

IES Program Features

IES has been teaching foreign languages to children throughout the U.S. since 1982. We offer both in-curriculum and after-school programs using our own highly-acclaimed methodology. Classes have 8-15 students and are held one hour per week. Each student receives home reinforcement materials which include curriculum for the entire program. Our teachers are usually native speakers and all are bilingual and trained by IES through ongoing seminars. Our methodology follows a progressive program of instruction with language acquisition using one word and short sentence responses (one year or more provides progression of fluency). All children will receive a certificate at the end of the program.

IES Program Policies

1. There are no refunds for classes attended, enrollment fees, or materials received.
2. Installment payments: IES is not responsible for sending installment notices. We do not accept checks for installment payments. Credit cards will automatically be charged on:

Installment Plan not available on Pre Registration Price

3. Late fees will apply to all outstanding accounts at a minimum of \$20.00 per late payment.
4. No refunds after 30 days for unattended classes. If an emergency situation occurs, and your child must drop the program after 30 days, parents will be charged a rate of \$15.00 per class attended plus the nonrefundable enrollment fee and any room rental fees that may apply.
5. Registrations are entered on a first come, first served basis. You will receive a confirmation call from IES regarding your registration the day before class begins. Your child cannot attend class until you have received this call.
6. We expect to begin all classes on the scheduled start date, however rather than cancel a class (due to low enrollment), we reserve the right to postpone the start date or combine classes. IES reserves the right to cancel a class or drop students from a class at any time for the betterment of the program.

For a complete list of IES Policies contact the IES Language Foundation or visit the Website at www.ieslanguages.org.

Your Commitment

The IES Language Foundation is a National Nonprofit Organization seeking to enrich children's lives with the gift of second languages. In order to facilitate low cost enrichment programs, we need your parental support. A minimum number of children are required for this program to exist. We hope that you and your child will take his or her decision to learn a language serious enough to make a commitment for a school year (or the term of the program) as not to jeopardize the program's existence to other children.

For your records:

Payment sent to IES on _____ in the amount of \$ _____. I paid by _____ and sent it by way of _____.

IES Language Foundation Registration Form

Parents, please fill out one registration form for each child you are signing up and fill out **BOTH SIDES** of the form. IES does not accept phone registrations. Please **DO NOT** bring registrations or payments to school or to class! Please separate this brochure at the fold, mail or fax this half, and keep the other half for your records.

Child's Name _____

Address _____

City _____

State _____ Zip _____ Grade _____

Parent's Name _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail _____

The best way to reach me is: (check one)

School's Name _____

This will be my child's: (Please circle one) 1st 2nd 3rd 4th 5th 6th 7th 8th year with IES.

Number your 1st and 2nd choice of language: Spanish (Beg.) Sp (Adv.) Mandarin Chinese (Beg.) Mandarin Chinese (Adv.)

Emergency Information

Person's Name _____

Phone Number _____

Relationship _____

Does your child have any medical conditions we should know of? Yes No

If yes, please explain. _____

(Attach a sheet if necessary.)

In an extreme emergency, I can be contacted to sit with the class. Yes No

IES has my permission to film/photograph my child for marketing (print/web) and training purposes. Yes No

Dismissal Information

The teacher has my permission to dismiss my child:

to walk or bike home.

to go to day-care after class. (Teacher will escort child.)

to be picked up by (List names below.) *

to carpool with (List names below.) *

to go to class at school.

* Students will need to be picked up from the classroom and signed out. People on list will need to show ID.

Name _____

Name _____

Please complete back of form

*****Please note: Any late pick-ups will result in child being dropped from class on the 3rd occurrence.*****

Class day & time you are registering your child for:

Payment Option

Full Amount. (This fee includes materials and a nonrefundable \$20 enrollment fee.)

****\$338** for 32 classes of instruction & materials (**Early registration price until August 8th)

Installment Plan. (This fee includes materials and a nonrefundable \$20 enrollment fee as well as administrative accounting fees. Installment payments will be made by credit card only and will *automatically* be debited on the due date below as referred to in the IES policies.)

Tuition Installment Payments Due Dates

Installment Plan not available on Pre Registration Price.

****Please note: After the new AUGUST 8th pre-reg deadline, full tuition of \$420 will apply.**

Late fees will apply to all outstanding accounts at a minimum of \$20.00 per fee.

Payment Method

Check (Made payable to *IES Language Foundation*)
A check must be received with the registration form in order for IES to process the registration.

Credit Card: Master Card Visa Discover

Number _____

Expiration Date _____

Name on Card _____

Signature _____

A place in the class will not be held if payment is not received. There will be a \$20.00 service charge for all returned checks or credit cards.

Optional Home Reinforcement Materials

Prices include CA sales tax & shipping.

Cassette Tapes \$8.91 each

"Sing A Second Language" Song Tape
 French Japanese

"Between Family & Friends" Song Tape - Spanish Only

"Sing to Sleep" Song Tape - Spanish Only

Music CDs \$14.88 each

"Sing Along Songs" Music CD - Spanish Only

"Music In Motion" Music CD - Spanish Only

Computer CD-ROM \$24.66 each

"Hello Big Tree" CD-ROM - Spanish Only

"An Adventure Abroad" CD-ROM
 Spanish French

Activity Books \$10.53 each

"1,2,3 Let's Sing the Basics" Activity Book
 Spanish French

"Music In Motion" Activity Book - Spanish Only

How to Register

By initialing here, I understand and accept all of the IES program, payment, and refund policies in this brochure. I understand that I can contact IES or view the IES

Website for a complete list of policies.

Registration cannot be processed if not initialed by parent.

Please mail or fax both sides to:

IES Language Foundation
7020 Koll Center Parkway
Suite #127
Pleasanton, CA 94566

FAX (925) 462-1692

Or register online at:
www.ieslanguages.org

Questions? Call
1-800-231-4703

Foreign Language Instruction Now Offered at Your School!

The IES Language Foundation is pleased to offer foreign language classes at

Stonebrae Elementary

Don't miss out on the opportunity to give your child the gift of a second language. Sign up for a class:

Spanish for grades K-6 (Beginning)

Mondays, 2:55-3:55 PM

Class will begin 09/08/08

Spanish for grades K-6 (Advanced)

Mondays, 2:55-3:55 PM

Class will begin 09/08/08

Mandarin Chinese for grades K-6 (Beginning)

Tuesdays, 2:55-3:55 PM

Class will begin 09/09/08

Mandarin Chinese for grades K-6 (Advanced)

Tuesdays, 2:55-3:55 PM

Class will begin 09/09/08

This is a 32 class program,
excluding holidays and school closures

Deadline to Register:

August 8th, 2008

(Extended from June 20th)



IES Language Foundation
Languages for Kids!

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Pleasanton, CA 94566

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