

LA CASITA DE INGLÉS

Teacher Handbook

Our Story!

Since La Casita de Ingles started its first group in 2002, a place was created where playing and learning became one.

Boys and girls learn in a natural way, without even noticing, while having fun and playing in a safe and friendly environment. With the method of La Casita de Ingles the students acquire vocabulary, grammar, and pronunciation in a natural way in a place that is comfortable and fun.

The groups are small so students receive the individualized attention required. We maintain small groups because the students have a better opportunity to talk and participate.

Our teachers, native speakers of English, are careful with their pronunciation and encourage the students to always use English in every activity, while engaging and maximizing the creativity of each one.

We have plenty of experience and passion when it comes to teaching English. We create an environment where the students can comfortably speak English while not feeling intimidated making mistakes.

One of the goals is that our students, as adults, will always hold a special place for La Casita de Ingles in their hearts because it was an essential part of their lives learning English.

We do crafts, theater, cooking, dancing, and sing along with short educational videos related to the themes we are learning. We also practice yoga, painting, board games, storytelling, puppets and many more activities.

We have had countless students that have been satisfied with their experience at La Casita de Ingles, as well as their parents. They have seen how their comprehension, speaking, and pronunciation naturally has evolved in English with their developments and improvements at their institutes of learning outside of La Casita de Ingles.

Many parents know the importance of their child learning English at an early age. The stage only lasts a short time and it is when the brain obtains the majority of information. For this reason, students begin at La Casita when they are three years old.

The thing we are most proud of at La Casita de Ingles is its outstanding reputation provided by the students and parents.

Goals

Here at La Casita we promote play-based learning. Students will naturally learn English while engaging in fun, creative activities at the same time. We want students to leave La Casita de Ingles with improvements in their English, amazing memories of the place where they began learning English, and an eagerness to continue learning the language.

What is Play Based Learning?

“Play based learning draws from children’s natural desire to engage in experiences based on their interests, strengths and developing skills. When children initiate play, they are more motivated to learn and develop positive dispositions towards learning. The educator’s role in supporting play based learning is vital” Charles E. Pascal

Five Essentials of Play Based Learning:

1. Children make their own decisions
2. Children are intrinsically motivated
3. Children become immersed in the moment
4. Play is spontaneous, not scripted
5. Play is enjoyable

“The way we talk to our children becomes their inner voice.”

Classroom Environment

Here at La Casita de Ingles we provide an environment for our students where students feel safe participating in English. We also allow our students to feel comfortable making mistakes. We prompt this all while engaging the students in activities they are interested in.

Staff Attendance

- We expect our staff to arrive 15 minutes early to their shift to be prepared before the students arrive. During this time you are expected help with any preparation of the craft.
- No call, no show is not permitted here at La Casita de Ingles. If the morning of your shift you do not feel good, please let the manager and Central know immediately this way we are able to find a substitute for your shift.
- If you need a day off, a doctor’s note is necessary. For government related appointments we require a justificante and that you let us know the date as soon as possible.
- After completing the trial period successfully you will then begin your one month probation period. During this time, if you do not meet our expectations as a teacher you will be let go. If you do meet our expectations and continue to work with us, there are many opportunities for growth within La Casita (managerial positions, using talents/interests you may have to organize workshops, or assist us in our central office and much more!)

2020/2021 Calendar

Calendario 2020/2021 LCDI Madrid

Septiembre 2020

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	21
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28	29	30				

Octubre 2020

L	M	X	J	V	S	D
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Noviembre 2020

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Diciembre 2020

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Enero 2021

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Febrero 2021

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Marzo 2021

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Abril 2021

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Mayo 2021

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Junio 2021

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Julio 2021

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- Día No Lectivo Recuperable*
- Día No Lectivo No Recuperable
- Christmas Camp
- Easter Camp
- Summer Camp

Calendario 2020 - 2021 Cataluña

Septiembre 2020

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Octubre 2020

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Noviembre 2020

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Marzo 2021

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- Día No Lectivo Recuperable*
- Día No Lectivo No Recuperable
- Christmas Camp
- Easter Camp
- Summer Camp

Payments

- Teachers are paid the 28th-5th of the month depending on how long the bank takes to process the transfer
- Method of payment is to be determined with the manager of your location
- If you cover a shift you will be paid the same day as that shift

Workplace Neutrality

Here at La Casita we promote a diverse and inclusive environment regarding race, religion, politics, sexual orientation and culture. It's necessary that we refrain from discussing our personal views on these topics. Within La Casita if a derogatory comment is made by a student regarding these topics stop the situation from furthering and alert the manager immediately. If a derogatory comment is made by an adult in the work environment immediately alert your manager and/or Central.

