

DANK Fox Valley German Language School
Deutsche Sprachschule Fox Valley

Course and Registration Information Packet 2008-2009



German American National Congress
Deutsch-Amerikanischer National Kongress

Dear Parents, Guardians and Students,

We would like to welcome you to the beginning of a new DANK Fox Valley German Language School year. We look forward to seeing many returning students and will enjoy meeting all new students.

In this Course and Registration Information Packet you will find all necessary forms and information regarding registration for the 2008-2009 School Year German Classes.

- ~School Handbook**
- ~Registration form**
- ~Emergency Contact Information Form**
- ~School Calendar**
- ~School Course Guide**
- ~D.A.N.K. Membership Form**

A list of enrolled students, classes and room assignments along with a floor plan will be posted in the lobby of the DANK Fox Valley German Language School, where your course is taking place, on the first day of class. Please note that the first two classes are set aside for student observation and appropriate grouping.

We invite all families to join the D.A.N.K. organization, however, this is not mandatory to enroll in German language courses.

Should you have any questions, please do not hesitate to contact the school principal, Ms. Maria Thompson at: acmetax@hotmail.com or 630-232-0099.

Sincerely,

Maria Thompson
Director and Principal
DANK Fox Valley German Language School

DANK Fox Valley German Language School

HANDBOOK-Rule & Regulations

School locations:

Wesley United Methodist Church
21 E. Franklin Avenue
Naperville, Illinois 60540

Hope Luthern Church
1575 Reckinger Road
Aurora, Illinois 60505

School Contact Information:

Principal: Ms. Maria Thompson
Telephone: (630) 232-0099
Email: acmetax@hotmail.com
Website: www.germanfun.org

School Policies:

1. All rooms and facilities of the school must be kept clean and left in the same condition as found. Any damage or safety issues must be reported in writing to the school principal.
2. All students must be able to use and express the need to use the washroom.

Course Registration / Cancellation / Withdrawal Policy:

1. All registration materials and payments must be received in-full by September 1, 2008. After that date a late fee of 1.5% per month (annual rate of 18%) will be added.
2. All checks must be made out to DANK Fox Valley German Language School.
3. Any collection fees incurred by the DANK Fox Valley German Language School are the guardian's responsibility. A \$50.00 fee will be charged for each returned check.
4. In the event that tuition is not paid in-full by September 1, 2008, DANK Fox Valley German Language School reserves the right to prohibit a student's participation in any academic or school activity.
5. Classes cancelled due to low registration, will receive notification prior to school begin. These students will be offered to join a similar class or a complete refund. This must take place by the second week of classes.
6. Students wishing to withdraw from the course must do so in writing prior to the fourth class. Requests for refunds must be made in writing to DANK Fox Valley German Language School. Refunds will be prorated based on the number of classes left in the year at the time of written notification. Allow 6-8 weeks for refunds. Your registration acknowledges the school's refund policy. Failure to attend class does not constitute an official "Drop".

Attendance/Absences:

1. An academic year consists of 30 Course sessions.
2. Classes cancelled due to weather will be held at the end of the school year.
3. Students missing more than ¼ of the course sessions will not be eligible to pass.
4. The student's legal guardian must report absences to the office of DANK Fox Valley German Language School prior to the beginning of each class. Please call or send an email to acmetax@hotmail.com 630-232-0099

Instructional Time:

1. Classes will begin on time - therefore we ask that students arrive promptly.
2. We ask that guardians drop off their students.
3. Classes will end as close to the correct time as possible.
4. DANK Fox Valley German Language School reserves the right to dismiss students due to improper conduct and/or lack of attendance.
5. Students are to come to class prepared with all supplies and ready to learn.
6. Parents will be notified of school closings via telephone call from school administrators.

Damage or Loss of Personal Property:

DANK Fox Valley German Language School does not assume any responsibility, either real or imposed, for the loss of personal property.

Release of Scholastic Records:

Scholastic records will be sent to individuals or institutions within the United States upon written request. A service fee of \$20.00 for official documents will be charged.

Scholastic Achievement:

1. DANK Fox Valley German Language School will present Report Cards and/ or certificates to those students who successfully meet the course requirements.
2. Students will present their scholastic knowledge at the Winter Festival and the Graduation Ceremony.

Textbooks and Materials:

1. Students will have a supply list with their class listing.
2. There will be a separate charge for the textbooks and materials for each class. Please make checks payable to: DANK Fox Valley German Language School.

