

## **NECESSARY DECISIONS**

The following decisions should be made with your team (teachers). Make sure that you have all the necessary information to make these decisions ahead of time, such as what nights enough rooms are available, etc.

### **How many days a week will you have classes?**

Most church-based ESL Schools meet only once a week. Most are in the evening; however, some are during the day. If you have a large enough volunteer base you can consider having class twice a week.

### **What day/night of the week will we meet?**

This depends on two important things: when is the facility available that you are going to use and when are the most volunteers available.

### **What time will class start? What time will it end?**

Most classes are for 2 hours. Usually a 15 minute break is taken in the middle. For example, if classes start at 7:00 pm, they would have a snack break at 8:00 pm for fifteen minutes and then return to class. Classes would end at 9:00 pm.

### **How long will the semester be? Will we teach year round?**

Most ESL Schools run with the public school calendar, meaning that they start in September and go through May or mid-June. However, many ESL Schools are now realizing that their attendance drops drastically once daylight savings time hits. Because of this many ESL Schools are now ending their regular classes the end of April and possibly doing a less work intensive activity for the months of May and June (i.e. a book club).

Prior to the beginning of the year, you need to check with your volunteers to see how long they are willing to work.

A few ESL Schools have special classes in the summer lasting 6 to 8 weeks that uses a different curriculum from the rest of their school year. Some ESL Schools will hold classes during their church's Vacation Bible School teaching material that is based on the same Scripture as that of the children's material.