



**Fun with Foreign Language (FwFL), LLC  
Parent Handbook**

---



## Director's Welcome

Dear new families,

I'd like to personally welcome you to the Fun with Foreign Language (FwFL) program. When I started this program in January 2007, my vision was to create a language program that could help jump start a child's love of learning a foreign language.



Thanks to the support of many of our families, FwFL has been able to positively impact the lives of many students. With language programs in Spanish and Mandarin Chinese, FwFL is helping to build a love of language learning in 2 of the top 3 most spoken

languages in the world.

Our dedicated team of teachers provide small group classes for toddler, preschool, and elementary aged students; private classes for middle school age and older individuals.

We are very proud of what we do and know that the students in our program are being exposed to many of the benefits that foreign language learning has to offer.

Thank you for choosing our foreign language program and now let's have some fun!



Yani Peyton  
Founder and Director

# Table of Contents

## WELCOME TO THE PROGRAM!

FwFL Mission .....4

Primary Mode of Communication .....4

Privacy Statement .....4

FwFL E-Gift Card .....4

Current Families Section of FwFL Site .....5

Resources for Language Reinforcement at Home .....5

## FINANCIAL POLICIES

Payment for Group Classes .....6

Payment for Private Classes .....6

Withdrawals for Group Classes .....6

Withdrawals for Private Classes .....6

Returned Check .....6

Cancellation .....6

## GENERAL POLICIES

“Kids Only” Appropriate Classroom Behavior for Group Classes .....7

Absence and Lateness .....7

Group Class: Cancelled and Missed Classes .....8

Private Class: Cancelled and Missed Classes .....8

Insufficient Student Enrollment .....8

Class Materials for Private Classes .....8

Miscellaneous Items .....8

Inclement Weather .....9

Emergency Exits .....9

## PARENT/TODDLER CLASS SUGGESTIONS

How To Get the Most out of the Parent/Toddler Classes .....10

## **WELCOME TO THE PROGRAM!**

This handbook has been developed in order to provide parents with information on our program, including important program policies. Questions regarding this handbook should be directed to the Director, Yani Peyton.

### **FwFL Mission**

At FwFL, our mission is to teach children age-appropriate fundamentals of a foreign language in a fun, interactive, safe, and nurturing group environment. Through the use of quality kid-friendly visual, tactile, and musical materials, children can learn a new language in a way that does not involve memorization, but rather uses engaging songs, storybooks, arts and crafts, puppets, and games to immerse the child completely in the foreign language.

### **Primary Mode of Communication**

The primary mode of communication at FwFL is through email. So please be sure that the email address provided during registration is one that is regularly checked. If you do not access email, please provide the best phone number in which you can be reached.

### **Privacy Statement**

Fun with Foreign Language maintains phone numbers and e-mail addresses so that we can have alternate methods for contacting people that request more information, or for contacting parents/caregivers of children enrolled in our programs. We will never sell your information to a third party.

### **FwFL E-Gift Card**

E-gift cards cannot be refunded or transferred to a recipient different from the recipient listed on the order form once purchase is made. Cash or checks only when purchasing e-gift cards Referral credits cannot be used to purchase e-gift cards. E-gift cards do not expire.

## **Current Families Section of FwFL Site**

Included in each student's registration is access to the *Current Families* section of our website which will have weekly activity sheets that reinforces what was learned in class. These sheets, which include an audio file for pronunciation, are designed to be done with assistance from an adult. The sheets will also be given to the students each week. Please store sheets in the folder we provide to each new student and bring to class each week. Try to create fun ways to incorporate the weekly activity sheets into your every day life. For example, if your child is learning about greetings in class, ask the child to greet friends or family members in the language that they are learning. Incorporating language learning into everyday life also helps parents learn a little as well!

The *Current Families* section of the site will also include a pronunciation guide and *The Fun Times*, our 3 times a year newsletter that provides information regarding the current session. You will also receive a copy of *The Fun Times* at the first day of class.

If you have not already done so, please create a login by [registering](#) your account. This login will provide you with access to the *Current Families* section of the website. After your payment is received, your account registration will be approved and you will have access to *Current Families*.

## **Resources for Language Reinforcement at Home**

It is important that families help to reinforce the language learning at home. In addition to the activity sheets that families can use to reinforce learnings at home, families have access to multiple resources to encourage not only your child, but the whole family to embrace other cultures.

In the [Resource Center](#) section of our website there are tools listed that can be used at home to complement our program. In addition, families that visit the [Resource Center](#) can browse through language products available through Amazon.com and/or view Spanish books available through our partnership with Scholastic. For those of you on [Facebook](#), you can also join our Facebook network and stay in touch with other families and share ideas.

