



# Ahead With English

English classes for children

Policies

**Absences.** Please notify your teacher, or Maria Stepan 061 901 8921 or Simone Littlejohn 061 421 4109, [simonem@intergga.ch](mailto:simonem@intergga.ch) ahead of time if your child will miss a class. You may also call the school during class hours: 079 273 2203, to notify us of an absence.

**Billing.** Ahead With English classes are billed in two half-yearly installments. We will send you an invoice and payment slip in August and in January. Please make payment as stated on the invoice. If payment is not received in a timely manner we reserve the right to charge late-payment penalties: CHF 25.00 for the first reminder, CHF 50.00 for the second reminder and CHF 100.00 for the third reminder. Thereafter the bill will be sent to a collection agency. We regret that missed sessions cannot be reimbursed except in the case of long-term illness, accident or a move away from the Basel area. A doctor's note is required in the event of an accident or a prolonged illness.

**Cancellation.** If you wish to withdraw a child from Ahead With English, please let us know in writing at least 1 month in advance of the end of a semester, by November 30<sup>th</sup> or May 31<sup>st</sup> at the latest. A child may be withdrawn after a semester has begun and the fees pro-rated if the child suffers an accident or a prolonged illness, or if the family moves away from the Basel area. A doctor's note is required in the event of an accident and a prolonged illness. **If we do not receive timely notice of a child's withdrawal, we regret that we must charge you one month's costs in lieu of notice.**

Ahead With English directors reserve the right to exclude children from Ahead With English classes and activities if their behavior is deemed dangerous to themselves, to other children or to teachers.

## Class Fees effective from August, 2011

Program	Length	Class fees CHF
Pre-school* (reduced fees for multiple mornings)	3 hours	45.00
English for English Speakers	1 hour	25.00
English for English Speakers	1.5 hours	39.00
English for English Speakers	2 hours	48.00
ESOL	1 hour	25.00
Private lesson	1 hour	85.00

### \*Pre-school reduced fees for multiple mornings, CHF

1 <sup>st</sup>	Pre-school morning:	45.00 per week
2 <sup>nd</sup>	Pre-school morning:	85.00 per week (42.50 per morning)
3 <sup>rd</sup>	Pre-school morning:	120.00 per week (40.00 per morning)
4 <sup>th</sup>	Pre-school morning	160.00 per week (40.00 per morning)

**Drop-off and pick-up.** Please drop off your child(ren) a few minutes before class is due to begin and pick them up on time. Please do not pull up onto the sidewalk in front of the building when dropping off and picking up. There are parking places beyond the building in front of the field and around the corner from the Känelmatt school building.

Please note: If you wish to speak to a teacher, we would prefer you come after class rather than before. You are always welcome.

**Educational goals.** We aim to develop the skills needed to use the English language correctly and competently. Our courses range from "hands on" activities for the early years to advanced units of work requiring fluent reading and accurate writing ability in the older classes. Our

structured program enables both native and non-native English learners to become confident in their use and understanding of English.

If you would like further information about our curriculum, please let your child's teacher know.

**Insurance.** Each child is required to have his/her own health and accident insurance. Ahead With English is not liable for any injuries incurred while participating in Ahead With English classes and activities. You will be responsible for any property damage caused by your child while he or she is in the care of Ahead With English.

**Personal belongings.** Please label your children's personal belongings. Ahead With English cannot be responsible for any personal belongings left by the children.

**Private lessons.** Ahead With English private lessons are billed in two half-yearly installments and are subject to the same billing, cancellation and general policies as group lessons, as stated herein.

We regret that missed sessions cannot be reimbursed except in the case of long-term illness, accident or a move away from the Baselland area. A doctor's note is required in the event of an accident or a prolonged illness.

If a class is missed, however, and the class teacher is notified *at least* 24 hours in advance, then Ahead With English will attempt to re-schedule the missed class.

**Progress Reports.** Progress reports will be issued at the end of each academic year.

Teachers, however, are willing to discuss your child's progress with you by appointment at any time during the year.

### **Schedule for the academic year**

Ahead With English follows the Baselland holiday schedule with one exception. In August of each year, classes at Ahead With English begin one week after school in Baselland begins. For a current schedule, please go to our website or the official Baselland school holiday website: <http://www.baselland.ch/ferien>.

**School Telephone number.** Our school telephone number is: 079 273 2203. Please do not leave messages on that number; use it to contact us while your child is at Ahead With English.

**Sick Children.** Please do not bring sick children to Ahead With English even though they may "really" want to come. Please be considerate of our teachers and of the other children in the group.

General guidelines: keep your children at home if they feel unwell and/or have had fever, diarrhea or vomiting in the previous 24 hours.

**Slippers.** We request that all children who attend pre-school bring a pair of slippers or indoor shoes to wear during pre-school.

We request that all other children bring a pair of slippers or indoor shoes to wear in class during the winter months.

**Snack.** All children who attend the pre-school program are requested to bring a healthy snack for snack time. Children who attend 1.5 and 2 hour lessons are welcome to bring a snack. Children who attend 1 hour lessons do not need a snack.

**Your comments.** We are always interested in what you have to say. Please share your ideas, suggestions, questions and comments with us.

Aug 2011