Formal Assessments

Here at La Casita de Ingles we do not complete reports nor formal assessments of the children's progression.

Role and Responsibilities of a Teacher

- The teacher must be fun, high energy, active and nurturing. When young students are having a hard time with drop-off or is physically upset it is okay to hug them and be affectionate in a professional manner.
- NO SPANISH
 - Teachers must NOT speak Spanish with the students...or parents. If there is something you need to speak with a parent about please tell the manager before doing so they can take proper action in translating and handling the situation.
 - If a student does not understand a word try using gestures or other words to describe that word.
 - Example: Clock, the thing on the wall that is round and we use it to tell the time. You can stand up and point to it or use your hands to mimic the hands of the clock.
- Danger for students
 - Teachers must not use or leave the following objects in the classroom while the students are present: glue guns, knives, laminator, paper cutter, box cutter, sharp objects
 - When cooking please be extra careful with the oven, when opening the oven, or taking the tray out of the oven
- Teachers are expected to read the lesson plan for each week and contribute one idea that will be used. The ideas may not be songs or crafts. A craft will have been previously selected each week and will be used in all locations.
 - If there is an activity you would like to be printed please send a PDF document to your location's manager (please no links). If there is additional prep for this activity please complete it upon your early 15 minute arrival before your shift.

- Cell Phones
 - Teachers may not have their cell phones in the classroom during the time of class. Managers will be around taking pictures so it is not necessary that teachers have their phones.
- Time Management
 - Teachers are expected to move from room to room in a timely manner. This means there must be time to clean up before switching rooms.
 - In the last room we clean up and do stickers at 19:20. All students then move to the dance room by 19:25 for parent pick up.
- Cleaning
 - All rooms must be left in an organized manner before switching rooms or the end of the day.
 - During classes:
 - Theatre room- All puppets, yoga mats, and musical instruments must be put away.
 - Game room- All game pieces must be put away in their corresponding boxes. The chairs must be pushed in.
 - Dance room- All pieces of the activities must be set by the TV. The rug must be straightened and pillows in order.
 - Craft room- All the materials must be put back in the boxes, pieces from the activity that day must be put back, and all chairs pushed in.
 - End of the day:
 - Theatre room- TV must be turned off and all materials put away.
 - Game room- All game pieces must be put away.
 - Dance room- TV must be turned off and all pillows placed in an organized manner.
 - Craft room- All supplies must be stored in the correct places. Tables must be wiped down and the floor must be swept.
- NO smoking within a 50 meter radius of La Casita.
- NO gum chewing is permitted while teaching in La Casita.
- Contact with Central
 - Teachers must always feel comfortable being in contact with Central. Although there are managers at each location each teacher must know that it is always okay to contact Central especially if the teacher feels that the manager at their location is not helping them or meeting their needs.
- Photo policy with children
 - This should not be a problem as managers will be taking the photos at each location but no photos of the children can be posted on a teacher's personal account.

