

Created for Teachers with Any Level of Spanish

Checklist

for

SPANISH

SUCCESS

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

O'Neill Language Academy
Teaching Spanish Since 1991
www.oneilllanguage.com

Introduction

Hí, I'm Theresa.

I teach childcare owners, directors, and assistant directors the easy steps for starting-up on-site Spanish classes, so you can attract new students and make an impact on your current students, staff, and families by introducing them to the many benefits of learning a second language.

Theresa Gunderson
CEO, O'Neill Language Academy
K-12 School Principal



Want to know what I love most about teaching Spanish to kids? I love that kids learn Spanish naturally and effortlessly when provided with a fun curriculum and a positive learning environment. I also love that Spanish can literally be added to any childcare center and taught by your teachers, *even if they don't know any Spanish.*

By following my done-for-you **Checklist for Spanish Success**, you will be able to implement Spanish at your center with ease, which will attract new students to your center, and make an impact on your current students, staff, and families by introducing them to the many benefits of learning a second language.

Once you set the foundation for Spanish, your staff can teach it week after week, gaining confidence in themselves as “Spanish teachers”, (even if they’ve never studied Spanish before), and setting you up for the option of charging parents for Spanish and adding a new stream of income to your center. In an upcoming Podcast episode, I will teach how I have achieved this over and over at many Childcare Centers, and how you can achieve it too. (You can listen to my Podcast at www.oneilllanguage.com)

Pros and Cons of outsourcing Spanish or implementing it yourself.

My **Checklist for Spanish Success** suggests that you implement Spanish at your center using your own staff and a quality Spanish curriculum. You might wonder if it would be easier to outsource your Spanish program to a vendor or an individual Spanish teacher. There are pros and cons to each model, however, over the past 15 years I have worked with both models at Childcare Centers, and I want to share with you what I have learned.

While outsourcing your Spanish program to a vendor or an individual Spanish teacher may be easier initially, it can lead to frustration and disappointment over time. Vendors often have frequent turn over, and when their Spanish teachers call in sick, or are late to class, you are left trying to accommodate them in rescheduling their class and notifying parents. In addition, they may not have a lot of experience with positive classroom management skills, so their Spanish classes can end up out of control without much learning taking place. Vendors are typically only on-site once a week, so they never develop a strong relationship and bond with their students, which is another reason for lack of classroom control. Furthermore, you have no idea what the quality of their curriculum or lessons are, and you probably will never know if they communicate with parents about what their child is learning.

By implementing your own Spanish program, there is more work up front (which I cover in this Checklist for Spanish Success), but once you have it up and running, you will be in control and not have to wonder if your Spanish teacher is going to show up. With you at the helm, Spanish will consistently meet on the same day and time every week because you will schedule it with your staff. When Spanish vendors leave your center, students will not hear another word of Spanish until they return. When your teachers teach and learn Spanish, they will gradually use the Spanish they are familiar with throughout the day, giving them and their students ongoing practice during the week, which leads to greatly increased fluency.

Classroom management will not be an issue during Spanish class because your teachers know their students well, and they know how to manage their behavior, so more learning takes place. In the Checklist, I include tips on how to choose a quality and affordable Spanish curriculum, one that is designed for teachers who don't have a background in Spanish, and also that is fun to teach and learn from! I also suggest a curriculum that includes free weekly parent newsletter updates, teacher training videos, games, songs, student videos, culture, and role-play, all of which makes it a quality program you will be proud of.

Here are the Benefits of Introducing Children to Spanish at an Early Age:

Learning a second language (Spanish)...

1. Is easier as a child because they learn language naturally and time is on their side
2. Helps children better understand and learn to read their native language
3. Means a non-stop, full mental workout
4. Means improved executive functions: planning, problem-solving, concentrating, multitasking
5. Leads to improved test scores during childhood and adolescence
6. Fosters creative thinking
7. Leads to more job opportunities and higher wages
8. Slows the onset of age-related memory loss
9. Makes it easier and more rewarding to connect with other cultures
10. Builds a greater sense of tolerance for others and other cultures
11. Enhances travel experiences to Spanish-speaking countries
12. Connects Latino and Hispanic children to their relatives and heritage

The following 5 Guidelines give you an overarching view of what it takes to have a successful Spanish program school-wide. On pages 9-12 you will find our Checklist for Success which gives you step-by-step directions for launching your Spanish program so it is up and running 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, ideally, look for one that has the following features:

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 teaches the basics plus includes language for real-life activities
6. Vocabulary organized into easy to follow themes
7. Pronunciation key for teachers 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 your teachers for every activity
12. Ongoing support from the Author
13. Fun ideas and resources for families to review Spanish at home
14. Marketing fliers to advertise your Spanish program to families
15. Includes an online program your teachers can show their students

2. Parent Communication

A major success factor of a solid Spanish program is consistent communication with parents. It's necessary that you provide parents with weekly updates. 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 weekly Spanish newsletter.

