistently interrupting the class discussion
2. Consistently distracting others and not being engaged in the classroom
3. Frequent absences or tardiness
4. Not turning in homework (Middle School classes)
5. Physical aggression (pushing, shoving, hitting, etc.)

6. Unwanted touching of another student
7. Demeaning behavior (name calling, teasing, or purposefully hurting others' feelings)
8. Inappropriate talk (swearing or sexual talk)
9. Purposeful destruction of class materials or equipment
10. Inappropriate sexual touching
11. Drugs, alcohol, tobacco, or weapons used or in possession during class
12. Interfering with the health and/or safety of another student

## **Persistent Unacceptable Behavior**

As a consequence of unacceptable behavior, Qué Tal staff may initiate any or all of the following actions:

- Parental notification via email or phone call. At this time either the teacher or parent may call for a conference to further discuss the situation.

If unacceptable behavior continues:

- Parent will be called and the child removed from class that day.

In the rare case of the same situation repeatedly presenting itself the student will be suspended:

- Suspension from the program for 1–5 days
- Disenrollment from Qué Tal with no refund for payments made

## **Disenrollment**

If a student's conduct proves he/she is unable to abide by the basic rules set forth for behavior and if staff and parents are unable to remedy the unacceptable conduct, the staff, with the approval of the Qué Tal Board of Directors, may remove the student from enrollment in the Qué Tal Language Program. In such a case, registration payments made to Qué Tal are nonrefundable.

## **Communicable Disease Policy**

In an effort to minimize the spread of infectious disease, Qué Tal follows the Wayzata and Edina Public School District's guidelines for exclusion from school in the case of contagious illness.

Parents are strongly encouraged to follow the district guidelines when considering Qué Tal attendance during illness.

Qué Tal encourages reporting of the following infectious diseases to their child's Qué Tal teacher and the Qué Tal administration office:

- Strep throat

- Head lice
- Chicken pox
- Influenza
- Infectious (viral or bacterial) rashes
- Conjunctivitis/pink eye
- Pertussis/whooping cough

Parents of classmates will be notified by email of possible exposure to any of the above illnesses to facilitate earlier recognition of symptoms, treatment and/or exclusion from Qué Tal and school while contagious.

## **Illness or Emergency**

A child should not attend Qué Tal if any of the following symptoms occur: fever, vomiting, or diarrhea (within 24 hours). Children also should not attend Qué Tal with any undiagnosed rashes, inflamed or matted eyes, severe colds, or sore throats. Qué Tal's policy on illness is consistent with the Wayzata and Edina School District's general practices regarding sick students.

If a child becomes ill, she/he will be isolated from other children. The parent will be notified and must arrange pick up of the child within 30 minutes. Parents must keep a current list of designated people who are authorized to pick up the child in the event of an emergency on file with the Qué Tal Language Program. These people will be contacted if the parent is not available.

In the event of an emergency, parents will be notified. When necessary, an injured child will be transported, by a local emergency unit, to the nearest source of medical care. If parents cannot be reached, the child will be transported, at the parent's expense, to the nearest hospital by a local emergency unit for treatment.

## **Suspected child abuse or neglect**

We will report any suspected abuse or neglect of children enrolled in the Qué Tal Language Program to the appropriate Hennepin County Social Services Agency (Child Protection).

## **Board of Directors**

The Qué Tal Board of Directors is made up of parents of students in the program as well as one teacher from the program and the Executive Director. If you are interested in serving on the Board of Directors or attending any of the meetings, please contact Francisco Peschard, Executive Director, or any of the Board members listed at the end of this document

## **Parent Participation**

Qué Tal Language Program is a non-profit organization run by the Qué Tal Board of Directors and a part-time Executive Director, a part-time Office Manager and a part-time Teacher Lead. Parental involvement plays a key role in the learning experience of the students and in the success of our organization. Parents may be asked to support the program in a variety of ways: assisting with student programs and learning events, helping make or distribute program materials, or other activities. We greatly appreciate parents becoming involved and having a vested interest in their child's learning experience.

## **Giving and Development – Opportunities to support the program**

Giving and development activities are important for funding that portion of the budget, which is not covered by tuition. Your generous gifts help to keep tuition costs as low as possible. We ask that every family make Qué Tal a giving priority and support our program through your fully tax deductible donations. If you would be interested in donating to a specific need within the program, please contact the Executive Director or the Office Manager to see what the specific needs are at that time.

Parents with knowledge and/or background in working with grants and grant writing are encouraged to volunteer their time to work with Qué Tal. If your company's foundation would be interested in the kind of program Qué Tal provides for children, please contact one of our board members with information about the program and the names of contact persons.

## **Parent Communication**

It is very important for us to maintain our commitment to excellence in providing Spanish language education for your child. If you have any questions, concerns, or comments, please talk with your child's teacher or send us an email. Email addresses for all staff and the Qué Tal Language Program Board of Directors can be found at the end of this Parent Handbook.