## **FINANCIAL POLICIES**

### **Payment for Group Classes**

There are 2 payment options for classes:

Plan A : the entire session must be paid in full prior to the start of the session. There will no credits provided for missed classes. Payment in the form of Zelle (yani@funwithforeignlanguage.com), Venmo (@Yani-Peyton), Cashapp (\$YaniPeyton), cash, check (written out to Fun with Foreign Language), FwFL e-gift card, and credit/debit/gift cards (Visa, Mastercard, American Express, and Discover) is accepted.

Plan B: pay per class prior to each class. Kids only classes: \$32 + \$20 annual registration fee (registration fee is paid only once) Parent/Toddler classes: \$29 + \$20 annual registration fee (registration fee is paid only once) If you opt for this plan, all payments must be made prior to each class. E-payment apps (venmo, cash app, zelle), checks or cash are the only acceptable forms of payment.

### **Payment for Private Classes**

First monthly payment must be made prior to the start of services. Subsequent payments must be made monthly prior to the 1st week of each month. All payments must be in the form of check payable to Fun with Foreign Language, money order, or credit/debit/gift cards ((Visa, Mastercard, American Express, and Discover).

### **Withdrawals for Group Classes**

The last day to withdraw from a session and receive a 100% refund on tuition is 2 weeks prior to the start of a session. Unless a medical note signed by a physician is provided, all withdrawals after this date cannot be refunded or credited towards future sessions.

### **Withdrawals for Private Classes**

If a student no longer wishes to continue with private classes, the student must provide at least 2 weeks notice of termination. Unless a medical note signed by a physician is provided, all withdrawals before 30 days notice cannot be refunded or credited towards future sessions.

### **Returned Check**

The fee for a returned check is \$35.

### **Cancellation**

If there are less than 4 children registered for a class, or if Fun with Foreign Language has to cancel a program for any other reason, a full

refund will be provided for all or remaining classes to registered participants.

If FwFL has to cancel a particular class for any reason, the class will be made up during the current session.

## **GENERAL POLICIES**

### **“Kids Only” Appropriate Classroom Behavior for Group Classes**

At FwFL, we want to create a learning environment that is fun and enthusiastic for all students to learn. But, we also want to keep the classroom a safe environment. To ensure that all students have the opportunity to learn in the most positive learning environment, we will outline appropriate classroom behavior for the students in class. We ask that you encourage your child to be on his/her best behavior while in the classroom. The teachers will follow a traffic light behavior plan:

**Green** light means the student was able to follow most or all of the guidelines.

**Yellow** light means student had some difficulties following some of the guidelines.

**Red** light means student demonstrated an inability to follow the guidelines.

Students that exhibit good behavior and are in the green light by the end of the class will be given a sticker for their folders. Students that are in the red light by the end of the class will have a brief discussion with both the teacher and the parent. Unfortunately if a child continuously disrupts the class and repeatedly receives red lights, he or she may not be able to continue in the program. Please help to make the learning experience a positive one by reviewing excellent classroom etiquette with your child prior to class.

### **Absence and Lateness**

Consistency is very important to maximize the learning experience when learning a foreign language. It is for this reason that we ask that children miss as few classes as possible. However, we understand that illness and schedule conflicts may cause a child to miss a class. Our teachers prepare their materials each week for class, so it is for this reason that we ask parents to let us know in advance or prior to class if a student has to be absent. We encourage parents to review material missed by utilizing the class activity sheet.

It is important that our students arrive to class on time. When students arrive late, they may miss part or all of the beginning of the class, which generally involves a warm-up to get the students ready for language instruction. Students who are habitually tardy may not be able to continue in the program.

### **Group Class: Cancelled and Missed Classes**

If FwFL has to cancel a particular class for any reason, the class will be made up during the current session.

### **Private Class: Cancelled and Missed Classes**

If FwFL has to cancel a particular class for any reason such as inclement weather or teacher unavailable, the class will be made up on another day.

If the student is unable to attend a class, the student must provide at least 6 hour notice of the cancellation in order to be eligible for a possible make up class. The FwFL teacher will make every attempt to schedule a make up class. If a make up class cannot be arranged due to conflicting schedules, FwFL will not issue a refund.

### **Insufficient Student Enrollment**

If there are less than 4 children registered for a class, or if FwFL has to cancel a class session for any other reason, a full refund will be provided for all or remaining classes to registered participants.

### **Class Materials for Private Classes**

All students are required to come to class prepared with a notebook and writing instrument. FwFL will provide the name of the textbook that will be utilized in the private classes prior to their start. The cost for the textbook must be paid by student. The FwFL teacher may also suggest that other materials be purchased to help facilitate language learning.

