



Victoria  
German  
School

# VGS Handbook

## School Year 2010-11

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## About VGS

The Victoria German School (VGS) is operated by the Victoria German School Society and is a registered non-profit charity. As a provincially recognized Heritage Language School, the school has been providing German language and heritage education for children and adults for over 25 years.

The school offers a range of courses for all ages from pre-school to high school credit level, targeted programs to meet requirements for German government language certification including university entrance requirements, and adult classes. The school's program also provides an introduction to the culture and history of German speaking countries through games, crafts, music and celebrations.

Most of the VGS classes are held on Saturdays; two mid-week classes are being held on Wednesday afternoons in Fairfield.

## Student Age Requirements

Children have to turn 3 years of age by Dec. 31<sup>st</sup> of the school year in which they begin in the 'Spielgruppe' class. There is no upper age limit, and we are also offering adult classes. Students will be assigned to classes according to their age and German language ability.

## School Location

*Saturday classes:* The Victoria German School recently moved to the German Department at the University of Victoria for its Saturday classes. Classes are held in the Clearihue Building, which is located off of Ring Rd., next to the library building; parking lot C. VGS provides parents with a "drop off" parking permit at the start of the school year. If you are staying longer than 15 minutes, you will need to purchase a parking ticket at one of the dispensers located at the other parking lots, or park at the coin-operated visitor's meter.

*Wednesday classes:* Wednesday classes are held at St. Matthias Anglican Church, at 600 Richmond Ave. (corner of Richmond Ave. and Richardson Ave.). The classes are located on the ground floor of the hall. There is free parking in front of the church.

## Schedule

Saturday classes: September 11, 2010 to June 11, 2011

Wednesday classes: September 15, 2010 to June 11, 2011 (the last Wednesday class is on June 8, and our yearly Sommerfest is on June 11)

## First Day

The first day of classes is a shortened day. The day is meant to serve as an introduction for the children, with some fun games and activities in their new classes.

*Saturday classes:* Sept. 11<sup>th</sup>, runs from 9:30 to 11:00 am.

*Wednesday classes:* Sept. 15<sup>th</sup>, runs from 4:00 to 6:00 pm

*Saturday classes:* We will also be receiving in-person registrations at the reception desk for both Saturday and mid-week classes. All families are invited to stay and get to know each other over some

coffee/tea that will be provided.

### Regular hours

Regular class hours commence the second week of classes, with Saturday classes running 9:30 am to 12:30 pm and Wednesday classes from 4:00 to 6:00 pm. We request that you arrive early so that classes can start punctually.

### Holidays

Classes will not take place on holidays. Please see the calendar below for a complete class schedule.

### Special Events

VGS celebrates various special events through the year, including Laternenfest (Lantern Festival), Weihnachtsfest (Christmas Party), Fasching (Carnival) and Sommerfest. These will be held during school hours. There may be some extracurricular activities that the school will help to organize over the year – these will be completely voluntary and not part of official school activities.

## 2010-11 Saturday Calendar

( ) - brackets indicate a holiday on that date - and no classes as a result

\* - a star indicates a special event on that date

~ ~ - indicates tentative class day – to be announced

September		11*	18	25	
October	2	(9)	16	23	30
November	6	13	20	27	
December	4	11*	(18)	(25)	
January	(1)	8	15	22	29
February	5	12	(19)	26	
March	5	12	(19)	(26)	
April	2	9	16*	(23)	30
May	7	14	(21)	28	
June	4	11*			

Sept. 11	1st day of classes for 2010-11 school year. Classes will run for only half the morning, 9:30-11:00 am. There will be a social with coffee/tea for parents.
Oct. 9	Thanksgiving long weekend - NO classes
Nov. (exact date TBA)	Laternenfest Laternenumzug (lantern procession) with parents
Dec. 11	Weihnachtsfest
Dec. 12-Jan. 7	Christmas holidays - NO classes
Jan. 8	First day of classes after holidays
Feb. (exact date TBA)	VGS Annual General Meeting
March 19-26	Spring Break - NO classes
April (TBA)	Osterfest

April 23	Easter long weekend - NO classes
May 21	Victoria Day long weekend - NO classes
June 11	Sommerfest / last day of 2010-2011 school year 10 a.m. start

## 2010-11 Wednesday Calendar

( ) – brackets indicate a holiday on that date - and no classes as a result

\* – a star indicates a special event on that date

September	15*	22	29		
October	6	13	20	27	
November	3	(10)	17	24	
December	1	8	11*	(15)	(22)/(29)
January	(5)	12	19	26	
February	2	9	16	23	
March	2	9	(16)	(23)	30
April	6	13	20	27	
May	4	11	18	25	
June	1	8	11*		

