

# International and Indigenous Languages Elementary Program



## About the Program

The International and Indigenous Languages Elementary (IILE) program is available at several locations throughout the Halton Region. Halton students who are from Junior Kindergarten to Grade 8 are eligible to participate. Not all languages are offered at all locations.

The course focuses on the three basic skills of languages: reading, writing and speaking.

The Full year (September to June) Program concludes with an End of Year Celebration. Students will receive a Certificate of Completion and a Progress Report prior to the event. This celebration will be held on the last Friday or Saturday class in June and is considered a regular scheduled class.

## Dates and times:

September to June Classes: Either Friday nights 6:00 p.m. to 8:30 p.m. or Saturday mornings 9:30 a.m. to 12:00 p.m. [Full Year 2019-2020 Course List](#)

Summer: July 6<sup>th</sup> to July 30<sup>th</sup>, Monday to Friday mornings 9:30 a.m. to 12:00 a.m. [Summer 2020 Course List](#)

(only courses with space left in the class will show up on the registration system)

## Registration Instructions:

If you have had a student in our program in the past, **do not create a new account**. Please [use your existing login](#) information to register. This will make the process quick and easy for you! If you have lost this information, please email us at [int-lang@hdsb.ca](mailto:int-lang@hdsb.ca). Please log in regularly to update any information as it changes (address change, home school change etc. ) Incorrect or out of date information may result in a delay in approving your child's registration.

**For families new to the program**, please be sure to [create an account](#) using the parent/guardian name. You will be asked to add your child afterwards. It is VERY IMPORTANT that all of your child's registration information is accurate and current and that you register your child using their LEGAL name.

[Registration Tutorial](#)

Due to the number of students, all communication will be done through email, so be sure to use a valid email address when registering.

## **Frequently Asked Questions:**

### **1) How do I register my child into the program?**

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If your children have already taken one of our courses, you will already have a log in and password. PLEASE DO NOT CREATE A SECOND ACCOUNT.

NEW USERS: Once you complete this one-time registration, you will be able to enroll your child in our language programs each year with just a few simple clicks!

You must create a user account for yourself (NOT your child.) Next, 'Add a family member' (your child), and fill out the information.

Now, select a class to enroll your child into, pay a \$25.00 material fee per child online or by mail to GARY ALLAN HIGH SCHOOL IN BURLINGTON.

Be sure to log in if your child's information (ex: home address, phone number) changes.

### **2) How old does a child have to be to be registered for the program?**

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Children who are currently of age to be in JK to Grade 8 may register for the International Language Elementary Program

### **3) Information about the 'Materials Fee'**

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A non-refundable materials fee of \$25.00 must accompany each registration.

The materials fee is immediately applied to the purchase resources for the class such as books, art supplies etc.

You will not receive a confirmation of registration until we receive this fee.

Enrollment is not guaranteed until the payment has been received and processed.

In the event that a course is cancelled due to enrollment, the full \$25.00 fee will be refunded. For any other EXCEPTIONAL circumstances which result in a refund, a \$5.00 administrative fee will be applicable, and \$20.00 will be refunded.

Refunds may take up to 3 weeks.

Payment can be made at time of registration via credit card.

Payment by cheque (payable to Gary Allan High School) or cash must be sent/delivered to

Gary Allan High School, 3250 New Street, Burlington, ON, L7N 1M8

More than one child in the program? You may put all payments on one cheque !

Payment on the 1st day of class will NOT be accepted.

\*\*Please do not bring your child to class until you have received this confirmation, as your child will not be permitted in class\*\*

### **4) How many students will be in a class?**

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We require 23 students to run a class.

### **5) What happens if there aren't enough students enrolled to run a class?**

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If we have to cancel a class, we will notify the parents of all students and either refund the material fee or transfer the child to another class of your choice.

**6) Will my child be in class with other children with the same understanding of the language or the same age group?**

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The instructor of the class will divide the class into groups by age as well as by understanding of the language, and will teach appropriate lessons to each group.

If there are multiple classes running at the same site, classes will be divided by grade.

**7) My child will not be able to attend the entire course. Can he/she still come to some of the classes?**

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Yes. We ask that you inform your instructor if you know they will be missing classes or you are withdrawing your child.

**8) Will there be other adults in the classroom?**

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In some circumstances, the instructors will have an assistant or a volunteer who is approved by the Halton School Board and has provided a Vulnerable Sector Police Check.

For security reasons, no other adults may stay on school property during class time.

**9) What happens if I can't pick up my child immediately after class?**

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There will be NO staff to supervise students after class. Please be sure to pick up your children on time.

For safety reasons, children who are left unattended before or after class more than one time will be removed from the program. The material fee will not be refunded.

**10) Can my child take more than one language class?**

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Yes. Your child can take two classes if they run on different days of the week.

eg: Arabic on Friday evenings and German on Saturday mornings.

**11) How do I find out about cancelled classes?**

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Cancellation of class due to holidays and Inclement Weather will be posted on our website [www.garyallan.ca](http://www.garyallan.ca) and on Facebook: [www.facebook.com/HaltonElementaryInternationalLanguageProgram/](http://www.facebook.com/HaltonElementaryInternationalLanguageProgram/)

Parents are expected to use their own judgment in assessing driving conditions to and from school.

Should an instructor be ill or otherwise unable to attend class, every effort will be made to offer the class with a qualified supply teacher. If this is not possible, we will contact you via email and/or phone.

Classes do run on all PA Days unless the date falls on a Holiday weekend.

**12) My child has allergies/medical conditions. What does the school need?**

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Email us at [int-lang@hdsb.ca](mailto:int-lang@hdsb.ca) or call us at 905-632-2944 x 148 and we will send you the appropriate forms to fill out.

**13) How will I be contacted?**

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All communication regarding the course will be done by email.

In emergency situations, staff will attempt to contact parents/guardians by phone.

Under rare circumstances, some documentation may be mailed to the parent/guardian at their home address.

**14) O.E.N What is it and where can I find it?**

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O.E.N. Stands for Ontario Student Number. It is a unique 9 digit number assigned to each Ontario Student by the Ministry of Education. This number can be found on your child's report card .

Your child may not have an O.E.N. if they are in Junior Kindergarten, are Home-schooled, or attend a private school.

**15) My child is NOT a student in the Halton Region. Can he/she still take part?**

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No, this program is only open to Halton Students.

If your child is from another region, he/she must take the course in that region. Please contact that school board for information on courses that they offer.

**16) The language or location I wish to enroll my student into is not listed. Why not?**

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All classes and locations are conditional on sufficient enrollment. Additional languages may be offered based on demand.

If a language is not offered, please email [int-lang@hdsb.ca](mailto:int-lang@hdsb.ca) with your request.

New languages require a minimum of 22 students to run and can be offered as soon as 3 months after being approved.

French and English are not offered, as they are currently run as a part of the home school day school program.

NOTE: Due to the vast number of students, most communication is done via email.

Please contact us at 905 632-2944 x 148 or [int-lang@hdsb.ca](mailto:int-lang@hdsb.ca) if you require assistance or have questions