### **Miscellaneous Items**

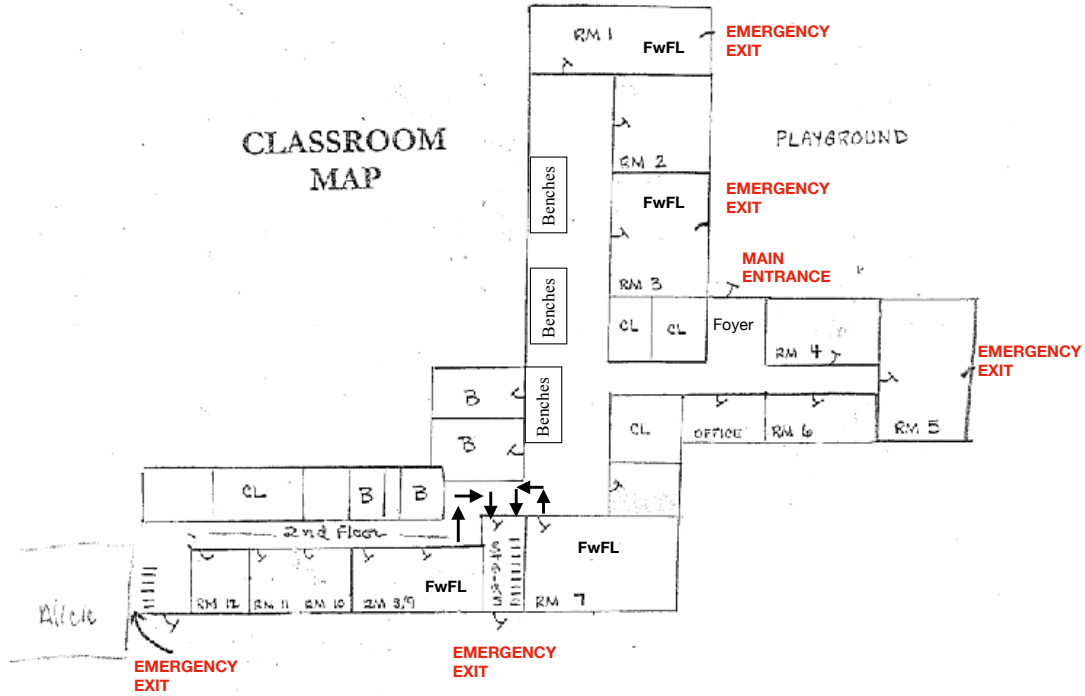
Parents must remain on the premises during the classes. Children are not permitted to enter the classroom with objects from home (unless the teacher requests them), snacks, gum, or candy.

For the parent/toddler class, one adult is permitted in class with toddler.

You can also see the [group class policies](#) or the [private class policies](#) by clicking on the links.

### Inclement Weather

Fun with Foreign Language will generally close for inclement weather when Baltimore County Public schools are closed. When the public schools have delayed openings, morning classes will generally be cancelled. Afternoon classes will be held. A message will be emailed to families and posted on the FwFL Announcements scroll at [www.funwithforeignlanguage.com](http://www.funwithforeignlanguage.com) You can also call us at 443-616-7343.



### Emergency Exits

Please familiarize yourself with the exits at Good Shepherd School so that in the unfortunate event of an emergency, you are aware of the exit doors.

In the event of emergency, gather at the parking lot for further instruction.

# PARENT/TODDLER CLASS SUGGESTIONS

## How To Get the Most out of the Parent/Toddler Classes

### Adults Should Model Language

- Say hello and good-bye in target language (Spanish or Mandarin Chinese)
- Repeat words and phrases that teacher prompts the class to do.
- Speak as much of target language in class as you would like...even if it is a few words.

### Adults Should Move, Move, Move

- Imitate teacher's gestures and movements.
- Help your child do the gestures and movements him or herself.
- Interact with your child by dancing along with him/her when it is time to dance.

### Adults Should Model Effective Behavior

- Please reserve socializing with other parents for before or after class--socializing during class takes the attention away from the kids and the teacher; and can be distracting to the kids.
- Please switch your cell phone to silent/vibrate.
- Step out of the room with your child for a few minutes if s/he should need some one-on-one attention.
- While we understand that kids at this age want to discover new environments and people in them, one of our many goals is to help the children focus as much as possible on the activities at hand. Please help us in keeping the children as focused as possible to maximize their learning.

### Adults Should Encourage Participation

- Interact with your child by asking questions about the activity that we are doing ie. "Where is the azul (blue) ball?"
- Help your child with art projects. This is also a great opportunity to ask questions.
- Respond to teacher's questions if your child is not yet comfortable with responding. After all, you are learning too!

### Adults Should Help to Ensure Health and Safety of Everyone

- Please be considerate of other families and keep child home if he/she is sick.
- Please remind child that, unless prompted to do so by teacher, running is not permitted.

And finally and most importantly, have fun with your child. The more involved and enthused our parents are, the more receptive our students will be!