



# Family Handbook

## 2025-2026

**Qué Tal Mailing Address:**

15600 Old Rockford Rd

Plymouth, MN 55446

[www.quetalmn.org](http://www.quetalmn.org)

(763)-208-3231

**Carly Kortuem**

Executive Director

Carly.kortuem@quetalmn.org

612-710-6109

**Elena Gandía**

Elementary Teacher Lead

Elena.gandia@quetalmn.org

612-802-9108

**Crystal Ray**

Office Manager

Office@quetalmn.org

Office: 763-208-3231

Cell: 612-201-8714

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## Qué Tal Language Program Mission

The mission of the Qué Tal Language Program (“Qué Tal”) is to Provide engaging opportunities to learn Spanish through classes and programs with authentic exposure to the language and culture.

## Legal and Administrative Structure

Qué Tal operates as a 501c3 non-profit organization, guided by a dedicated volunteer Board of Directors. Composed of current and past parents, program staff, local educators, and community members, the board steers our organization with commitment.

Parent involvement is integral to our program's success, fostering a well-structured and cost-effective environment. Parents are encouraged to connect with our office staff to explore opportunities for volunteering, enhancing their students' learning journey.

Please note that Qué Tal is a non-profit organization and not a daycare center. We offer before- and after-school Spanish classes, along with an afternoon program to accommodate parents needing extended pickup times.

If you're considering using FSA dollars to cover Qué Tal expenses, we recommend consulting your accountant or benefits administrator for guidance.

## Program Philosophy

Qué Tal (pronounced “kay tall”) is a high quality language program that provides daily exposure to Spanish for children Kindergarten through Middle School.

Qué Tal focuses on authentic and effective communication and provides the foundation for your child to advance in language studies.

### **Program Highlights:**

- **High-Quality Language Instruction:** Daily exposure to Spanish for children from Kindergarten through Middle School.
- **Optimum Age for Learning:** The best time to start learning a language is between the ages of 4 and 8. By starting our programming in kindergarten and continuing through 8th grade, we build a solid foundation for lifelong fluency.
- **Cognitive and Communicative Benefits:** Enhances cognitive and communication skills.
- **Focus on Communication:** Emphasizes effective communication skills in Spanish.

## Curriculum:

- **Grades K-3:** Uses the Viva el Español curriculum from McGraw-Hill Company.
- **Grades 4-8:** Uses the Auténtico curriculum from Savvas Learning.

## Teaching Methods:

- **Engaging Methods:** Incorporates culture, music, games, and history with daily reinforcement activities to keep students involved and learning.
- **Qualified Authentic Teachers:** All teachers are native Spanish speakers with university or post-secondary training, many holding education degrees and extensive experience in educational settings.

## Program Overview

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 16 students, in the middle school level 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.

As a small non-profit that runs on a tight budget based upon enrollment numbers, families are required to pay for the full year of classes. See Refund Policy for details.

## EDINA Program Components

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

Qué Tal follows Edina School District for severe weather closings.

Afternoon classes will be canceled on early closure days

See Severe Weather Policy for more details.

### Elementary School: Grades K-5

**Schools: Highlands, Countryside, Concord and Creek Valley**

Times: 3:00 – 3:55 pm

Location: Meetinghouse Church: 6200 Colonial Way, Edina, MN

Students are bused from their respective schools to Meetinghouse Church Monday - Thursday.

Snack (optional) time is scheduled from 2:45 pm to 3:00 pm. Parents are encouraged to follow the safe snack guidance provided by Qué Tal at the end of this document (see Appendix on page 16). COVID 19 might restrict snack options.

Parents are to sign out and pick up students after class no later than 4:05 pm at Meetinghouse Church. Parents late in picking up their student(s) after 4:05 pm will be charged a late pick up fee of \$40 per occurrence. Qué Tal reserves the right to require families to enroll in El Club after 5 occurrences of late pick ups.

## WAYZATA Program Components

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

Qué Tal follows Wayzata School District for severe weather closings.

Morning classes will be canceled on any late start days

Afternoon classes will be canceled on early closure days

See Severe Weather Policy for more details.

### **Middle School: Grades 6-8**

Classes are 3 times a week, Tuesday to Thursday

Time: 7:30 – 8:20 am

Location: St. Barnabas Lutheran Church: 15600 Old Rockford Road, Plymouth, MN

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

### **Elementary School: Grades K-5**

Classes are 4 times a week, Monday through Thursday.

Times vary by location.

#### **Schools: Greenwood and Oakwood**

Time: 2:40 – 3:35 pm

Location: West Metro Chinese Church (WMCC): 3695 County Road 101, Plymouth, MN

Greenwood students will be escorted from Greenwood to WMCC. Wayzata Kids students will be 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 will be bused, by the Wayzata bus system, from school to the church each day that Qué Tal is in session.