Basecamp

- All teachers are expected to add their **1** idea to Basecamp by 9:00pm on **Thursday** the week before the lesson plan begins. This idea may not be videos or the craft. The lesson plan will be posted every **Monday**.
- Once you add your idea please “boost” the idea you like. On Sunday we will look at what ideas have the most “boosts” and those ideas will be added to lesson plan for the following week. You are allowed to boost as many ideas as you would like. We really appreciate the ideas you add and we would like to make sure they are being used. This way you will be the ones choosing what ideas you would like to use. (To applaud a comment: At the bottom of a teacher’s comment you will find a button. All you need to do is click the “applaud” button.)
- Order of the ideas:
YOUNG STUDENT IDEA
OLDER STUDENT IDEA
YOUNG STUDENT IDEA
OLDER STUDENT IDEA
- This way we have the same amount of ideas for both ages. Saying this, you are now only going to be required to post ONE idea. BUT, this idea must be an EXCELLENT-SUPER AMAZING-OUTSTANDING idea! If you have a great idea for older students and you only teach young ones, please still feel free to post the idea. Please do your voting during the week before we close the voting so you can see all of the ideas before submitting your vote.
- Please keep games such as Simon Says, Duck Duck Goose, Pictionary, Charades for use in your back pocket, but let’s try to stay away from using those for your ideas. These are all great ideas but they should be games you should always have in the back of your mind and ready to use.
- Please make your ideas according to your student age/level.
- If you post an idea that is the same as another teachers that idea does not count towards your idea that you’re required to post.
- Please add your idea as a comment to the thread.

Sling

- This is the application we use for all of our scheduling.
- This should be downloaded on your phone as sometimes announcements will be posted there.

Teacher Assistant

- Each class a student is chosen as the teacher’s helper and they get to wear a plastic name tag. This is to help with the students’ motivation and they are responsible for helping the teacher during the 2 hours.

Allergies

- Each teacher is responsible for knowing the children with allergies in their group. It is also posted in the craft room where food activities will take place. If you are covering a shift you must ask about the allergies in your group.

Discipline

- At La Casita we use a lot of redirection. There should be no explicit language of telling the children “no” unless it’s an emergency situation. Other phrases such as “Do you think that this is a good choice?” “What other choice can we make in this situation?” but the teacher must always remain calm in these situations. If there is a student that you need help with please let the manager know and they will come to help so you are not taking away from the other children’s learning. The managers are always there to help.

Clipboard

- Each teacher will have a clipboard with the following contents
 - A “stoplight”
 - Lesson plan of the week
 - Student behavior progress report
- Stoplight: the stoplight will be used a positive reinforcement strategy for the students.
 - All the students will start on the yellow using a dry-erase marker
 - When a positive action has taken place (speaking English, listening, volunteering, helping others) the students will be moved “up” to the green light
 - When a negative action has taken place (speaking a ton of Spanish, not listening, disrespecting others) the student will move “down” to red.
 - Once on red the students may move back “up” by completing positive behaviors and vice versus the student may move back “down” once on green if misbehaving or speaking Spanish.
 - Students must move from color to color without skipping. From green, yellow, to red or red, yellow, to green. You may not move a student from red to green.
- At the end of each day, the students will record their progress of the day. The students on green will put a sticker, students who have received yellow and red will fill in their boxes with the corresponding color.
- At the end of the month, the students with who have all green or all green and on yellow will receive a small prize. Students who have received any **reds** throughout the month **will not** receive a prize.
 - TO WIN PRIZE (student must have):
 - All green
 - 3 green, 1 yellow

Stickers

- Sticker time is at the end of each session before the children go home. The student’s behavior is questionable during the day it is okay that they do not receive a sticker. If this

occurs more than once with the same student please let the manager know and we can try and taking different steps with managing that students behavior.

Online Teaching

- Have a clean background and groomed appearance.
- Make sure to be caring, smiley and kind to the students.
- Sometime it can be a good idea to use puppets for younger kids. It will help with engaging the student/s.
- Have good lighting. It's best to be facing a window so that natural light hits your face.
- Log onto the class 5 min before
- Don't have any tabs open other than the ones you're going to be using in the class.
- Make sure you never allow the families to see anything personal on your computer.
- If you need a video (or any other online aid) for the class please prepare that before hand.
- Be informed that a supervisor and/or parents might be watching your class.
- Please make sure you ADAPT to the kids level or even use an easier/harder planning if needed.
- If a student is not allowing you to teach the class you are allowed to mute them for a few seconds until they calm down and allow you to continue.
- If there's any issues with the students/parents in a class please let Joe/Leila know.
- If there's any issues with the planning/platform please let Joe/Leila know.
- Wear appropriate clothing (it can be casual but no pajamas, clothes with inappropriate logos/phrases).
- Be very expressive and use lots of gestures (especially for younger kids).

