

# Frequently Asked Questions

## Elementary World Language Program (EWLP)

*Hola* Parents! We're so excited to continue our new Elementary World Language Program (EWLP)! Here is some helpful information regarding the program. Be sure to continue to check our [website](#) regularly for updates as well as sign up for **WCS InFocus** to receive the latest information regarding the EWLP. You can either visit <https://www.wcs.edu> or [click here](#) to sign up for InFocus.

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[\*\*Elementary World Language Program Homepage\*\*](#)

## **PROGRAM INFORMATION**

### **What are the class dates and times?**

**SPRING 2022 SEMESTER:** week of January 18, 2022 through week of April 11, 2022.

**Morning Classes:** 7:30-8:30 a.m. \*Students will be dismissed from the EWLP to their regular classroom.

**Afternoon Classes:** 3:45-5:15 p.m. \*Students will dismiss to the EWLP and be served a snack before language class. Language class is one hour from 4:15 – 5:15 PM.

### **Which schools are offering EWLP classes?**

The classes will be offered at all elementary schools in Williamson County based on teacher availability, interest, and minimum enrollment for each school.

### **What is the cost for the language program?**

The program is fee-based (\$100) for one Spanish class. The cost covers all materials as well as a snack for after-school classes.

For reduced lunch students there is a 20% fee discount per student and for free lunch students there is a 30% discount per student. If you would like for your child/children to participate, we will need your letter from food services stating approval for free or reduced lunch. Please email this letter to [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) or send a copy of this letter to Adriana Hughes at Williamson County Schools, 1320 West Main, Suite 202, Franklin, TN 37064 or fax it to 615-427-5752. All information will remain confidential. Once received, we can adjust your payment invoice. You can request a copy of your letter by calling the WCS Food Services Department at 615-472-4990. We must have your letter by Thursday, December 30, 2021 at 3:00 p.m.

### **How long is the program each semester?**

The 12 week course is offered each semester and will meet for 1 hour each week.

### **What is the curriculum being taught?**

Our Elementary World Language Program is based on a FLEX model. FLEX programs aim to give students a foundation for world language study while encouraging communication. Our WCS FLEX program will nurture speaking and listening skills while also helping students develop an appreciation of other cultures and customs.

### **Who will be teaching the classes?**

Our Spanish classes will be taught by a combination of native-speakers, many of whom are WCS parents, and a few of our upper-level high school students will assist our veteran teachers. We are excited about the opportunity to bring together various community members into one program. All of our EWLP teachers have advanced language proficiency, experience working with children and continually receive continuous training regarding classroom management strategies and best practices in world language education.

### **Why did you decide on this type of program versus integrating into the daily class?**

Although language class during the day would be ideal, we think the before and after school program is a great first step.

### **Why Spanish? Why this language and not others?**

By offering Spanish, we are preparing our students to work and live in the global community as it is today and as it may be tomorrow. WCS is a district whose parents, students, school board, and administration value world language education and are making language acquisition a priority in the schools.

## **ENROLLMENT / REGISTRATION**

### **Where do I enroll my child for the language program?**

Revised November 15, 2021

Please [click here](#) to register.

REGISTRATION DATES for SPRING 2022: November 15 – January 10, 2022

### **What is the deadline for enrolling?**

**Spring 2022 registration will end January 10, 2022 at 3:00 p.m.** Students must be registered and paid in full by January 10, 2022. Any registered student that is not paid in full will be dropped on January 10, 2022 at 3:00 p.m. For payment details, please [click here](#).

### **The classes for my child are full. What are my options?**

If the class for your child is full, it may be that we can try to add another class if enough students of the same age express interest and we can hire a teacher. Please email Adriana Hughes at [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) to make your request. Please include your child's name(s), school, grade, telephone number.

### **Is there a waiting list for the EWLP classes?**

If the class is full during registration, please check back often to see if any spots have become available before the end of registration.

