

## HOFFMAN SCHOOL GLOBAL LANGUAGE PROGRAM



PTA has sponsored foreign language classes in District 34 with the Global Language Program as an extra-curricular enrichment program for grades K through 5 since 2005. The program is self-funded and intended to be fun, effective for elementary students, and affordable for their families.

**Languages:** Mandarin, Spanish, and French. All classes are contingent upon enrollment.

**Program Coordinator:** Kira Maar brought new ideas to improve the foreign language-learning experience to the schools in District 34 and has been successful in doing so. She brings years of program coordination to ensure detailed organization to effectively secure the success of the program. She is an immigrant herself and understands the importance of foreign language learning in today's global society.

**Teacher training:** In addition to the administrative duties, Kira holds teacher-training sessions and ensures our instructors follow a consistent curriculum, between classes, levels, and schools. Teachers will periodically participate in teacher seminars to stay in the forefront of foreign language learning.

**Weekly Parent Updates:** At the end of each week, parents will receive a summary of the topics to be covered the following week and a list of related vocabulary words and sentences to emphasize more effective learning for the students.

**Attendance:** Attendance are monitored every class by teachers to ensure our children's safety.

**Volunteer:** We cannot do this without you! Please let us know if you would be interested in helping out:

- PTA Program Chair. Please let us know if you would like to get involved in shaping the future of the program.
- Donate supplies for students on scholarships.

**Schedule:** Classes run from October to April, depending on snow dates. At Hoffman, classes meet Mondays and Wednesday or/and Tuesdays and Thursdays for 45 minutes between **2:30 PM - 3:15 PM** for a total of 44 class sessions.

**Student Dismissal:** Students are to be picked up in front of Hoffman school after the program, unless they go to Wesley, or walk home. Send in a note to the language program teacher on the first day to let us know how your child will get home. Crossing guards are available until 3:30PM. **Our staff will be available only until 3:25 PM;**

therefore, parents that pick-up their child past 3:25 PM will be charged a late pick-up fee of \$15.

**Instructors:** Our instructors are predominantly native speakers with years of teaching experience. Teachers are carefully selected for their teaching talents and effectiveness with children at the elementary level. They are trained in the physical response method proven to be essential for any foreign language program.

**Program content and curriculum:** Our program, which meets the State Board of Education requirements, is oral based and designed to give students an early start in foreign language study. The teachers, because of the young ages of the students, and because it has been proven to be the most effective in foreign language learning at this level, will use the total physical response method. The beginning levels include basic vocabulary, phrases and pronunciation for beginning conversational skills. As students advance to higher levels the theme-based curriculum will advance with them. More grammar and writing is added to their curriculum and their homework as well as complex sentence building. To add to the fun of learning a foreign language our teachers play games, sing songs, and use audiovisual aids. Worksheets are used to help parents assist the child at home. Parents will receive newsletters where they will find out about the week's theme, learning goal, and songs. The newsletter will also have examples of learning goal sentences. Progress updates will be sent home in December and at the last day along with diplomas of completion.

**Placement level:** Students with no prior knowledge of the foreign language chosen will be placed in a beginner class. Continuing students and students with prior knowledge of the chosen language will be placed in a higher level unless there is a specific reason for the student to repeat the beginning year. It is our goal that each child has a successful experience. The Hoffman Global Language Program reserves the right to determine the appropriateness of each student's placement.

**Special needs:** If a child has special needs or allergies please make sure to list on the registration form. It is important information that the teacher needs.

**Late registration:** Registrations are accepted as long as there are openings in a class. Enrollment is made on a first-come basis. Tuition will not be prorated. Please check with the coordinator for openings.

**No refund policy:** Our teachers are hired contingent upon enrollment, therefore, we cannot offer any refunds.

**Program Evaluation:** A parent survey will be sent home during the school year, but you can always contact Liz Coy or Kira Maar at any time to discuss any concerns that should arise during the year.

**Contact:** Liz Coy PTA Chair (847) 729-7178 or Kira Maar Program Coordinator (847) 729-0940 kiramaar@comcast.net