Snacks and Treats:

Due to the length of the classes students are asked to bring in a healthy snack and a re-closable water bottle, that they are able to manage on their own. Some suggestions: Sandwich, cut fruit, jello, pudding, bagel, etc.

Tuition:

First Child	\$290.00/year
Second Child	\$280.00/year
Third and Subsequent Children	\$270.00/year

Student Emergency Contact Information Form 2008-2009

DANK Fox Valley German Language School/Deutsche Sprachschule Fox Valley
Wesley United Methodist Church, 21 E. Franklin Avenue, Naperville, Illinois 60540
Hope Lutheran Church, 1575 Reckinger Road, Aurora, Illinois 60505
Principal Ms. Maria Thompson, (630) 232-0099, acmetax@hotmail.com, www.germanfun.org

ENROLLED COURSE NAME _____

COURSE INSTRUCTOR _____

NAME OF STUDENT
ENROLLED _____

STUDENT'S ADDRESS _____

STUDENT'S DATE OF BIRTH
MM/DD/YYYY _____

STUDENT'S SOCIAL
SECURITY NUMBER _____

MEDICATIONS STUDENT IS
TAKING _____

ALLERGIES OF STUDENT _____

MOTHER/GUARDIAN I

FATHER/ GUARDIAN II

NAME OF LEGAL
GUARDIAN _____

GUARDIAN'S ADDRESS _____

GUARDIAN'S HOME PHONE
NUMBER _____

GUARDIAN'S CELL PHONE
NUMBER _____

GUARDIAN'S WORK
NUMBER _____

GUARDIAN'S EMAIL
ADDRESS _____

INSURANCE COMPANY _____

INSURANCE POLICY
NUMBER _____

FAMILY PHYSICIAN _____

FAMILY PHYSICIAN'S
TELEPHONE NUMBER _____

CONSENT TO TREATMENT:

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. THE SCHOOL HAS MY PERMISSION IN AN EMERGENCY, WHEN THE FAMILY PHYSICIAN OR I 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 THAT 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 OF PARENT/GUARDIAN(S) _____

DATE SIGNED _____

Registration / Enrollment Agreement Form 2008-2009 School Year

DANK Fox Valley German Language School/Deutsche Sprachschule Fox Valley
Wesley United Methodist Church, 21 E. Franklin Avenue, Naperville, Illinois 60540
Hope Luthern Church, 1575 Reckinger Road, Aurora, Illinois 60505
Principal Ms. Maria Thompson, (630) 232-0099, acmetax@hotmail.com, www.germanfun.org

STUDENT INFORMATION

NAME OF STUDENT ENROLLING _____
STUDENT'S ADDRESS _____
STUDENT'S DATE OF BIRTH _____
MM/DD/YYYY
STUDENT'S PLACE OF BIRTH _____
CITIZENSHIP _____
LANGUAGES SPOKEN AT HOME _____
GERMAN ABILITIES CAN STUDENT READ, SPEAK, OR
WRITE IN GERMAN? SINCE
WHEN? _____
PREVIOUS GERMAN LANGUAGE
INSTRUCTION RECEIVED FROM _____
YEARS ATTENDED _____
I AM NEW TO DANK FOX
VALLEY GERMAN LANGUAGE
SCHOOL

YES

NO

GUARDIAN INFORMATION

MOTHER/GUARDIAN I

FATHER/ GUARDIAN II

NAME OF LEGAL GUARDIAN _____
GUARDIAN'S OCCUPATION _____
GUARDIAN'S ADDRESS _____
GUARDIAN'S HOME PHONE
NUMBER _____
GUARDIAN'S CELL NUMBER _____
GUARDIAN'S WORK NUMBER _____
GUARDIAN'S EMAIL ADDRESS _____

PUBLIC/PRIVATE SCHOOL ATTENDING INFORMATION

SCHOOL NAME _____
SCHOOL ADDRESS _____
GRADE ATTENDING 2008-2009 _____

I have read and am in agreement with the DANK Fox Valley German Language School's Rules and Regulations as stated in the 2008-2009 Handbook.

SIGNATURE OF PARENT/GUARDIAN(S) _____
DATE SIGNED _____

TUITION IS DUE IN-FULL ON SEPTEMBER 1, 2008!
MAKE CHECKS PAYABLE TO: DANK FOX FALLEY GERMAN LANGUAGE SCHOOL.
PLEASE COMPLETE THE EMERGENCY INFORMATION FORM.