Sept. 15	First day of classes for 2010-11 school year.
Nov. 10	NO classes for Remembrance Day on the 11 <sup>th</sup>
SATURDAY, Dec. 11	Weihnachtsfest – location to be announced
Dec. 12-Jan. 3	Christmas holidays - NO classes
Jan. 12, 2011	First day of classes after holidays
March 16-23	Spring Break - NO classes
April - TBA	Osterfest – location to be announced
SATURDAY, June 11	Sommerfest at UVic (10 a.m. start)

Note: Wednesday classes will be expected to participate in Weihnachtsfest, and will be invited to other Saturday-based events, such as Oster and Sommerfest.

## Teachers / Classes

Following is the list of teachers, their classrooms, and their respective contact information:

*Saturday classes:*

- **Joanna Schaller** – Class: Adult Beginners. Email: [joanka@shaw.ca](mailto:joanka@shaw.ca)
- **Irina Pilley** – Class: Sprachdiplom. Email: [irina.pilley@shaw.ca](mailto:irina.pilley@shaw.ca)
- **Petra Kixmoeller** – Classes: Level 2 (Immersion). Email: [petrakix@gmail.com](mailto:petrakix@gmail.com)
- **Gudrun Hess** – Class: Level 2 (GSL). Email: [guddi@shaw.ca](mailto:guddi@shaw.ca)
- **Erika Goetz-Lad** – Class: Level 1 (Immersion). Email: [goetzlad@telus.net](mailto:goetzlad@telus.net)
- **Britta Fischer** – Class: Level 1 (GSL). Email: [bif@uvic.ca](mailto:bif@uvic.ca)
- **Roswitha Posingies Chesson** – Class: Spielgruppe (Immersion). Email: [rosy@telus.net](mailto:rosy@telus.net)

- **Ute von Salzen** – Class: Spielgruppe (GSL). Email: [von\\_salzen@yahoo.com](mailto:von_salzen@yahoo.com)

*Wednesday classes:*

- **Britta Fischer** – Mittelstufe/Sprachdiplom. Email: [bif@uvic.ca](mailto:bif@uvic.ca).
- **Erika Goetz-Lad** – Level 2. Email: [goetzlad@telus.net](mailto:goetzlad@telus.net)

The teachers will inform parents about the routine and expectations of their particular classes. Please do not hesitate to contact them if you have any questions or concerns.

## **Books**

Some classes require the use of textbooks and workbooks. Books costs are not covered in the tuition fees, and are paid for separately. Books will be available for purchase on the first day of classes.

## **Language**

Our families - parents and children alike - range in German-speaking ability from little German knowledge to native Germans. In the hallways, you will hear a mix of both languages and the board will communicate with you officially primarily in English to ensure understanding by all. However, in the classrooms you can expect total German immersion in all classes, except for classes that are GSL (German as a Second Language) oriented and may occasionally rely on the use of English.

## **Performance**

Teachers will provide casual feedback throughout the year. They will also provide two written reports (mid-year and end-of-year) to provide formal feedback on your child's learning. Spielgruppe students will only receive an end-of-year report.

## **Absences**

If possible, please notify the teacher in advance if your child will be away.

## **Snacks**

All classes will have snack breaks. Please send a healthy snack for your child. As we have some children with life-threatening allergies, we request that you send only peanut-free and nut-free snacks.

## **Clothing**

The younger children will have some playtime outside. Please provide them with appropriate clothing for all weather, including raingear and boots, as we go outside in all weather.

Also, as arts and crafts are a regular part of class activity for the younger children, please have them wear clothes they can stain and get dirty. As well, for the youngest children, please pack a change of

clothing in case there are “accidents”.

## Library

Our library is available on Saturdays. It is housed in a mobile bookcase. We have books for various age groups as well as videos, DVDs and audio tapes. Please sign out the materials in the white “Ausleihe” (Borrowing) binder, using a sign-out sheet specific for your child that is then filed alphabetically under your child’s name. We request that you sign out materials for 1-2 weeks at a time only.

Donations to the library are welcome - they can be used, provided they are in good condition.

## School Director

VGS is welcoming our new School Director: Mrs. Brigitte Herold-Archer. You can contact her at: [info@victoriagermanschool.org](mailto:info@victoriagermanschool.org).

The primary role of the Director is to serve as point person for VGS families and teachers as well as to oversee the daily/weekly operations. The Director guides curriculum development, implementation and review and carries primary responsibility in all matters related to teaching, curriculum and class assignment.