Snack (optional) time is scheduled from 2:30 pm to 2:40 pm. Parents are encouraged to follow the safe snack guidance provided by Qué Tal (see Appendix on page 16). COVID may restrict snack options.

Parents are to sign out and pick up students after class no later than 3:45 pm at WMCC. Parents late in picking up their student(s) after 3:45 pm will be charged a late pick up fee of \$40 per occurrence. Qué Tal reserves the right to require families to enroll in El Club after 5 occurrences of late pick ups.

**Schools: Kimberly Lane, Plymouth Creek, Meadow Ridge, North Woods**

Time: 2:55-3:50 pm

Location: St. Barnabas Lutheran Church: 15600 Old Rockford Road, Plymouth, MN

Snack (optional) time is scheduled from 2:30 pm to 2:55 pm. Parents are encouraged to follow the safe snack guidance provided by Qué Tal (see Appendix on page 16). COVID may restrict snack options.

Parents are to sign out and pick up students after class no later than 4:05 pm at St. Barnabas Lutheran Church. Parents late in picking up their student(s) after 4:05 pm will be charged a late pick up fee of \$40 per occurrence. Qué Tal reserves the right to require families to enroll in El Club after 5 occurrences of late pick ups.

**Schools: Birchview, Sunset Hill & Gleason Lake**

Time: 3:55-4:50 pm

Location: St. Barnabas Lutheran Church: 15600 Old Rockford Road, Plymouth, MN

Snack (optional) time is scheduled from 3:30 pm to 3:50 pm. Parents are encouraged to follow the safe snack guidance provided by Qué Tal (see Appendix on page 16). COVID may restrict snack options.

Parents are to sign out and pick up students after class no later than 5:05 pm at St. Barnabas Lutheran Church. Parents late in picking up their student(s) after 5:05 pm will be charged a late pick up fee of \$40 per occurrence. Qué Tal reserves the right to require families to enroll in El Club after 5 occurrences of late pick ups.

## El Club: After Class Programs

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

WMCC: Monday to Thursday until 5:30pm. Fridays from 2:30 to 5:30pm.

St Barnabas: Monday to Thursday until 5pm or 6pm. Fridays after school until 6pm.

Edina Meetinghouse: Monday to Thursday until 6:00pm

## Severe Weather Closings

### **Edina Location:**

In the event of severe weather conditions, Qué Tal follows the closures of the Edina School District. Stay informed through WCCO 830 radio, WCCO (channel 4), KSTP (channel 5), KARE (channel 11) television, or visit <http://minnesota.cbslocal.com/tag/school-closings/>.

### **Wayzata Locations:**

In the event of severe weather conditions, Qué Tal follows the closures of the Wayzata School District. Stay updated through WCCO 830 radio, WCCO (channel 4), KSTP (channel 5), KARE (channel 11) television, or visit <http://minnesota.cbslocal.com/tag/school-closings/>.

Qué Tal reserves the right to close programming independently in the absence of an Edina or Wayzata School District closure to ensure the safety of our students and staff. In such cases, families will be promptly notified via phone and email.

Please note:

Morning classes will be canceled on any late start days.

Afternoon classes will be canceled on early closure days.

## Refund Policy

Withdrawals received 90 days prior to the first day of school will receive a refund of all amounts paid less a \$100 cancellation fee.



Withdrawals received within 90 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 prorated less than a \$100 cancellation fee.

## Blackbaud Tuition Management

Qué Tal has partnered with Blackbaud tuition management to manage tuition billing and payments.

The Wayzata school code is 11549

The Edina school code is 12821

Blackbaud handles everything related to tuition (payments, installments, receipts, statements, etc.). If you need any tuition information, please contact them directly. Qué Tal does not issue financial information handled by Blackbaud.

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

We strongly encourage all families to participate in these events. Attendance is particularly important for new families.

Middle school students will not have an annual parent meeting; instead, there will be a Zoom meeting for 6th grade families held in September for Curriculum Night.

## Thursday Folders & Communications

Elementary Teachers will send Thursday Folders home with classwork on a periodic 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

Throughout the school year, we provide quarterly progress reports for each student. These reports will be emailed to you.

Students are required to be at their classroom at the start of the scheduled class time. The start of your child's classroom time is noted by location. Students who are consistently late will begin the disciplinary process noted under 'Persistent Unacceptable Behavior'.

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 or if your student will not be riding the bus that day.

On the day of the absence please email the student's teacher and the Office Manager, Crystal Ray, ([office@quetalmn.org](mailto:office@quetalmn.org)). Similarly, you can also use email to notify us of any future absences.

If we need to contact you to locate your child, you will be charged a \$15 Absence Confirmation Fee. Charges 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

As an important security measure, we ask that for morning classes you make sure that you see a Qué Tal representative at the door or ensure 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 so that you can sign out your child.

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 you have a change in your child's pick up procedure or 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.

Edina Parents must come to the classroom to retrieve their student for early dismissal.