## **Data Practices Notice**

Qué Tal complies with the Minnesota Data Practices Act. The Board of Directors has been designated the responsible parties to collect, use, and disseminate data considered private and confidential. Information is only accessed when necessary for the administration and management of our Program. You may choose not to provide us with this information. However, we may not be able to enroll your child to Qué Tal without this information. Qué Tal does not share or sell data with other organizations. All information is kept in a server that is in compliance with the Health Insurance Portability and Accountability Act of 1996, (HIPAA). HIPAA is a U.S. law that governs the security and privacy of personally identifiable health information stored or processed electronically. This information is referred to as electronic protected health information (ePHI).

## Insurance

Qué Tal's insurance policies are all carried through Bremer Insurance Agencies, Inc., 633 Concord Street South 225. Saint Paul MN 55075, (651) 552-2424.

## Memberships

Qué Tal is member of The American Association of Teachers of Spanish and Portuguese (AATSP) and the Minnesota Council on the Teaching of Languages and Cultures (MCTLC).

## Teachers

Qué Tal's primary emphasis for our teachers is that they have native speakers' ability, display excellent teaching qualities and have a love of teaching children. Our teachers have university and/or post-secondary training and experience in a variety of fields. Some have education degrees and daily experience in educational settings. Additionally, several of our teachers have participated in national training in the Total Physical Response (TPR) methodology for language education. The teachers and coordinators work together on a consistent basis to develop and improve teaching techniques and materials, which will provide a Spanish program of excellence for our students. An atmosphere of mutual respect, trust, and appreciation for one another in our common commitment to enriching the lives of children through language education is the core of our working relationship.

### Teachers for 2018-2019 are:

#### Edina

Jessica Bortoni	<a href="mailto:jessica.bortoni@quetalwayzata.org">jessica.bortoni@quetalwayzata.org</a>
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Mary Vallejo	<a href="mailto:mary.vallejo@quetalwayzata.org">mary.vallejo@quetalwayzata.org</a>

#### Wayzata

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Alicia Xifra	<a href="mailto:alicia.xifra@quetalwayzata.org">alicia.xifra@quetalwayzata.org</a>

## Board of Directors 2018-2019

### *Officers*

Monica Graham	Chair of the Board	East Middle School
Brian Lannan	Vice Chair of the Board	Birchview
Bethany Kinahan	Treasurer	Meadow Ridge
Divya Raman	Secretary	Plymouth Creek

### *Directors*

Lisa Bachman, Edina	Director	Highlands
Gail Baumgart	Director	Kimberly Lane
Jim Clark	Director	Greenwood
Alyssa Erickson	Director	CMS/MR
Cindy Havel	Director	CMS
Rosie Heinert	Director	Gleason Lake
Karen Kaus	Director	Plymouth Creek
Kim Lavender	Director	Kimberly Lane
Molly Portz, Edina	Director	Cornelia

### *Staff*

Francisco Peschard	Executive Director
Natalia Cofone	Teacher Representative



## **APPENDIX – Safe Snack List**

Qué Tal has adopted a peanut-free policy to provide an educational environment that is safe for all students. Products containing peanuts, tree nuts and their oils will not be permitted in school. Parents are strongly encouraged to only purchase products listed below. Commercial bakery goods are not a peanut-safe snack.

Please always check the ingredient labeling and any warnings below the ingredient list. Each company has the right to change its products' ingredients at any time. (Please leave all treats in their original packaging when possible.)

### **CRACKERS AND CHIPS**

Nabisco Cheese Nips, Wheat Thins, or Triscuits  
Nabisco Ritz Crackers (original)  
Frito Lay Doritos, Fritos, Cheetos, or Sun Chips  
Old Dutch Tortilla Chips, Pretzels, or Potato Chips  
Sunshine Cheez Its  
Pepperidge Farm Goldfish (cheddar or pretzel)  
Rold Gold Pretzels  
Premium or Zesty Saltines  
Keebler Club Crackers  
Quaker Rice Snacks (cheddar, caramel com)

### **COOKIES**

Nabisco Barnum Animal Crackers  
Nabisco Nilla Wafers  
Nabisco Fig Newtons (regular) Nabisco Oreo's  
Nabisco Chips Ahoy (regular) Nabisco Teddy Grahams  
Nabisco Honey Maid Graham Crackers  
Keebler Scooby Doo Graham Crackers

### **FRUIT SNACKS/TREAT**

Betty Crocker Fruit Snacks, Fruit Gushers, Fruit by the Foot, Fruit Roll-Ups  
Kellogg Fruit Snacks  
Brach's & Mott's Fruit Snacks

### **OTHER**

Fresh or canned fruit (including applesauce)  
Fresh or canned vegetables  
Juice boxes  
Any yogurt without granola  
Yoplait Yogurt  
Sun Maid Raisins (regular and golden) Dole Raisins  
Jell-O Cups  
String Cheese  
Hunt's Individual Pudding Cups

## **APPENDIX. Dress code**

It is the policy of Qué Tal to encourage students to dress appropriately for school. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

It is our policy to permit our staff to make and enforce reasonable rules for our locations and to review these rules annually.

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity