



GERMAN LANGUAGE SCHOOL
AT GERMAN INTERNATIONAL SCHOOL NEW YORK

50 Partridge Road
White Plains, NY 10605
+1 914 948 6513 Ext. 203
+ 1 914 948 6529 Fax
languageschool@gisny.org
www.gisny.org/languageschool

March 2020

Dear Parents:

Greetings from the German Language School.

Enclosed please find the following papers for the upcoming academic year:

1. **School Regulations – School Year 2020-2021**
2. **School Calendar 2020-2021**
3. **Registration / Enrollment Agreement and Emergency Information (page 2)**

Fees

1. **A one-time non-refundable registration fee of \$ 150.00 is required for all new students.**
2. A deposit of \$ **300.00** together with the signed **Registration / Enrollment Agreement and Emergency Information** for each student must be received by the German Language School no later than May 15, 2020 for the 2020-2021 school year. The deposit shall constitute a credit against tuition.

In order to help us plan accordingly for the next school year, we kindly ask you to complete and return the Registration/Enrollment Agreement and the Emergency Information together with your non-refundable deposit of \$300.00 per student no later than May 15, 2020.

Please note:

Classes for the Deutsches Sprachdiplom – Niveaustufe A2/B1 + Niveaustufe B2/C1 and the Advanced Placement Exam will be offered on Saturdays only.

Your cooperation is greatly appreciated. Have a wonderful spring.

Sincerely,


MARIAANNA ZOSE
Head of Language School



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SCHOOL REGULATIONS - School Year 2020-2021

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:

First Child: \$1,425.00	Second Child: \$ 1,375.00	Third Child and more: \$ 1,325.00
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3. PAYMENT:

A \$300.00 non-refundable tuition deposit (for all students) and a \$150.00 non-refundable registration fee (for new students only) is/are due by May 15, 2020.

Full payment is due by August 15, 2020. 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%</i> <i>prior to first class</i>	<i>75 %</i> <i>prior to second class</i>	<i>50 %</i> <i>prior to third class</i>	<i>There will be no</i> <i>refund after the</i> <i>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

10. CLASS CANCELLATIONS

Parents/ Guardians will be informed via E-mail and/or school closings will be posted online: 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 2020

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

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. 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.

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.

<i>The GERMAN INTERNATIONAL SCHOOL NEW YORK IS A NUT FREE SCHOOL.</i>
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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.

<u>School Rules</u>	<p>Learn the basic classroom rules to have a safe and productive year:</p> <p>No bullying. No profanity or inappropriate gestures.</p> <p>No play-fighting, wrestling, hitting, poking, climbing trees, no running in any of the passing areas.</p> <p>Gum chewing is not allowed.</p> <p>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.</p> <p>Clothing worn by students should be neat, clean, and presentable.</p> <p>Hats are not permitted indoors.</p>
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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,

A handwritten signature in blue ink, appearing to read 'Mariaanna Zose', with a stylized flourish at the end.

MARIAANNA ZOSE

Head of Language School



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Schulkalender / School Calendar 2020-2021

Wednesday Sessions Classes are held from 4:15 PM to 6:30 PM	Saturday Sessions Classes are held from 9:30 AM to 12:00, NOON
September 9 (First Day of School), 16, 30 September 23, 2020 (No Classes – GISNY anniversary celebration)	September 12 (First Day of School), 19 September 26, 2020 (No Classes – GISNY anniversary celebration)
October 07, 21, 28 October 14, 2020 (No Classes – FALL BREAK)	October 03, 17, 24, 31 October 10, 2020 (No Classes - Columbus Day Weekend)
November 04, 11, 18 November 25, 2020 (No Classes – Thanksgiving Break)	November 07, 14, 21 November 28, 2020 (No Classes -Thanksgiving Weekend)
December 02, 09, 16 December 23+30, 2020 (No Classes – Christmas Vacation)	December 12, 19 12/05/2020–Bazaar+12/26/2020 Christmas Vacation
January 06, 13, 20, 27	January 09, 16, 23, 30 January 2, 2021 (No Classes – Christmas Vacation)
February 03, 10, 24 February 17, 2021 (No Classes - Winter Break)	February 06, 20, 27 February 13, 2021 (No Classes - Presidents' Weekend)
March 03, 10, 17, 24 March 31, 2021 Easter Break	March 06, 13, 20 March 27, 2021 Easter Break
April 14, 21, 28 April 07, 2021 (No Classes – Spring Break)	April 10, 17, 24 April 03, 2021 (No Classes – Spring Break)
May 05, 12, 19, 26	May 01, 08, 15, 22 May 29, 2021 (NO Classes- Memorial Day- WEEKEND)
June 02, 09 (Last Day of School) <i>June 16, 2021*</i> (*Possible MAKE-UP Date/s)	June 05, 12 (Last Day of School) <i>June, 19, 2021*</i> (*Possible MAKE – UP Date)
An academic year consists of 32 sessions. Possible snow days will be added on at the end of the school year.	An academic year consists of 30 sessions. Possible snow days will be added on at the end of the school year.

Note: School Closings will be posted ONLINE - www.gisny.org/languageschool



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REGISTRATION/ENROLLMENT AGREEMENT FOR 2020-2021 SCHOOL YEAR

GERMAN LANGUAGE COURSES: ☐ **WEDNESDAYS:** 4:15 PM - 6:30 PM
☐ **SATURDAYS:** 9:30 AM - 12:00 PM

Please indicate the course for which you are registering your child, and PRINT OR TYPE the following information:

STUDENT'S NAME: _____
FIRST LAST ☐ MALE ☐ FEMALE

ADDRESS: _____
STREET

CITY STATE ZIP

HOME PHONE: _____ **EMAIL:** _____

DATE OF BIRTH: _____ **CITIZENSHIP:** _____
MONTH/DAY/YEAR

PLACE OF BIRTH (City / Country): _____

FATHER'S NAME: _____ **Cell Phone:** _____

MOTHER'S NAME: _____ **Cell Phone:** _____

NAME/ADDRESS of American Day School: _____

GRADE LEVEL OF AMERICAN DAY SCHOOL STUDENT WILL ATTEND IN 2020-2021: _____

CAN STUDENT SPEAK, READ AND WRITE IN GERMAN? _____

IS GERMAN SPOKEN AT HOME? ☐ YES ☐ NO

DID STUDENT PREVIOUSLY RECEIVE GERMAN LANGUAGE INSTRUCTION? _____

NEW STUDENT AT GERMAN LANGUAGE SCHOOL? ☐ YES ☐ NO

I have read and am in agreement with the German Language School's Rules and Regulations for 2020-2021.

SIGNATURE: _____ **DATE:** _____
PARENT OR LEGAL GUARDIAN MM/DD/YYYY

Tuition deposit \$300.00 due 5/15/2020 (non refundable).

NON REFUNDABLE REGISTRATION FEE \$150.00 due 5/15/2020 (for new students only).

Checks are to be made out to: **GERMAN INTERNATIONAL SCHOOL NEW YORK – Memo: Language School**
Full tuition due 8/15/2020: First child - \$1,425.00 / Second Child - \$1,375.00 / Third Child and more - \$1,325.00

PLEASE FILL OUT THE EMERGENCY INFORMATION ON THE BACK OF THIS FORM →



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EMERGENCY INFORMATION

School Year 2020-2021

NAME OF STUDENT: _____ Grade Level: _____

DATE OF BIRTH: _____ Social Security Number: _____
MONTH/DAY/YEAR (OPTIONAL)

ALLERGIES or other medical conditions: _____

NAME OF PARENT/S OR LEGAL GUARDIAN/S: _____

ADDRESS: _____

(STREET) (CITY) (STATE) (ZIP)

HOME PHONE NUMBER: _____ EMAIL: _____

BUSINESS PHONE NUMBER: _____
(MOTHER) (FATHER)

PARENT'S INSURANCE COMPANY: _____

POLICY NUMBER: _____

1. The school has my permission to call my family physician or another physician in an emergency when my family physician or I cannot be contacted.

2. NAME OF FAMILY PHYSICIAN: _____

TELEPHONE NUMBER: _____

3. The school has my permission in an emergency when I (or my physician) cannot be contacted to take my child to the emergency room of the nearest hospital, and the hospital medical staff has my authorization to provide treatment which a physician deems necessary for the well-being of my child. The original of this form shall be taken to the hospital with the patient.

SIGNATURE/S OF PARENT/S OR LEGAL GUARDIAN/S:

DATE: _____ (NOTARIZATION) _____