

Frankfurt

Languages for young people



est. 1983 **35** YEARS



1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES...



WELCOME TO THE WORLD OF SPRACHCAFFE

You are obviously determined not only to have a great holiday, but also to improve your German language skills – what a fabulous idea!

Get ready to have a great time with young people from all over the world and go back home with unforgettable memories. Excursions, parties and sport activities will all give you the opportunity to practice what you have learnt in a fun, realistic, and rewarding environment.

In order to ensure that you go on your language holiday well-prepared please find enclosed the address of your accommodation and language school. In addition, we have included the most important information about your language holiday which you will find here as well.

Should you or your parents have any questions prior to your departure, please feel free to contact us any time.

Our team in Frankfurt is available from Monday to Friday from 09:00 am to 07:00 pm: 0049-69-6109120 or u20@sprachcaffe.com!

Viel Spaß in Frankfurt!

Your team from Sprachcaffe U20 Junior Program!

Frankfurt

Your travel pack is very important. It contains all of the information about your arrival and departure, the school, your German lessons and of course your leisure time. On top of that you will find a lot of helpful information for the preparation of your language holidays in Frankfurt.

Please do not travel without this travel pack!

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Your arrival

Your parents will likely book your flight to Frankfurt for you. In order to organize the airport transfer for you, your parents have to make sure that they inform us about your flight details at least two weeks prior to your arrival in Frankfurt.

The details we need to know are: Your airline, flight number, the arrival date and time as well as the airport you are coming from.

It is always helpful to let us know your details for your flight back so that we can organize a return transfer for you as well.

Should you travel together with your parents, and therefore do not need an airport transfer, please let us know what time you will be at your accommodation. We need to know the approximate time so that we can inform your group leaders.

Important information!

While booking your flight, please remember that the arrival in Frankfurt is always on a Sunday and departure on a Saturday! Please also note that your arrival in Frankfurt international airport has to be between 10.00 am and 7.00 pm. For the departure your flight should depart between 8.00 am and 5.00 pm.

Unaccompanied minors

If your parents book the service for unaccompanied minors with the airline, please note that we have to be informed of this at least two weeks prior to your arrival in Frankfurt! As soon as we have the information we will let you know the name of the person who will meet you at the airport. Your parents will then have to give that name to the airline. Please understand that we will not be able to provide this special transfer service if we do not receive the information at least two weeks prior to your arrival.

Important information!

**Please note that we only offer unaccompanied minor service if the airline requires it:
Surcharge = 150€ one way.**

Arrival in Frankfurt – Transfer

Arrival at Frankfurt airport

After landing in Frankfurt International (FRA) you will go through customs and take your luggage from the baggage claim. The baggage claim will show your flight number and your destination of origin. As soon as you have found your luggage, please go to the exit which will take you to the arrivals hall of Frankfurt airport. You will meet the group leader or driver that will take you to your accommodation in the arrivals hall. He will hold a Sprachcaffe-sign, which you should look out for.

Arrival at Frankfurt train station

After your arrival at the train station (Hauptbahnhof) you will meet either the group leader or the driver that will take you to your accommodation at the end of the platform. He will hold a Sprachcaffe-sign, which you should look out for.

Should you not see the driver immediately, please don't panic! It is very well possible that the driver will be a few minutes late due to traffic conditions. Please just wait in the arrivals hall and keep on looking for the Sprachcaffe-sign.

Important information!

If you do not meet your leader or school representative after 15 minutes of waiting, please call the following emergency phone number: 0049-152-214 71 842.

Once you have met the driver you might have to wait for other students arriving for a while. The transfer then takes place with a taxi and the driver will take you from the airport to your accommodation. If you have booked accommodation in the Residence, please go to reception to check in. Your group leaders will also welcome you there and they will show you your room. Should you have booked accommodation in a host family, you will be taken directly to their home.

Your luggage

You should check with your airline how much luggage you will be allowed to take with you. Normally you are allowed to take 20 kg plus one piece of hand luggage. When packing, please remember that you will have to carry your suitcase as well.

Important information!

You should always have a luggage label on your suitcase and hand luggage!