How to Speak to Parents

We'd rather have our Managers speak to the parents. You should inform your Manager about how your students are behaving, participating and learning.

If a parent asks to speak to you, always have a Manager with you. If a parent approaches you and a manager is not present, please follow this protocol.

1. **NEVER** reply in Spanish. Managers are the only ones allowed to speak Spanish to parents. If the parent is speaking to you in Spanish and you understand please reply to them in English. If the parent is not understanding, please alert the Manager. If you are working the afternoon classes or Saturday mornings, please tell them that Central will be in contact with them if there is an issue.
2. Always alert the Manager about your conversations with the parents.
3. **Do not use negative language** when speaking with the parents. Words such as horrible, awful, difficult, terrible, problematic, bad, etc. should be avoided. If you are having a challenging time with a student there is still no need to use negative language. We treat all of our families as our own and we believe relaying information should always be done with special care.
4. If the child has misbehaved, always use the sandwich method. This process looks as the following: **POSITIVE, AREA FOR IMPROVEMENT, POSITIVE**. For example, "Yago is really improving speaking, sometimes he gets distracted when playing with his friend, but he has started asking more questions relating to the topic."

5. Most of the time parents are looking to see how their child is doing. It is better to provide more information than just “good”. Try to use specifics about what he/she is doing in class. For example, “Yago is a great listener. He is always raising his hand to answer questions and sometimes helps other students if they need it.”
6. Be discrete and don’t let other parents hear your conversation with this family. Especially if the kid has misbehaved.

Emergency Situations

- If an emergency is to occur please make sure the children’s safety is first. Remove them from the situation and alert the manager immediately.

Managers Numbers:

- If you are substituting, please contact the manager of the location to ask if there is anything you need to know in specific. Here are the locations and their managers.

Alcobendas

Manager: Megan & Miguel

Paseo de Fuente Lucha 20
28100, Alcobendas, Madrid
Email: alcobendas@lacasitadeingles.com
Teléfonos: 633 205 216 o 696 211 331

Barrio de Salamanca

Manager: Nicole

C/ Padilla 88
28006, Madrid
Email: padilla@lacasitadeingles.com
Teléfono: 910 589 590 / 686 747 537

Boadilla del Monte:

Manager: Paula & Tony

C/ Isabel de Farnesio, 27
28660, Boadilla del Monte
Email: boadilla@lacasitadeingles.com
Teléfono: 722 171 335

Chamberí

Manager: Marta

C/ Fernández de la Hoz, 80
28003, Madrid
Email: chamberi@lacasitadeingles.com
Teléfono: 607 54 00 67 / 910 569 908

Getafe

Manager: Danilo & Jose

Av. de Chile, 2
28907, Getafe, Madrid
Email: getafe@lacasitadeingles.com
M 671 755 902

Majadahonda

Manager: Claudia

C/ Puerto de los Leones, 1 Local
28220, Majadahonda, Madrid
Email: majadahonda@lacasitadeingles.com
Teléfonos: 676 785 076 o 647 495 371

Montecarmelo:

Manager: Luis & Marilda

C/ Monasterio de Oseira, 9
28049, Montecarmelo, Madrid
Teléfonos: 671244181 / 638621141
Email: montecarmelo@lacasitadeingles.com

Pozuelo de Alarcón:

Manager: Helen & Marina

Calle Ámbar, 9
28224, Pozuelo de Alarcón
Email: pozuelo@lacasitadeingles.com
Teléfono 699 936 373

Sanchinarro

Manager: Laura & Maria

Calle de los Padres Dominicos, 34
28224, Madrid

Email: sanchinarro@lacasitadeingles.com

Teléfono: 644 820 738

Barcelona: Sant Cugat

Managers: Johanna & Mariana

Avelina Casadevall 2
Sant Cugat del Valles - 08174

Email: santcugat@lacasitadeingles.com

Teléfono: 666 707 798