

Dear Students, Parents, and Friends,

We have a very exciting year coming up! We have been working hard all summer to find a new location and to update our registration process. We are very happy to host the German Language School of Marin at the Marin Christian Academy campus located within the New Life Christian Center. The campus is friendly, modern, and best of all, on the corner of Rowland and Novato Blvd literally right next to our former location!

Beginning of the school year

Our first day of school is Saturday, September 10, 2011. Classes will be held at Marin Christian Academy (at New Life Christian Center) located at 1370 S. Novato Blvd in Novato, from 9:30A.M. to 12 NOON. Please see the map on the second page if you are unsure of our location.

Registration

Enclosed is the registration form, school policies, and consent form. Please complete and return them with payment on or before the first day of school. Only one registration form is required per family (of up to five students) and the medical consent form only needs to be filled out for children. We encourage you to mail your registration form and payment to PO Box 2849, Novato, CA 94948 before the first day of school to help us plan for the new school year and allow the office to flow smoothly on the first day of school.

The tuition for 2011-2012 is \$275 per student per semester. Additionally, the cost per book (or material fee for Pre-K, Kindergarten, and Level 1/2) is \$25 annually, unless you already own the book being used in your class. At this time we are only able to take payments made by check or cash.

The Teachers and Board of Directors

Included in this registration package is a list of the teachers with their class levels and the board of directors. The board was elected during the spring semester 2011. If you are interested in getting involved, as either a Board member or to volunteer, please contact us.

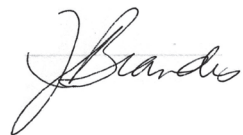
School Calendar

Enclosed is the calendar for the 2011-2012 school year. Please note that our biggest event, the Weihnachtsfeier, will be on December 11, 2011. We continuously have new events throughout the school year, so make sure to provide us with your email address when you register so we can keep you updated and follow us online!

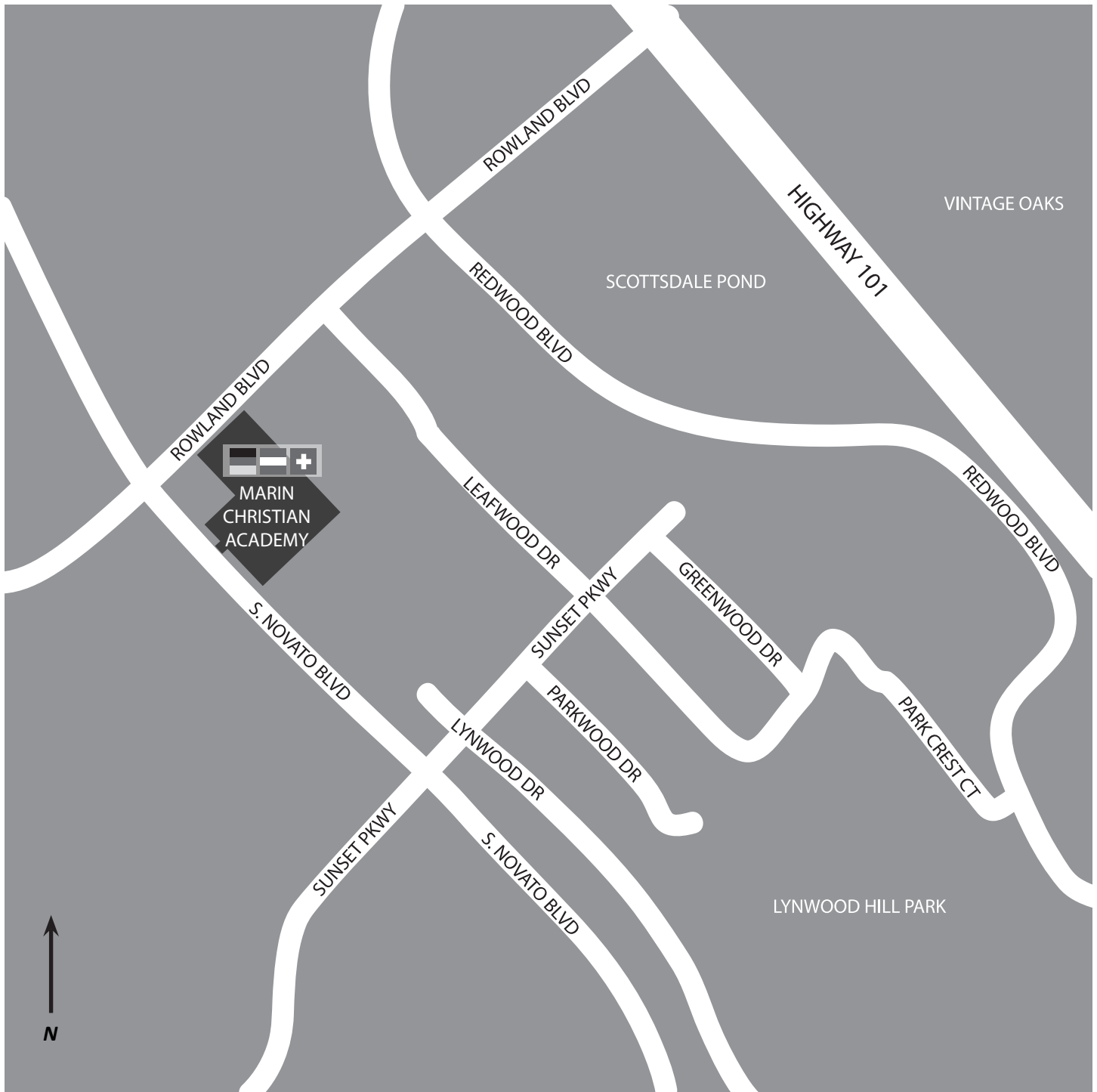
We look forward to seeing you all on September 10, 2011 and ask that you arrive by 9:15A.M. to ensure you have plenty of time to locate your room before class.

