

## Junior Summer programme: Useful information

1. WHAT DO I NEED FOR THE CLASS?
2. WHAT IS MY CLASS TIMETABLE?
3. WHICH IS MY GROUP?
4. WHAT IS THE PLAN OF THE ACTIVITIES?
5. WHAT DO I NEED TO BRING FOR THE ACTIVITIES?
6. HOW CAN I CONTACT THE SCHOOL?
7. WHAT WILL I OBTAIN WHEN I FINISH THE COURSE?
8. WHAT IS INCLUDED IN THE COURSE FEE?
9. AIRPORT TRANSFER
10. TERMS & CONDITIONS
11. HOST FAMILY ACCOMMODATION





## 1. WHAT DO I NEED FOR THE CLASS?

The first day we will give you a folder for all your papers, a pen and a backpack. We recommend you bring water and a snack to have during the break (11.00 – 11.15)

## 2. WHAT IS MY CLASS TIMETABLE?

The most common timetable of your intensive 20 programme is from 09:30 a.m. to 12:45 p.m., although there may be changes to this if your group for your level has a different timetable or if, during your week here, there are bank holidays. If this is the case, we will advise you beforehand. The first day of the class students must arrive at school at 9:15 a.m. for check-in, receive materials and get to the classroom. Classes will most likely start at 9:30 a.m.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
09:30-10:00	Check-in	Check-in	Check-in	Check-in	Check-in	Check-in	Check-in
10:00-10:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
10:30-11:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
11:00-11:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
11:30-12:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
12:00-12:45	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
12:45-01:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
01:00-01:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
01:30-02:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
02:00-02:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
02:30-03:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
03:00-03:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
03:30-04:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
04:00-04:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
04:30-05:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
05:00-05:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
05:30-06:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
06:00-06:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
06:30-07:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
07:00-07:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
07:30-08:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
08:00-08:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
08:30-09:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
09:00-09:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
09:30-10:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
10:00-10:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
10:30-11:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
11:00-11:30	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
11:30-12:00	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish
12:00-12:45	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish	Spanish

## 3. WHICH IS MY GROUP?

The group will depend on your level. Students who already have some previous knowledge of Spanish will be tested to ensure correct placement. Please, click here to take the online test as soon as possible during the 30 days before your arrival. If you experience any technical difficulties, please let us know. Do this without any help from dictionaries or grammar books.



The test consists of four parts, each of which is more difficult than the last. You don't need to fill in the whole test, only do as much as you can. At the end of each part you can choose if you want to continue with the test or finish there. When you finish the test you should enter some details such as your name and surnames and click the button to finish the test. We will receive your test automatically. The length of the test will vary according to your level. The maximum time for the test is one hour twenty minutes.

### GROUP AND TIMETABLE CONDITIONS:

Groups are from 3-12 students. In case of smaller groups, there will be a reduction in the length of the course, although it is not very probable. For example, in case of a 2-student group, the intensive 20 will consist of 3 lessons per day, and in case of 1-student group, the course will consist of 2 lessons per day. In any case, the course will cover the same material by the end of the week. Please note smaller group enable students to cover the material faster.

## 4. WHAT IS THE PLAN OF THE ACTIVITIES?

Every Monday the teachers will let you know the plan of activities for the week. If you want to participate you need to put your name down on the activity list in the entrance of the centre.



Remember it is very important that you take part in these activities to take full advantage of your cultural and linguistic immersion course. You can also download the plan every week from the website: <http://tlcdenia.com/social-activities>

## 5. WHAT DO I NEED TO BRING TO PARTICIPATE AT THE ACTIVITIES?

It is very important that you don't forget the following items if you want to participate in the activities:

- Beach towel
- Swimsuit, beach shoes, hat.
- High factor sun protection
- Sports clothes and shoes for walking in the city and in the mountain.
- Have your medical insurance to hand.
- The desire to fully enjoy Denia and learn Spanish!