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 (the only exception to this is for early arrival students in the morning)
2. If waiting in line, wait quietly and seated (no eating allowed)
3. Greet attendance person politely in Spanish, "Buenos Días."
4. Hang up or set down coats nicely and place backpacks by coats
5. Never throw anything
6. If teachers are not in the classroom, sit quietly at a table in the classroom
7. No running
8. No yelling
9. Never enter the sanctuaries
10. Never draw, write, or scratch on any walls, floors, or parts of the church
11. Keep hands off of all windows and walls
12. Do not knock on doors unless you want to enter the room
13. No climbing trees, rocks, bricks, or other outside property
14. 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, with the option for a conference.
- Continued unacceptable behavior may result in the child being removed from class for the day.

If unacceptable behavior persists:

- The student may face suspension from the program for 1-5 days.
- Disenrollment from Qué Tal with no refund for payments made.

In severe cases, such as physical aggression:

- Suspension from the program for 1–5 days followed by disenrollment.
- Depending on severity, students may be immediately disenrolled.

**Note:** Physical safety is of utmost importance at Qué Tal. Any incident involving physical aggression will result in immediate suspension, with a second occurrence leading to permanent disenrollment from the program.

## Disenrollment

If a student's conduct proves he/she is unable to abide by the rules set forth for behavior and if staff and parents are unable to remedy the unacceptable conduct, Qué Tal 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
- COVID-19

Parents of classmates will be notified by email of known 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, the 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.

## Qué Tal COVID-19 Guidelines

### **Stay Home When Sick**

If you have [symptoms of COVID-19](#), stay home, monitor the symptoms and test for COVID-19.

### **Report All Positive COVID-19 Cases**

Report student absence to [office@quetalmn.org](mailto:office@quetalmn.org). Include students full name, grade, school and reason for absence.

### **If Student/Staff Tests Positive for COVID-19**

Stay home when you are sick. Just like other illnesses, you must be 24 hours fever free without the use of fever reducing medication AND an improvement of symptoms to return to school. You may return when you can fully participate in all activities.

### **COVID-19 Exposure At Home**

If you live with someone who has tested positive for COVID-19, you do not need to quarantine.

### **COVID-19 Exposure at School**

We will not be quarantining close contacts who were potentially exposed while at school.

### **Masking**

Masks are optional for all students, teachers and staff.

## 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 Carly Kortuem, Executive Director, or any of the Board members listed at the end of this document

## Parent Participation

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

As a nonprofit organization, donations drive our mission forward and ensure we provide the best Spanish education possible for our students.

When you contribute to Qué Tal, you're not just donating to a program – you're investing in a brighter future for our students. You are giving the gift of a second language. Donations provide funds for program improvements, educational resources and scholarships for those in need.

We ask that every family make Qué Tal a giving priority and support our program through your fully tax-deductible donations. For specific program needs, contact the Executive Director.

Parents with knowledge in 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 Carly Kortuem, Executive Director.

## 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: Nonprofit Insurance Advisors, 2314 University Ave West, Suite 20, St. Paul, MN 55114. 612-757-3095

## Membership Organizations

### **Qué Tal is a member of**

The American Association of Teachers of Spanish and Portuguese (AATSP)

Minnesota Council on the Teaching of Languages and Cultures (MCTLC)

## Teachers

Qué Tal's primary emphasis for our teachers is that they be native speakers who 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.

## Board of Directors 2024-25

### **Officers**

Sagar Vaddiraju, Board Chair

Diana Geseking, Vice Chair

Sarah Hauge, Treasurer

Erin Echert, Secretary



## **Members at Large**

Alyssa Malinski Erickson

Brian Lannan

Derek Baerenwald

Leonard Chalamila

Laura Little

Alexander Tolchinsky

Kate Gross

Barry Vanderloop

Vadim Bartlov

Jeannette Barreiro, Teacher Representative

Carly Kortuem, Executive Director, non-voting member

## **APPENDIX. Safe Snacks**

Qué Tal has adopted a nut-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 Qué Tal. 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.)

## **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

## **APPENDIX. Personal electronic devices for elementary students**

If students bring a personal electronic device (cell phone, handheld video game console, ipad, etc.) to Qué Tal, it must remain in the school backpack during their time with the Qué Tal program. This time includes transportation on the bus, time spent in class or transitioning

to/from class and at El Club after-class program. If an emergency arises, and a student needs to contact their parents during their time at Qué Tal, they can get permission from the classroom teacher, who will allow an exception as needed.

Any and all other special requests will be handled through the Qué Tal office.

If a student is found using a personal electronic device during their time at Qué Tal, the student will be asked to return the device to their school backpack. The parent will be notified and is expected to enforce the no personal electronics policy with their child.

Parents will be contacted and special disciplinary action may be taken by the program in the event that this becomes an ongoing problem, or in the event that inappropriate or unauthorized activity is conducted while with the Qué Tal program.