Feel free to contact us at 415.897.9771 or info@germanschoolmarin.com if you have any questions and we would be happy to help you.

Mit freundlichen Grüßen,



Josie Brandis, President



German Language School of Marin

We are at Marin Christian Academy (at New Life Christian Center)
1370 S. Novato Blvd.
Novato, CA 94947

- Take the Rowland exit from Highway 101 and head west.
- Turn left on South Novato Blvd.
- Enter first driveway on the left after the median island.

Board of Directors 2011-2012

Josie Brandis ▪ President
Susanne Ivarson ▪ Vice President
Regina Sun ▪ Secretary, GASANC Rep, & Librarian
Kirsten Oldenburg ▪ Treasurer
Jacob Powell ▪ Outreach Manager
Mark Ingwersen ▪ Public Relations Manager
Angelika Quirk ▪ Principal & GASANC Rep
Carolyn Bopp ▪ GAS Marin Rep & Librarian
Liz Esmerian ▪ Board Advisor
Susi Reinhard ▪ Hospitality

Teachers 2011-2012

Ute Waldman ▪ Pre K
Kari Whalen ▪ Kindergarten
Doris Bognar ▪ Level 1/2
Christina Knepper ▪ Level 3
Efraim Wichmann ▪ Level 4
Corinna Schubert ▪ Level 5/6 & Adult Conversation
Angelika Quirk - Principal ▪ Level 7/8
Susan Rose ▪ Adult Level 1
Eva Romni ▪ Adult Level 2
Astrid Mackwitz ▪ Adult Level 3
Helga Tullmann ▪ Adult Level 4

Schulkalender / Class Calendar

2011/2012 School Year

German Language
School of Marin 

First Semester

SEPTEMBER
10 (1 st day of School)
17 School
24 School

OCTOBER
1 School
8 School
15 School
22 School
29 School

NOVEMBER
5 School
12 School
19 School
26 No School (Thanksgiving)

DECEMBER
3 School
10 School
11 Weihnachtsfeier
17 No School (Winter Break)
24 No School (Winter Break)
31 No School (Winter Break)

JANUARY
7 School
14 School

Second Semester

JANUARY
21 (1 st day of 2 nd Semester)
28 School

FEBRUARY
4 School
11 School
18 No School (President's Day)
25 School

MARCH
3 School
10 School
17 School
24 School
31 School

APRIL
7 No School (Spring Break)
14 No School (Spring Break)
21 School
28 School

MAY
5 School
12 School
19 School (Graduation)

Anmeldungsformular / Registration Form

2011-2012 Schuljahr / 2011-2012 School Year

German Language
School of Marin  

Information of Main Contact Person or Parent/Guardian

FIRST AND LAST NAME OF MAIN CONTACT		
ADDRESS	CITY	ZIP
EMAIL ADDRESS	HOME PHONE	MOBILE PHONE

Emergency Contact Person's Information

EMERGENCY CONTACT	RELATION	PHONE
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Student(s) Information (Please enter info for all students, even if main contact is a student.)