## 6. HOW CAN I CONTACT THE SCHOOL?



### Office hours:

The school office will be open from 9:00 to 14:00 Monday to Friday. Please feel free to come and ask any doubts. You can also contact us by phone (0034) 96 642 36 72 or by email [info@tlcdenia.es](mailto:info@tlcdenia.es). In case of an emergency, please call (+34) 687 450 577 (24h). We would appreciate you **make responsible** use of this number.

## 7. WHAT WILL I OBTAIN WHEN I FINISH THE COURSE?

On top of a great experience and new knowledge, all students receive a certificate documenting hours and level of the class where the student participated. Students must attend at least 80% of the classes. This is not an official document.



## 8. WHAT IS INCLUDED IN THE COURSE FEE?

**WIFI and library:** The school has free WIFI connection. We also have Reading books of all levels that you can borrow. Take advantage and read in Spanish!

- Enrolment Fee
- End of course diploma.
- Weekly social activities.
- Free WIFI internet access.
- 24-hour emergency assistance.
- Access to book library.
- Borrowed book and other material.
- Entry level test.
- Accident insurance. (Only for those who choose the complete package with the accommodation, not Day-Camp).

## 9. AIRPORT TRANSFER



If you have booked a school transfer, there will be a member of the school waiting for you at the airport. The driver will have a sign with your name on it. Don't leave the airport by your own. If you can't find your driver, please call the emergency number (+34) 687 450 577.

If your flight arrives earlier than expected, please wait at the exit and call the emergency number. If your flight is delayed (more than 30 minutes), please contact the emergency number as soon as possible, and provide us with the new arrival time. If you don't inform us about your delay, you may have to book an additional transfer.

## 10. TERMS & CONDITIONS

## Cancellations

Cancellations must be notified as soon as possible.

21 days before the start of the course but 60€ will be withheld.

20 days or less before the start of the course and 100€ will be deducted (or 200€ if accommodation has been reserved).

Once your course has begun, no refunds will be given.

If for health or other justifiable reasons a student is forced to cancel or postpone their classes, the school will offer them opportunity to complete their studies at a later date, within a period of 1 year starting from the cancellation date. Under no circumstances will this option give grounds for a refund unless the student has valid cancellation insurance cover.

## Changes

If you have to change your course dates, the type of accommodation or some other element of the course we can postpone it, as long as it is in the same year and with no extra charge. If this happens 15 days before the start of the course, there will be a further charge of 30€. Modifications are not accepted for bookings involving a student visa.

## Complaints

If the student has any complaint related to accommodation or course, the school must receive a written notification within 3 working days of the incident of origin in order to be eligible for any modification or refund.

## Acceptance of conditions

By booking a Spanish course in TLCdénia, you agree with the conditions described above. If you have any doubts or need more information, please do not hesitate on contacting us and we will be happy to assist you.

## Parental authorisation

Parents or tutors must sign "Parents authorisation" giving permission to the school. It is obligatory before participation in this course.

## Host families

Both parents and the student must read the conditions for the host family to allow a happy and safe time during their stay.

# 11. HOST FAMILY ACCOMMODATION

The complete Juniors programme includes accommodation with a host family (full board, double bedroom or individual if this is what you have booked) The families live in a residential area of Denia, very close to the school. The accommodation is between 5-15 minutes walking from the school and main points of interest of the city. We will send you information about the family two or three weeks before your arrival.

## Conditions of host family accommodation for students

TLCdénia is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all host families to share this commitment. Host families should share the vision of TLCdénia that by living and learning together, we can work towards a more tolerant and understanding world.

This document outlines the responsibilities of students to ensure that their participation in cultural exchange programmes have a successful and fulfilling experience. Please read this document.

## 1. Students:

The student must understand and respect the customs and needs of other members of the family unit in relation to the following aspects:

**1.1** You must inform of your allergies and special diets before arrival so we can offer a family who can properly assist you.

**1.2.** Once the placement is confirmed, students should make contact with their host families to begin to develop a relationship. Host families will introduce themselves and their local area.