### **How do I drop a student from the EWLP?**

Please contact Adriana Hughes ([adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu)) to drop your child from a class. You have until the 1st week of class to request a refund. **No refunds are granted after the second class** and must be requested in writing before the student attends the 2nd class. You will receive your refund as soon as possible.

### **How do I know which class my child is registered for?**

You will receive an email confirmation from the Online School Payments registration site. It will be from: [ospadmin@osmsinc.com](mailto:ospadmin@osmsinc.com). We highly recommend you also write a note to your child's homeroom teacher letting them know which class (date and time) they will be attending once the EWLP classes begin.

### **My child's school is not offering the language study program for which we are interested in registering.**

### **Can we register for a class at a different elementary school in the county?**

We cannot allow students to attend another program at another school for logistic and safety reasons.

### **Does my child need to be enrolled in the SACC in order to participate in the EWLP?**

Your child does **NOT** have to be enrolled in any of the before/after school programs in order to participate in the EWLP. Please keep in mind, however, that if the drop off /pick-up times of the EWLP are not convenient for your family, then enrollment in the SACC at your child's school may be an option to consider. Please contact your school for SACC enrollment information.

## **PAYMENT**

### **Do I have to pay by credit card? Are there helpful instructions for the WCS Online School Payment system?**

You may pay either by check or credit card for the Fall 2021 semester. Please note, if paying by check, the deadline is **December 28, 2021**.

Our online credit card payment is secure and does not save your information. *(The credit card payment must be received by the enrollment deadline of January 10, at 3:00 p.m.)*

Registration is not complete until payment is received. Credit card payment must be received by **the last day of enrollment at 3:00 p.m. ([Click here](#) for the deadline to enrolling)**.

If you have not used the WCS Online Payment System, [click here](#) for some helpful instructions.

### **Is there a discount for the class? What is it and who qualifies for it?**

Yes, we do provide a discount for those that qualify. For reduced lunch students there is a 20% fee discount per student and for free lunch students there is a 30% discount per student. If you qualify for a discount, we will need your letter from food services stating approval for free or reduced lunch. Please email this letter to [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) or send a copy of this letter to Adriana Hughes by Thursday, December 30, 2021 at 3:00 p.m. at Williamson County Schools, 1320 West Main, Suite 202, Franklin, TN 37064 or fax it to 615-427-5752. All information will remain confidential. Once received, we can adjust your payment invoice. You can request a copy of your letter by calling the WCS Food Services Department at 615-472-4990. If you qualify and want your child/children to participate, please go ahead and register them for a class at our [Elementary World Language website](#).

### **CLASS INFORMATION**

#### **Are there any homework assignments, tests, and/or grades for this class?**

There are no homework assignments, tests, nor grades for the language classes. The children are encouraged to practice outside of class time.

#### **Does my child need any supplies for the class?**

There is no need to purchase additional items. All classroom materials are included in the class fee.

#### **Can I come visit my child's language class?**

We have a policy of protecting the learning environment for the students and the teachers by not allowing visitors to the classroom. Feel free to contact your child's teacher or Christi Gilliland at ([christina.gilliland@wcs.edu](mailto:christina.gilliland@wcs.edu)) to ask any questions you may have.

#### **Can my child eat a snack or breakfast during the class?**

No. All food must be consumed before class starts. The schools have graciously allowed us to use their classrooms and we want to be good stewards of the borrowed space. We also want to eliminate any chance of causing any harm for those children with food related allergies, nor can a student speak the language with food in his or her mouth. The provided after school snack will be consumed before class starts.

#### **My child needs to have access to certain medications. Can they have these with them or will the nurse be available?**

Because our classes are outside of the regular school day, the nurse's office will not be open. If there are any vital medications that your child must have at hand, parents MUST contact Adriana Hughes ([adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu)) before classes start to make arrangements to store the medicine on site. It is against WCS policy for a child to have any medication on his or her person.