FIRST AND LAST NAME OF STUDENT 1	AGE	GRADE	NEW STUDENT? Yes No	PLACEMENT (OFFICE USE ONLY)
EMAIL ADDRESS OF STUDENT 1 (IF DIFFERENT THAN MAIN)	PHONE (IF DIFFERENT)		GERMAN LANGUAGE ABILITY Beginner Intermediate Advanced	
FIRST AND LAST NAME OF STUDENT 2	AGE	GRADE	NEW STUDENT? Yes No	PLACEMENT (OFFICE USE ONLY)
EMAIL ADDRESS OF STUDENT 2 (IF DIFFERENT THAN MAIN)	PHONE (IF DIFFERENT)		GERMAN LANGUAGE ABILITY Beginner Intermediate Advanced	
FIRST AND LAST NAME OF STUDENT 3	AGE	GRADE	NEW STUDENT? Yes No	PLACEMENT (OFFICE USE ONLY)
EMAIL ADDRESS OF STUDENT 3 (IF DIFFERENT THAN MAIN)	PHONE (IF DIFFERENT)		GERMAN LANGUAGE ABILITY Beginner Intermediate Advanced	
FIRST AND LAST NAME OF STUDENT 4	AGE	GRADE	NEW STUDENT? Yes No	PLACEMENT (OFFICE USE ONLY)
EMAIL ADDRESS OF STUDENT 4 (IF DIFFERENT THAN MAIN)	PHONE (IF DIFFERENT)		GERMAN LANGUAGE ABILITY Beginner Intermediate Advanced	
FIRST AND LAST NAME OF STUDENT 5	AGE	GRADE	NEW STUDENT? Yes No	PLACEMENT (OFFICE USE ONLY)
EMAIL ADDRESS OF STUDENT 5 (IF DIFFERENT THAN MAIN)	PHONE (IF DIFFERENT)		GERMAN LANGUAGE ABILITY Beginner Intermediate Advanced	

School Information

TUITION INFORMATION Tuition is \$275 per semester per student. Pre-K, Kindergarten, and Stufe 1/2 have a \$25 annual material fee. Book/workbook for all other classes are \$25.	CLASS HOURS Instruction is from 9:30 - noon with a 15-min break (break times vary by class).	CLASSES ARE HELD AT Marin Christian Academy (at New Life Christian Center) 1370 S. Novato Blvd., Novato, CA 94947
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By signing below, you have read and accept the school policies as outlined on the School Policy document I received with this document. The school admits students of any race, color, nationality or ethnic origin.

I would prefer that photos of me or my child(ren) not be used on the GLSM web site or marketing materials.

SIGNATURE _____

DATE _____

For office use only	FALL SEMESTER	SPRING SEMESTER	
# OF STUDENTS	X \$275 =	+ # OF BOOKS / MATERIALS X \$25 = \$	TOTAL

Parent and Student Responsibilities - help us have a great year!

1. The school will provide supervision between the hours of 9:30am and noon. Students are expected to arrive at school no later than 9:30am and must be picked up promptly after the conclusion of their class. **There is no supervision after school, therefore it is imperative that you pick up your child on time.**
2. No child may leave the school premises before the end of classes without permission from the Board Member on duty, or the child's teacher, and only upon the assurance that the child is being picked up by a parent or authorized person.
3. Parent or guardian must sign in/out any child in Pre-K, Kindergarten, and Level 1/2. Teachers (in all class levels) must be notified of any planned absences.
4. In the case of an emergency, every effort will be made to contact parents or their designated person listed on the registration form before other arrangements will be made. Please fill out and return the medical release form with your registration.
5. Our school leases classroom, break room, and playground space from Marin Christian Academy (at New Life Christian Center). As a tenant (and to be respectful to our host school) everyone must adhere to the following policies:
 - Students, parents, and staff must stay in areas of the school campus designated for use by the German School, such as classrooms, break room, and playground so as not to disrupt or interfere with other activities on campus.
 - No smoking, tobacco products, alcohol, or drugs are allowed anywhere on the property at any time.
 - **Students must not touch or handle anything in the classrooms that do not belong to the German School.**
 - **No food or drinks in any rooms other than the cafe at any time.**
 - Clean and respectful language should be used at all time. No speech or communication that is offensive or obnoxious, and no loud or disruptive activities.
 - No lewd or explicit literature or materials on the property at any time. No distribution of religious literature or printed/other materials. Political campaigning is also not allowed. Music, instrumentation, and lyrics must be kept clean, non-religious, and non-offensive at all times. No physical violence or hostile provocation at any time.
 - Park only in non-reserved spaces.
 - **No animals of any type on the property at any time (service dogs excluded).**
 - Facility and landscaping must not be altered or damaged in any way.
6. We ask that clothing should be appropriate for a school environment that has children of all ages. Types of clothing that should not be worn are: shirts that expose the midriff, low-cut tops, very short shorts/skirts, clothes with offensive or lewd/explicit graphics, clothes with offensive or vulgar language, pants or tops that expose undergarments, and strapless tops. This list may not be all inclusive. Students wearing such clothing will be asked to either cover-up or change the article of clothing in question.
7. Visitors are required to register at the German School office before entering a class.
8. The German School is a non-profit organization and relies on the support of its members for the success of its educational endeavors. It is essential that all parents volunteer their services at the school's various fundraising events and activities.
9. Each school member (adult student or parent of child student) is invited to serve on the Board of Directors.
10. Information concerning school functions and dates will be made available through email, flyers, and newsletters.
11. Parents are strongly urged to support their children in the endeavor of learning German. The school will be more effective as an educational institution with the active support and involvement of parents.
12. The school carries liability insurance. All students should have their own private medical insurance.

If you have additional questions regarding these policies or our school, feel free to contact us at info@germanschoolmarin.com or 415.897.9771.

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

German Language School of Marin TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE
()

WORK PHONE
()