In your **suitcase** you should bring

- ✓ Clothes
- ✓ Umbrella
- ✓ Bath towels

In your **hand luggage** you should bring

- ✓ Your passport or ID card
- ✓ Visa (if necessary)
- ✓ Your flight ticket or E-ticket-number
- ✓ Your voucher with all important information/emergency numbers
- ✓ Important pharmaceuticals (+ confirmation from your doctor to take them on the plane)
- ✓ Health insurance documents
- ✓ Contact details of your parents
- ✓ Pocket money
- ✓ Pillow to sleep on the plane

Important information!

Money or prepaid Visa cards should never be kept in your luggage! Please refer to your bank for further information about the prepaid Visa cards. We recommend applying early for prepaid Visa cards.

Visa and Entry Conditions

As Germany is a member of the EU, EU nationals can enter the country with a valid passport or ID card. Non-EU nationals should check visa and entry requirements with your local German consulate/embassy.

Accommodation

You will most probably find many differences in the way of living in Germany if you compare it to your home country. Usually the furnishing and the division of buildings will be different than in your home country. The rooms in Germany might be smaller so that you will generally only have a bed, a table and a wardrobe in there. You will share the bathroom either with your hosts or with the other students (in the Residence). In Frankfurt you will get bed-linen but please remember to bring your own towels.

In general, the families will introduce you to their habits on the day of your arrival, such as: general rules, the handing over of the key, times for meals etc. You normally share the bathroom with other members of the family.



Please make sure that you always leave your room and bathroom clean and tidy .Please also take the family into consideration and avoid unnecessary noise, especially late in the evening and at night. If you are not home for a meal, please let your host family know.

In the residence you will stay in a multi bed room, just 5 minutes away from our school. In all public areas there you have free wifi. Please remember to bring towels, bed linen are provided.

If you stay at a hotel, it will also be walking distance away from our school. There you will receive bed linen and towels.

Important information!

Please make sure to let us know in advance if you have any food allergies, pet allergies or special food requirements!

Please note that we cannot promise that you will be the only student of your nationality in your accommodation or room.

Meals

„When in Rome do as the Romans do“...For breakfast you will normally get cereals, bread, jam, cheese, coffee or tea. In Germany lunch is usually the main meal. Since most of the people are working during the day this has changed a little bit in the past few years so that most Germans now have the warm meal for dinner. Hence, for lunch there is often only a small snack, for example a sandwich. If you have any food allergies and marked them on the registration form, your host family will have been notified about them.

All of our students will have lunch together at school. You will receive a packed lunch.

Pocket money

The question of how much pocket money to take is difficult to answer since the amount depends on age and individual habits. The organized leisure program with excursions and sports activities is already included. It is best to change money locally since the exchange rate is usually better. You can also take prepaid Visa cards. You should take a bit of cash for the first few days (e.g. to phone home). Please note that for some activities we will use public transport, which is not included in the package. Everyone should therefore buy a weekly pass for public transportation.

Important information!

Our suggestion is to take about 150 Euro pocket money per week.

We always recommend taking a bit more money with you since it is difficult to transfer money from your home country to the destination of your language course.

The school – Sprachcaffe Languages Plus

The school is on the 5th floor of a 13-storey building. The classrooms are all bright and have a view of either Sachsenhausen or towards the centre of the city and Europe's most famous skyline. The school also has a student lounge and coffee corner, where students usually meet up in-between lessons.

All language courses start with an entry test which should be done online **prior to arrival**. Please do the test carefully, because your language skills will be determined and it is used as a basis to divide all students into learning groups.

Please note for your first day at school to be on time. Please make sure you arrive on schedule at 08:30 a.m.

The school address is:

Sprachcaffe Frankfurt

Gartenstraße 6

60594 Frankfurt am Main

Germany

Phone.: 0049 - 69 – 6109120

Fax: 0049-69-6031395

Office hours: Reception is open from 9am to 9pm.

Fridays our school is open until 5pm.

The staff at our school speaks the following languages: German, English and Spanish.

If you have any questions about your language course or the entry test please contact your teacher. S/he will be happy to help you.

Important information!

