

For Teachers with Any Level of Spanish

Checklist

for

SPANISH

SUCCESS

How to Implement Spanish
at Your Elementary School,
Childcare Center or Homeschool Group

O'Neill Language Academy
Teaching Spanish Since 1991

Still Undecided?

If your elementary school, childcare center, homeschool group or family doesn't have a Spanish curriculum yet, check out the **Teach & Learn Spanish** curriculum by visiting our website:

www.oneillanguage.com



The following 5 Guidelines give you an overarching view of what it takes to have a successful Spanish program school-wide. On page 8 you will find our Checklist for Success which gives you step-by-step directions for launching your Spanish program so it is up and humming in no time!

1. Choose the Right Curriculum

The success of your entire Spanish program will be based on the curriculum that you use. You want a Spanish curriculum that is organized, easy to use and most of all fun to teach and learn from!

When researching a Spanish Curriculum, look for one that has the following qualities:

1. Organized by themes
2. User-Friendly: Step-by-step directions for every activity
3. Attractive and colorful
4. CDs or MP3s with songs, chants and fun sound effects
5. Vocabulary that goes beyond the basics & based on real-life activities
6. Vocabulary Organized into Easy to Follow Tables
7. Pronunciation for Teachers/Parents at beginning levels of Spanish
8. Full-color flashcards and visuals
9. Done-for-You Parent Newsletters
10. Activities that include Games, Songs, Role-Play, Culture, etc.
11. Training Videos for every activity
12. Ongoing support from the Author
13. Fun ways for families to review Spanish at home
14. Marketing fliers to advertise your Spanish program to families
15. Includes a Virtual Option during COVID-19 and into the future

2. A look at Teach & the Teach & Learn Spanish Curriculum

You can research a variety of Spanish curriculums on the market. However, if you've chosen to use the **Teach & Learn Spanish** curriculum, you'll be thrilled to know that it includes all of the benefits listed on the previous page! By using **Teach & Learn Spanish** you will quickly scale up your Spanish program in a sustainable, stress-free way! You're going to love how everything is so well thought out and done for you!



The power of **Teach & Learn Spanish** is its unique format! Every aspect has been purposely designed to turn teachers into an overnight success at teaching Spanish to children, regardless of their level of Spanish.

Teachers that don't know any Spanish will learn Spanish *while they are teaching it*. Teachers who took Spanish in high school or college will **brush up** on Spanish *while they are teaching it*. Native Spanish speakers will **LOVE** how everything has been created for them!

With the **Teach & Learn Spanish** curriculum we even give you tools to market and run your Spanish program all year long. You will experience how the **Teach & Learn Spanish** curriculum will cut hours off of your prep time. It's so user-friendly, it practically teaches Spanish for you!

Your students will love learning Spanish with all of the games, songs, role-plays, puppet activities, culture, art, storytime, dance, exercise, beautiful pictures and flashcards that are packed into the **Teach & Learn Spanish** books and CDs.

Teach & Learn Spanish is such a great value. You will use the **Teach & Learn Spanish** books, CDs and optional training videos for years to come. O'Neill Language Academy is here to answer questions and we help you and your teachers stay motivated through the optional training videos and with our **Private Teach & Learn Spanish Facebook Group** that you will be invited join for free.

For families that ask how they can help their child practice more Spanish at home, we offer our **Virtual Spanish Membership**. Our Membership works to compliment and enhance the very same Spanish you will be teaching in your classroom. Families can learn more and join the Membership at the link below:

www.oneilllanguage.com/virtual-spanish-classes-homeschool-families



3. Parent Communication

A major success factor of a solid Spanish program is consistent communication with parents. It's necessary that you provide parents with updates at least every month. By updating parents, you are being proactive and reducing or eliminating parent concerns or questions about what their child is learning in Spanish class. One way to communicate with parents is via a monthly Spanish newsletter.

Also, in your newsletters include the English and Spanish translation and a pronunciation key so they have the option to practice or brush up on Spanish with their child at home. This way your newsletter becomes interactive.

Designate a day of the month that the newsletter will be emailed home. Make sure it is the same day every month as parents will come to rely on your regular communication. This guide will help motivate you to begin creating your Spanish newsletter starting today!