Also, in your newsletters include the English and Spanish translation and a pronunciation key so parents 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 week that the newsletter will be emailed home. Make sure it is the same day every week 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 week 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 childcare center, elementary school, or homeschool group doesn't have a Spanish curriculum yet, check out the **Teach & Learn Spanish** curriculum by visiting www.oneilllanguage.com

3. 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, and 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!



4. Center/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.



5. *How Often to Teach Spanish*

The beauty of teaching a second language to children is that they pick it up very quickly and naturally. Plan to teach Spanish to each toddler classroom for 15 minutes once or twice a week and to each preschool and pre-K classroom for 30 minutes once or twice a week. That's it, just 15 or 30 minutes once or twice a week. The neat thing about your teachers teaching Spanish is that as they will gradually learn it as they teach it, which will empower them to include words and phrases even outside of Spanish classtime. This emulates what occurs in Spanish immersion programs where students are immersed in the second language throughout the day.

Now, I am not saying that you should expect your staff to immerse their students in Spanish. I am referring to, for example, when your teachers count to ten on the calendar during calendar time, they can follow up by counting to ten in Spanish as a class, once they and their students know how to count to ten in Spanish, of course. Another example is after your teachers and students have learned how to say compliments to each other in Spanish, they can compliment their students and students can compliment each other in English and Spanish throughout the day, at recess, at snack and lunchtime, during story time, anytime!

A third example is when your teachers and students learn to talk about the weather in Spanish, they can talk about what the weather is like everyday in English and follow up with Spanish. Do you see how easy it is to weave Spanish into your Childcare Center gradually and naturally when you and your teachers are in charge?

A look at Teach & the Teach & Learn Spanish Curriculum

You can research a variety of Spanish curricula on the market. However, you'll be thrilled to know that there is one curriculum that includes all of the benefits listed on the previous page 1! It's called; **Teach & Learn Spanish**. 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, regardless of their level of Spanish, into an overnight success at teaching Spanish to children.

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 throughout the year. You will experience how the **Teach & Learn Spanish** curriculum will cut hours off 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. Purchase it once and you will use it year after year. *The Author, Theresa Gunderosn and O'Neill Language Academy is available to answer questions and mentor you and your staff as you transiioin into using the **Teach & Learn Spanish** curriculum.* Our goal is to ensure your success today and in the future! We help you and your teachers stay motivated with our optional training videos. Your teachers will be invited to join our **Private Teach & Learn Spanish Facebook Group** for free!

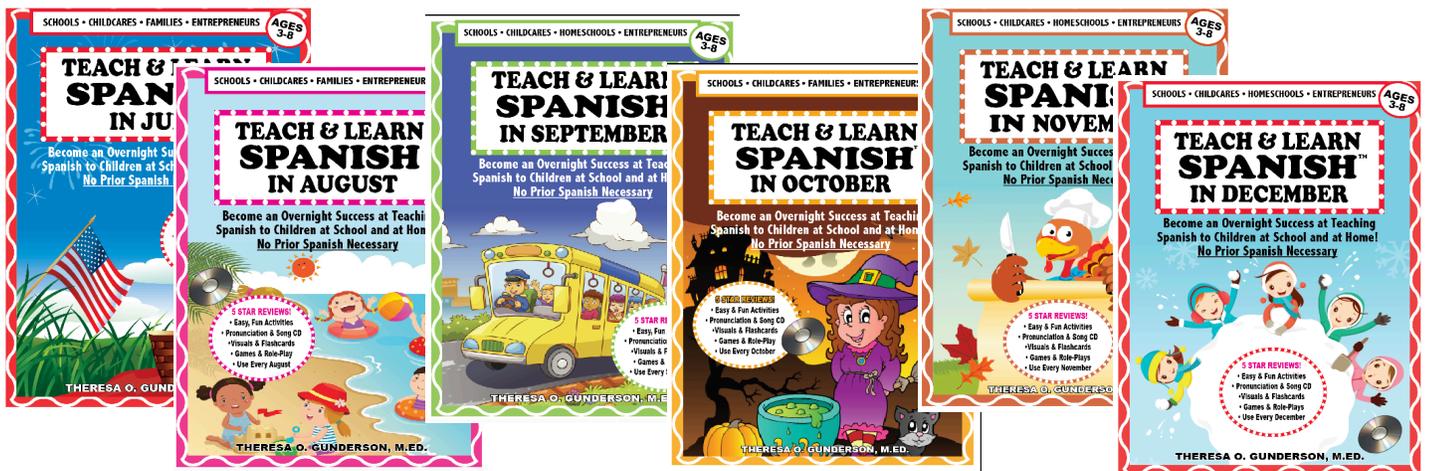
For families that ask how they can help their child practice more Spanish at home, we offer Online Classes. Our Online Spanish Classes compliment and enhance the very same Spanish lessons you will be teaching in your classroom. Families can learn more and join the Online Spanish Class Membership at our website: www.oneilllanguage.com