If you have problems or are dissatisfied, please talk to our local team or your group leader immediately. They will support you in every way they can.

The lessons

All teachers are native speakers who have academic qualifications as well as foreign language teaching experience. They are very enthusiastic and are always willing to answer any questions you might have.

The lesson plans vary: As well as on the indispensable grammar and vocabulary learning we also put emphasis on communicative methods of learning. Role-plays and a lot of active speaking help you to overcome your fear of speaking the new language. The teachers also utilize current affairs topics such as politics, society and culture in the form of newspaper articles, radio broadcasts or TV programs. Our language courses will only be held in German to maximize your immersion in the language. It is also possible to buy the books for 15 Euro.

We offer two types of course:

- Standard course 4 lessons à 45 minutes
- Intensive course 6 lessons à 45 minutes

The maximum number of participants in one course is 15. On the recommendation of the teacher a student can be put into a higher or lower level class during the course.

Important information!
For organizational reasons the timetable might change slightly.

Unfortunately classes that fall on public holidays cannot be made up. You will find information about Germany's public holidays in our brochure.

1st Day of School

When do I have to be at school? What is the first day going to be like? You're probably asking yourself these questions and to help you prepare for your language travel, we would like to give you an outline of the first day of school.

8.30 – 9.00 am: Meeting and introduction of the classes for all students, all teachers introduce themselves

9.00 – 10.30 am: Class

10.30 – 11.00 am: Teamers introduce themselves and divide students into groups

11.00 – 12.30 pm: Class

12.30 – 3.00 pm: Lunch break and intensive course respectively free time

3.00 – 5.00 pm: Orientation tour, we introduce you to the destination and to all its characteristics, the teamers explain all details of your language travel, time for you to ask questions

5.00 pm: End of the afternoon activity, free time

6.00 pm: Dinner at your accommodation

7.30 pm: Welcome party, where you can again meet all your new classmates

Please consider that the schedule can change at short notice!!!

Map



Helpful information

Health care in Germany

Medical treatment is unfortunately not for free in Germany. If you get sick while you are in Germany, your group leaders will call a doctor for you. Should you need any medication, please note that you will have to pay for it as well. This is why we highly recommend to get a health insurance for your time abroad and to take a bit of extra money in case you get sick. For EU-nationals: Your EU insurance card is valid in Germany, but you might be asked to pay upfront. You will then be able to claim the money back from your insurance.

Insurance

We recommend taking out health and travel insurance. **If you lose your luggage**, if damage occurs or valuable items are missing it is always annoying and a reimbursement without insurance is a time-consuming process and not always very successful.

Clothes

It is best to take casual clothes with you. We recommend that you also pack a warm pullover, as it occasionally can get pretty cold in the evenings. For excursions we recommend a pair of practical shoes. Something a little smarter would also be good for special occasions and for the parties. If you would like to do sport, take your sports clothes and shoes as well. Don't forget to pack your swimming things.

Phone

The international code for Germany is **0049**, plus the phone number. If you want to call your home country, please check with your parents prior to your departure what your country code is. The German telephone boxes mostly take cards which you can buy in the post office.

Money

The official currency in Germany is the Euro. Your bank can give you the exact exchange rate. It is cheaper to change money in Germany, but we recommend taking a little bit of pocket-money for the first weekend.

Safe

In Frankfurt unfortunately there is no safe for the students at school. For students staying in the residence please ask the reception staff at the residence. Nevertheless we recommend taking travelers checks. Sprachcaffe cannot be held responsible for any loss or damage.

Electricity

220 volts. You might need an adaptor.

Time difference

In Germany they are on Central European Time, CET. Depending on your home country, you might have to change your watch!

Documents

Better to be safe than sorry! Please make a copy of all your important travel documents. For example: flight ticket, insurance policy and passport. In case you lose important documents you can be helped quicker if you have such copies. Please keep the copies separate from the original documents.

Climate

Frankfurt has a temperate continental climate, characterized by warm summers with occasional wet days, and cold winters. Temperatures are not extreme and never severe. Winters can bring occasional violent storms.