Note: The **Teach & Learn Spanish** curriculum provides FREE Interactive Spanish newsletters every month so the work is done for you. All you have to do is copy and paste the link sent to you by O'Neill Language Academy and forward it in an email to parents, which takes about one minute of your time. If your elementary school, childcare center or homeschool group doesn't have a Spanish curriculum yet, check out the **Teach & Learn Spanish** curriculum by visiting www.oneilllanguage.com

4. Empower the Kids!

Encourage students to be “The Spanish Teacher” in their home. Show them the newsletters you created or if you’re using the **Teach & Learn Spanish** curriculum show them the interactive newsletters on-line which they can easily access at home.

In class model that they can use the interactive newsletters at home to teach Spanish to their parents, siblings, grandparents etc. They can use the audio files, flashcards, pictures, games that are included with the **Teach & Learn Spanish** curriculum etc. to teach their families a bit of Spanish at home just as you teach them in class.

At the start of every Spanish class ask how many kids taught their family some Spanish at home. (You will be amazed at home many students raise their hand and also how many awesome comments you receive from home!)

As you know, we gain a greater understanding of a subject when we teach it to others, so empower your students to teach Spanish to their families at home!



5. School-Wide Spanish

Make a commitment to encourage that Spanish be spoken as much as possible by staff and kids in your building.

Create an incentive, for example, every time a student is heard speaking Spanish in the hallway, at recess or in the classroom, they earn a token in a jar for his or her class. When a class fills their jar, they get to have a Piñata Party or a special treat! Brag to parents when this occurs! (You can have a similar incentive when staff speak Spanish.)



Put a token in a jar even if children say just one word in Spanish. Make it easy for kids and staff alike to succeed!

You can buy jars and marbles to use as tokens at a Dollar Store or use items you already have in your classroom.



Checklist for Success!

To help you successfully kickstart your Spanish journey, below is a checklist of things to do. Once you have all of these tasks completed, your Spanish program will be up and running on auto-pilot! The following tasks are easy and fun to do! Most of them only have to be completed once. The following checklist is based on using the **Teach & Learn Spanish** curriculum. You can modify the checklist if you decide to use a different curriculum.

Put a check next to each task when it is completed:

1. _____ Choose a staff member to be in charge of your Spanish program.

Write their name here: _____

The person(s) in charge should complete the following:

2. _____ Decide which staff member(s) will teach Spanish. Write their name(s) here: _____

3. _____ Purchase the **Teach & Learn Spanish** curriculum.

4. _____ Look at the Table of Contents in the **Teach & Learn Spanish** books for the current and upcoming months Are there any songs from iTunes that must be downloaded? (You may be able to play them for free if you have Amazon music or Spotify). Provide the songs to your teachers. Are there any suggested props from the Dollar Store that you may already have in your classroom or that you can purchase for your teachers? Be sure to do so.

5. _____ Purchase a puppet with a movable mouth for each of your Spanish teachers. We recommend the website: folkmanis.com. (Puppets are used throughout the Teach & Learn Spanish books and CDs.)
6. _____ Have your “Spanish teachers” join our private **Teach & Learn Spanish Facebook Group** where they will receive ongoing motivation, teaching tips, connect with other teachers using the curriculum and be able to ask questions! To receive an invitation to the Private Facebook Group, send an email to: director@oneilllanguage.com with the names and emails of the Spanish teachers.
7. _____ Decide on when Spanish will be taught in each classroom.
8. _____ Add Spanish Marketing Fliers to your Family Visitor Packets. Request the 3 free marketing fliers for your school by emailing: director@oneilllanguage.com In your email tell us if you use a PC or a Mac computer. We will email you marketing fliers in the correct format so that you will be able to add your logo to and manipulate them any way you like.
8. _____ Add that you offer Spanish on your school’s website, business cards, brochures, social media, lawn signs, etc.
9. _____ Send an email to: director@oneilllanguage.com requesting to receive the link to the monthly **Teach & Learn Spanish Interactive Newsletters** for families. You will receive the link to the following month’s newsletter on the 15th of the month.
10. _____ Decide which day of the month you will email the link to the free, monthly **Teach & Learn Spanish Interactive Newsletters** to your families. Mark the date on your calendar for every month of the year so you are consistent and so you don’t forget. Parents will appreciate you because the newsletters will make it possible and FUN for them to review Spanish at home with their child.
11. _____ Plan how you will announce your exciting new Spanish program/ curriculum to families!