## Board of Directors

The Board, made up of current VGS parents and two former parents, is responsible for the running of the school and does this on a volunteer basis. The Board is elected at the Annual General Meeting (AGM) held in February each year. The Board meets once a month on Saturdays during school hours. Board meeting agendas are sent out in advance and all are invited to attend. Board meeting minutes are available to the VGS community upon request.

The next AGM will take place in February 2011.

Name	Role(s)	Email
<b>Executive</b>		
Mike Birch	Co-President	<a href="mailto:mwbirch@uniserve.com">mwbirch@uniserve.com</a> ; tel: (250) 385-5069
Frances Krusekopf	Co-President	<a href="mailto:kuret@yahoo.com">kuret@yahoo.com</a> ; tel: (250) 382-0256
Petra Gerard	Treasurer	<a href="mailto:ptgerard@shaw.ca">ptgerard@shaw.ca</a> ; tel: (250) 384-0604
Barbara Webster	Co-treasurer	<a href="mailto:bcwebstr@telus.net">bcwebstr@telus.net</a> tel: (250) 658-1288
<b>Board Members</b>		
Hans Guenter Bergen		<a href="mailto:hg.bergen@shaw.ca">hg.bergen@shaw.ca</a>
Markus Hirschbold		<a href="mailto:markus.hirschbold@schneider-electric.com">markus.hirschbold@schneider-electric.com</a>
Peter Golz		<a href="mailto:pgolz@uvic.ca">pgolz@uvic.ca</a>

Susanne Rosebrock		<a href="mailto:sanni1@telus.net">sanni1@telus.net</a> tel: (250)475-1825
Charlotte Schallie		<a href="mailto:schallie@uvic.ca">schallie@uvic.ca</a> tel: (250) 382-7035

## Volunteering

VGS runs entirely on the volunteer efforts of its parents, and we ask that each family volunteer some time to assist with school events, fundraising or other critical tasks.

Please contact the Board if you are able to provide some time/services in the following areas:

**Hallway monitor** – we need one person per week to be at the reception desk on Saturdays from 9:30-12:30, while classes are in session. Ideally, a group of parents will be able to do this on a rotating basis, to allow for continuity and fluency. The role of the monitor is to be a point of contact for any inquiries, to keep an eye on children coming and going from the washroom, and to assist in library sign-outs and returns as needed. This is a good opportunity for parents of children having a harder time with making the transition to being alone in the classroom, as it allows the parent to be close yet with a role that helps the child to understand that they should remain outside the classroom. We will have a sign-up sheet available at the reception desk. *Please note that hallway monitors will be asked to complete a Criminal Record Check.*

**Fundraising** – We will be holding a number of fundraisers throughout the year. The school’s funds (through tuition fees and government funding) do not cover school costs; the school is therefore reliant on fundraising to meet its yearly budget. We need your involvement in these fundraisers (e.g. helping to sell Purdy’s chocolates to family, friends and colleagues; participating in bottle drives; obtaining silent auction items) and we would also welcome your ideas and leadership in this area.

**Events** – We will need assistance with school events, such as Weihnachtsfest, Osterfest, and Sommerfest. This may involve help with set up and clean up, logistics, and/or contributing some baking or snacks.

**Advertising** – We would appreciate any ideas to further communicate VGS to the community. We may periodically request that you send notices, postings, etc. on to your friends and networks.

## School Information

The Board will communicate regularly via email regarding school operations, events, etc. We occasionally send home information in hard copy via the children – we will advise you by email when we send something home.

Also, please visit the school website: [www.victoriagermanschool.org](http://www.victoriagermanschool.org) for regular updates on events, Board meeting dates, and pictures and slideshows that we will put up to share the types of things that we do at the school.

## **School Forms – to be completed**

Please complete and return the following forms to the school reception desk **by September 18<sup>th</sup>**. As the forms need to be signed, we do require hard copies.

**Victoria German School Society**  
**Medical Information and Release Form**

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
(mmm/dd/yyyy)

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Does your child have any medical conditions, allergies or other special needs that we should be aware of?

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I give permission to the Victoria German School, operated by the Victoria German School Society, to administer medication to myself/my child:

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please state below)

Please state specific instructions:

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Please provide your/your child's Care Card Number, if you have indicated medical conditions above:

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**Authorization and Release**

In the event of an accident or illness involving me/my child while I/he/she is attending the Victoria German School, I hereby authorize the administration of any medical procedure deemed necessary by my/the child's physician, or any other physician selected by the Victoria German School, if my physician is not available. I also give permission for me/my child to be transported to the physician's office, or the hospital, with no liability on the driver's part. An ambulance may be called to transport me/my child to the hospital if necessary.

I agree to this authorization and release and will not hold the Victoria German School Society and any persons associated with the Victoria German School Society responsible for any procedures or treatments rendered in good faith.