### **DROP OFF / PICK-UP PROCEDURES**

#### **What time may I drop off my child for their MORNING class?**

Classes begin at **7:30 a.m.** Please do not arrive before 7:25 a.m. Please meet your language teacher at the designated SACC drop-off point. **A parent or guardian must always show ID to enter the school and sign child into the class.** This is a procedure required by the TN Department of Education and WCS. Your child will dismiss from language class to their regular classroom at the bell around 8:30 am. Our language teachers will escort kindergarteners to their classrooms.

#### **Where do I sign my child in for his or her MORNING class?**

Please meet your language teacher at the designated SACC drop-off point. Your language teacher will notify you where to meet to sign your child into class via email. **All students must be signed in.**

**What time do I pick up my child from his or her AFTERNOON class?**

Students will dismiss from their regular classrooms to the designated SACC area. Particularly for the afternoon classes, I encourage you to send your child's classroom teacher an informational email as to which class your child is enrolled. Afternoon classes will end at 5:15 pm. **Please be prompt in picking up your child by 5:15 p.m. and review the EWLP Policies and Agreements on our website.** A late fee of \$1 per minute will be charged.

**Where do I sign out my child for his or her AFTERNOON class?**

Afternoon classes will end at **5:15 p.m.** Please meet your child and the language teachers at the designated SACC pick-up point. You must show your ID prior to entering the building as per WCS policy. Your child will only be released to a responsible designated adult. Students will not be released to siblings. To ensure your child's safety, please bring an ID to pick up your child when you sign them out.

**I'm having difficulty dropping off/picking up on time. What options do I have? (SACC)**

**Please note that enrollment in the EWLP does not mean that your children are enrolled in SACC, the before/after care program.** If you cannot get your child to school or picked up from school at the designated time, please contact your child's school to inquire about enrolling in the after-hours childcare program at your school for an additional charge.

**How do I make a change to the authorized list of people that may pick up my child?**

Any changes to a student's authorized pick up must be done 48 hours in advance. Please send an email to Adriana Hughes at [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) with the following information: name of your child, school they attend, language program and time of day they attend, your name as parent, name of additional authorized pick-up, their phone number, and their relationship to your child. This information will be updated in your child's information and provided to their language teacher. PLEASE NOTE: ONLY THE ADULTS LISTED ON YOUR ACCOUNT WILL BE ALLOWED TO PICK UP YOUR CHILD. Students will not be released to siblings.

**Can my child walk / ride their bike home after class in the afternoon?**

Due to the TNDOE requirements that children must be signed in/out by the designated adult, students may not walk or ride their bikes to or from language class.

**ATTENDANCE**

**How do I let the EWLP teacher know that my child will be absent?**

Please send an email to your teacher when your child is absent so that the language teacher will know that your child will not be in class.

**Will classes that are missed due to the WCS calendar for school closings be made up?**

Yes, if schools are closed based on the regular WCS calendar, your language teacher will reschedule the necessary classes. This will be scheduled by each individual teacher and he or she will contact you with the details via email.

**What happens when WCS delays or closes schools due to inclement weather?**

In Middle TN, any type of inclement weather, including snow, ice and flooding, can cause schools to delay or close. In the event of inclement weather, the EWLP will follow the WCS Inclement Weather Policy. No EWLP classes will be made up should WCS make a decision to delay the start of school, call for early dismissal, or to close school altogether due to inclement weather. Please refer to the [WCS delays/closings link](#) for more information.

**My child is part of SACC. How will they know to go to the EWLP class after school?**

Once language class is done, the EWLP teacher will take your child to SACC if your child is registered for the SACC program for that day. The SACC programs are an additional cost. Please contact your child's school for more details regarding your school's specific after care program.

**Can I change my mind with regard to what time and day my child attends?**

You may log-in to change your child's class any time before the end of the registration period. After that time, please contact Adriana Hughes at [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) to make any changes to your account before enrollment ends. All changes are subject to availability.

**Can my child attend a make-up class on a different day if they can't make their regularly scheduled one?**

No. Students may only attend the class for which they are registered. No exceptions.