12. _____ Purchase access to the **Teach & Learn Spanish** Training Videos for your school. This is important so your teachers feel confident teaching Spanish. They can watch a short training video for any activity prior to teaching it. The videos model exactly how to carry out the activities. These are especially helpful for teachers who have never studied Spanish before or for teachers who took Spanish in high school years ago. You can purchase the training videos in the store on our website: www.oneilllanguage.com

13. _____ At an office supply store such as Office Depot, purchase a curriculum box for each **Teach & Learn Spanish** set you purchase. Also buy hanging files, hanging file labels and file folders. This will keep the curriculum organized and easy to grab for teachers. I color-code my hanging files: red for fall, blue for winter, yellow for spring and green for summer. (See the picture below)



14. _____ Tape the **Teach & Learn Spanish** poster to the front of each curriculum box. Request the free poster by emailing: director@oneilllanguage.com. In the email please tell us what school you are from.

15. _____ Put 12 hanging files in the box. Label them with the months of the year.

16. _____ Photocopy and laminate all of the visual aids and flashcards located in the back half of the Teach & Learn Spanish books and CDs. Cut any visuals that need to be cut and put a paper clip or rubber band around visuals and flashcards that are part of the same theme.

17. _____ Label file folders with the names of the visuals for the month. For example, the January file folders will be (January Book & CD, Rules, Compliments, Snowman, Parts of the Head, Weather, Numbers, Calendar, Happy Birthday). Put the file folders inside the hanging folders.

18. _____ Designate a Spanish bulletin board near the entrance of your school and in each classroom. Mark a reminder on your calendar for the next 12 months to update the bulletin boards with the current month's visuals and flashcards. Making Spanish visible throughout your school will encourage teachers and kids to use Spanish more and it will also impress parents because it will be visible that Spanish is alive and active at your school! See the next three pages for bulletin board ideas.

SAMPLE BULLETIN BOARD

¡ESPAÑOL!

In Spanish class we're learning the parts of the head and face. Can you say them and point to them on your own body?

the head = la cabeza
(lah kah-beh-sah)



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the nose = la nariz
(lah nah-dees)



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the mouth = la boca
(lah boh-kah)



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the ears = las orejas
(lahs oh-deh-hahs)



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the eyes = los ojos
(lahs oh-hohs)



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the nose = la nariz
(lah nah-dees)



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SAMPLE BULLETIN BOARD

In Spanish class we're learning to count to ten. Can you count to ten? Point to the numbers as you count!

uno

dos

tres

cuatro

cinco



seis

siete

ocho

nueve

diez



SAMPLE BULLETIN BOARD

In Spanish class we're learning the the names of insects. Play a game: Call out the insect names and see if a friend can point to them.

S
P
A
N
I
S
H



spider
la araña
(lah ah-don-yah)



la araña
lah
ah-don-yah

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ant
la hormiga
(lah ord-mee-gah)



la hormiga
lah
ord-mee-gah

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the ladybug
la mariquita
(lah mah-dee-kee-tah)



la mariquita
lah
mah-dee-kee-tah

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the bee
la abeja
(lah ah-beh-hah)



la abeja
lah
ah-beh-hah

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the scorpion
el escorpión
(el eh-skor-pee-oh)



el escorpión
el
eh-skor-pee-oh

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the caterpillar
la oruga
(lah oh-doo-gah)



la oruga
lah
oh-doo-gah

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Virtual Spanish Classes

Since Covid-19 many childcare centers, elementary schools and homeschool groups may need to offer Spanish classes on-line or virtually, at least for a period of time. In order to anticipate this change in instruction, in March, 2020, O'Neill Language launched our **Virtual Spanish Membership Site**.

As a school or as a Spanish teacher, you can use our **Teach & Learn Spanish** books and CDS to teach the activities virtually using a platform like Zoom. Or you can use our **Virtual Spanish Membership Site** where we have recorded all of the activities in the **Teach & Learn Spanish** books for you. You can show students the Spanish lessons that are located in our **Virtual Spanish Membership Site** on a laptop, iPad, TV, tablet and even on a phone!

With a click of the mouse we can do the teaching for you! Learn more about our **Virtual Spanish Membership Site** for schools and homeschool families at: www.oneilllanguage.com

Virtual Spanish Classes

for Elementary Schools & Childcare Centers



Virtual Spanish Classes

for Homeschool Families



Your Best Spanish Year on Record!

You may already have a Spanish curriculum for your childcare center or elementary school but if not, consider using the **Teach & Learn Spanish** curriculum.

By following Our **Checklist for Success** and using the **Teach & Learn Spanish Curriculum** we are confident that you will have your best Spanish Year on Record!

Regards, O'Neill Language Academy