The medical information and release form is part and parcel of the 'Victoria German School Society' Release, Waiver of Liability and Indemnity Agreement'.

I have read and understand this medical release.

Parent/Guardian/Adult Student Name (please print clearly) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Victoria German School Society Release Waiver of Liability and Indemnity Agreement**

IN CONSIDERATION of the acceptance of the registration of \_\_\_\_\_ (“the student”) and the granting of permission for him/her to participate in Victoria German School (VGS) Classes sponsored by the Victoria German School Society and any or all of its associated events, the student and all of his/her heirs, executors, administrators, personal representatives, successors and assigns (hereinafter collectively referred to as the “RELEASORS”) HEREBY WAIVE, RELEASE FOREVER DISCHARGE AND AGREE NOT TO SUE the Victoria German School Society and all other organizers, associations, subsidiaries, divisions, affiliates, controlling persons, suppliers, distributors, contractors, agents, officials, assigns, servants, professional advisors and insurers, and all of their officers, directors, employees, shareholders, predecessors, successors in interest, assigns, heirs, executors, administrators or personal representatives, as may be applicable (hereinafter collectively referred to as the “RELEASEES”), from any and all causes of action, actions, suits, claims and demands for damages, liability, indemnity, expenses, injury, loss or damage of every nature and kind to the student or his/her property however caused, whether anticipated or unanticipated, resulting from, arising out of or connected directly or indirectly with the student’s participation in VGS Classes, whether as a participant or volunteer, whether such death, injury, loss or damage occurs prior to, during or subsequent to classes sponsored by the Victoria German School Society, and notwithstanding that any such death, injury, loss or damage may have been caused by, contributed to or occasioned by the negligence of any of the RELEASEES.

I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES from and against any and all liabilities, losses, damages, interest, costs and expenses incurred by me and/or and other RELEASORS arising out of, as a result of or in any way connected with the student’s attendance at and/or participation in VGS Classes, regardless of whether such liability, losses, damages or costs were caused by, contributed to or occasioned by the negligence of any of the RELEASEES or otherwise.

I AGREE NOT TO MAKE ANY CLAIM, take any proceeding or commence or maintain any action in connection with the matters which are released and discharged above, against any other person or corporation who might assert a claim over against any of the RELEASEES, or who might claim contribution or indemnity from the RELEASEES.

I AGREE TO ACCEPT AND ASSUME FULL RESPONSIBILITY for any and all risks of bodily injury, or property damage arising out of or related to VGS activities, whether caused by, contributed to or occasioned by the negligence of the RELEASEES or otherwise. I agree that at all times prior to, during or subsequent to VGS activities, I shall be solely responsible for the safety of my person, the student, and my property.

I FURTHER AGREE that this Release, Waiver of Liability and Indemnity Agreement extends to cover all acts of negligence by the RELEASEES and is intended to be as broad and inclusive as is permitted by the laws of the province in which VGS Classes are conducted. If any portion or portions of this Agreement may be held by a court of competent jurisdiction to conflict with any federal, provincial or local law, and as a result such portion or portions are declared to be invalid and of no force and effect in such jurisdiction, then all remaining provisions of this Agreement shall otherwise remain in full force and effect and shall be construed as if such invalid portion or portions had not been included herein.

By submitting this Release, Waiver of Liability and Indemnity Agreement to the Victoria German School Society, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, fully understand its terms without reservation, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete, final and unconditional release of all liability to the greatest extent allowed by law.

Any student under the age of eighteen years who registers in VGS Classes shall have this Release, Waiver of Liability and Indemnity Agreement signed by his or her parent or legal guardian who is over the age of eighteen years, and shall present the signed Agreement to the Victoria German School Society’s representative or designate before attending any VGS Classes.

I have read and agree to the Release, Waiver of Liability and Indemnity Agreement above.

Name of Student: \_\_\_\_\_ Name of Parent or Legal  
Guardian: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature of Parent or Legal  
Guardian: \_\_\_\_\_

**Victoria German School Society**  
**Photo Release Form**

I grant to the Victoria German School Society the right to reproduce, use, exhibit, display, and distribute the photographed images of me and/or my child/children for use in connection with the activities of the Victoria German School.

The grant includes the right to publish such images in promotional materials, such as fund-raising and any other related publications.

These images may appear in any of the wide variety of formats and media including CD-ROM, video tapes, online and print.

Student names will be kept confidential and images will not be labelled.

I have read the above carefully.

Student's Name (printed): \_\_\_\_\_

Student/Guardian/Parent: \_\_\_\_\_

Date: \_\_\_\_\_