**1.3.** The student and host family should agree 'ground rules' for the home early in the stay.

**1.4.** You must remember that the house is shared, so playing music or TV at a high volume may disturb

**1.5.** The student should keep their room tidy including making their bed and changing their own linen weekly.

**1.6.** You must respect the private areas of the house, such as the bedroom of the house owners, etc.

**1.7.** The student should be aware that there are differences in eating habits and in almost all the Spanish families the main meal is at lunchtime, while breakfast and dinner are lighter. Breakfast is understood to be "continental breakfast", coffee or tea with biscuits or toast. You should not expect a big American-style breakfast.

**1.8.** Students should adhere to family mealtimes and not expect meals to be provided outside these times.

You should never take things from the refrigerator or pantry, without consulting the owners. If the student knows they will miss a meal or be late, it is very important to inform the family as soon as possible.

**1.9.** Students should not bring friends home without the prior permission of the host family and never invite anyone to stay over in their room.

**1.10.** Students should be polite and considerate to the host family and inform the host family if they are going to be out or late for a meal.

**1.11.** Students should make every effort to take care of host family property. Damage and loss must be paid for, where it is clearly the student's liability. Items damaged or lost should be replaced.

**1.12.** Just like at home, the student must turn off lights when leaving a room or when daylight is sufficient.

**1.13.** All students are entitled to a supportive relationship with their host family and to be comfortable and happy during their stay.

**1.14.** Host family and students must inform TLCdénia about all serious student issues including, but not limited to: illness, accident, hospitalization, sexual harassment or abuse, arrest or detention by authorities, driving, and all illegal or questionable activity (smoking, consumption of alcohol and/or drugs, shoplifting, etc.).

## 2. Communication family / student:

**2.1.** The exchange of mobile number, WhatsApp is highly recommended, so everyone can feel relaxed.

**2.2.** Any problem must be resolved at home by talking. A good talk to establish routines and ways

of living together is essential to avoid small misunderstandings that may disrupt the stay.

**2.3.** Meals will be with the family to share the day's experiences, converse in Spanish and have fun together. The lunch and dinner hours depend on family customs and will be previously agreed with students.

### 3. Additional Requirements for Under 18's:

**3.1** Rules with respect to travel and overnight stays must be respected and the host family and student should always ensure that permission has been confirmed by TLCdénia school before the start of a stay. Students must plan ahead so that details can be passed to natural parents and permission in writing received before the trip takes place. For students over 18 years of age, parents must be informed although consent is not required. TLCdénia may veto a planned trip if it is considered unsafe.

Please, keep TLCdénia's emergency Number: (0034) 687 45 05 77

**3.2** Underage drinking is totally prohibited by law. Students under 18 are not allowed to drink alcohol during their stay. If TLCdénia finds that a student is breaking this rule, it will take serious measures to address the issue, including expulsion from the programme.

**3.3** Students must respect the curfew time established by TLCdénia of 11pm. If students do not respect this rule, the school will be not responsible for any consequences.

### 4. Money Matters:

**4.1** Host families should not lend money to the student. If there is a cash flow problem (lost bank card, etc.), TLCdénia should be informed immediately so that this can be sorted out with the support of the young person's parents. All financial transactions in such a case should be via TLCdénia. This protects both the host family and the student. If a host family acts outside of this instruction, there can be no guarantee that TLCdénia will refund the family for any loans made.

### 5. Summary:

**5.1** Students and host families are expected to do their best to maintain a mutually respectful relationship and to take each other's point of view into account, to achieve everyday harmony in the home.

**5.2** Problems which arise may be mediated by TLCdénia school.

**5.3** All concerns should be reported to TLCdénia at an early stage so that support can be provided. This support may be for the host family, the student, school issues, or problems with logistics, transport, medical services, finding a language tutor, etc.

**5.4** All students, host families, school and staff may revert to TLCdénia school. Complaints Procedure for more serious matters.

**5.5** Students and host families have an equal right to contact TLCdénia for support.

We hope you enjoy your experience at TLCdénia's school!