Still Undecided?

If your childcare center, elementary school, or homeschool group doesn't have a Spanish curriculum yet and you are ready to implement it, check out the **Teach & Learn Spanish** curriculum by visiting our website:

www.oneillanguage.com



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 your Spanish curriculum. If you decide to use the **Teach & Learn Spanish** curriculum you can purchase in the store at: oneilllanguage.com

_____ 4. Look at the Table of Contents in your curriculum or the **Teach & Learn Spanish** 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 your Spanish teachers.

_____ 7. Decide on the day and time Spanish will be taught in each classroom. and stick to the schedule.

_____ 8. Add Spanish Marketing Fliers to your Family Visitor Packets. Request the **Teach & Learn Spanish** 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 as you would like.

_____ 9. Add that you offer Spanish on your school’s website, business cards, brochures, social media, lawn signs, etc.

_____ 10. Send an email to: director@oneilllanguage.com requesting to receive the link to the monthly **Teach & Learn Spanish** Interactive Newsletters for families. You will begin to receive weekly newsletters as soon as the **Teach & Learn Spanish** curriculum is purchased by your center or school.

_____ 11. Decide which day of the week you will email the link to the free, monthly **Teach & Learn Spanish Interactive Newsletters** to your families. Mark the date on your calendar 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.

_____ 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 every and any activity prior to teaching it! The videos show the author modeling **exactly** how to carry out the activities. The training videos are especially helpful for teachers who have never studied Spanish before or for teachers who studied Spanish 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. 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 childcare center or 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 center or 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

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)



© 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com Page 6/9

the nose = la nariz
(lah nah-dees)



Page 7/4 © 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com

the mouth = la boca
(lah boh-kah)



© 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com Page 7/8

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



Page 7/1 © 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com

the eyes = los ojos
(lahs oh-hohs)



© 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com Page 7/1

the nose = la nariz
(lah nah-dees)



Page 7/4 © 2018 Teach & Learn Spanish™ Spanish In January™ www.oneilllanguage.com

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

Page 65 © 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com



ant
la hormiga
(lah ord-mee-gah)



la hormiga
lah
ord-mee-gah

© 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com Page 61



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



la mariquita
lah
mah-dee-kee-tah

Page 68 © 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com



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



la abeja
lah
ah-beh-hah

© 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com Page 67



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



el escorpión
el
eh-skor-pee-oh

© 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com Page 73



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



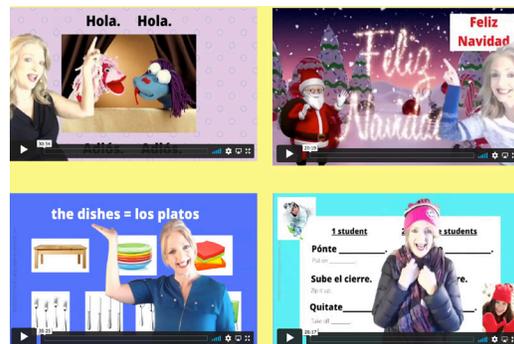
la oruga
lah
oh-doo-gah

© 2018 Teach & Learn Spanish™ Spanish In April™ www.oncallanguage.com Page 69

Teach & Learn Spanish Online Classes

Many childcare centers, elementary schools, and homeschool groups who use our **Teach & Learn Spanish** curriculum love the extra feature of our online classes. In our online classes, the Author of the curriculum teaches every activity in the **Teach & Learn Spanish** curriculum to children using fun special effects. Your teachers can begin their Spanish class every week by showing their students the online video lesson taught by the Author, then they can follow up by teaching the very same activities using the **Teach & Learn Spanish** curriculum.

Learn more about our Online Classes at: www.oneilllanguage.com



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** we are confident that you will have your best Spanish Year on Record!

Regards,

Theresa Gunderson
CEO, O'Neill Language Academy
K-12 School Principal
www.oneilllanguage.com