Applied geography

Germany

Germany wears its riches well: elegant big-city charm, small picture-postcard towns, pagan-inspired harvest festivals, a wealth of art and culture and the perennial pleasures of huge tracts of forest, delightful castles and fine wine and beer are all there for the savouring.

Deep in the heart of Europe, Germany has had a seminal impact on Continental history. From Charlemagne and the Holy Roman Empire to Otto von Bismarck's German Reich, Nazism and the rise and fall of the Berlin Wall, no other nation has moulded Europe the way Germany has - for better or worse.

Frankfurt

Frankfurt as the fifth biggest city in Germany has a large number of sightseeing attractions. One of its most famous museums is the [Goethehaus](#) (home of famous German author Goethe). Other famous attractions include: the Jewish museum, Römer (city hall), Dom (the cathedral), Alte Oper (old opera house), Palmengarten (tropical and botanical gardens), and Frankfurt Zoo (the largest zoo in Germany – and one of Europe's best). Highly recommended are also the city's many traditional restaurants which can be found all over the city, mainly in Sachsenhausen near the school. Please ask the Sprachcaffe Front Desk for more information.

Frankfurt am Main has gained enormous economic power – both within Germany and abroad – thanks to its position as a key transport hub and its status as a major venue for international trade fairs and other business events. Located in the middle of the highly productive Rhine-Main region in Germany, right at the centre of Europe, the city is the financial heart not only of Germany but also of the European Union, pumping Euros into the world economy.

Excursions

One full-day and two half-day excursions are offered in a two-week language course. If you are staying three weeks, two full-day and three half-day excursions are included in the price. Furthermore there are activities offered in the afternoon or evening. Full-day example:

- ✓ Heidelberg
- ✓ Wiesbaden
- ✓ Marburg
- ✓ Rüdeshheim

Please note that the activities and trip might vary slightly depending on weather conditions and number of students. There are usually also some extra activities offered that you can book for a small fee once you are in Frankfurt.

Supervision

Our teamers supervise the leisure program. Please consider that Sprachcaffe Languages Plus is only responsible for students while supervised during leisure program. We expect you to behave in a respectful way and we are not responsible if you do not respect the rules or act at your own risk.



Return trip

Please make sure to tell your group leaders your most up-to-date flight details a few days before you are going home so that your return transfer can be organized accordingly. On your departure date, your return transfer will pick you up from your accommodation and drop you off in front of your departure terminal.

Important information!

Please note we do not have a check-in-service at the airport!

You will need to go into the terminal and walk to the check-in counter. Which counter you need to go to will be shown on the screens in the terminal. You should check in about 2 hours before your flight departs. After that, please go through security straight away. During the high summer season, this can take a while.

Meals for your return journey

We would like to inform you that you need to cater for yourself on your return journey. The last meal in your accommodation usually will be breakfast. Please make sure you have enough pocket money left on the last day so you can buy some food.

Checklist for your language holiday

- Small present for your hosts (optional)
- Inform Sprachcaffe about your flight details and arrival time
- Tell your friends your address in Frankfurt
- Send the contact form and signed rules back to Sprachcaffe

Clothes

- | | | | |
|---|--|--|-----------------------------------|
| <input type="checkbox"/> Trousers, shorts | <input type="checkbox"/> Dresses, skirts | <input type="checkbox"/> Shirts, blouses | <input type="checkbox"/> T-Shirts |
| <input type="checkbox"/> Jacket | <input type="checkbox"/> Pyjamas | <input type="checkbox"/> Underwear | <input type="checkbox"/> Swimsuit |
| <input type="checkbox"/> Socks | <input type="checkbox"/> Shoes | | |

Cosmetics

- | | | | |
|----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Towels | <input type="checkbox"/> Hair dryer | <input type="checkbox"/> Shower gel/soap | <input type="checkbox"/> Tooth brush/cream |
| <input type="checkbox"/> Brush | <input type="checkbox"/> Shaver | <input type="checkbox"/> Washing powder | |
| <input type="checkbox"/> Shampoo | <input type="checkbox"/> Make-Up | <input type="checkbox"/> Body lotion | |

First-aid kit

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Plasters | <input type="checkbox"/> Sun cream | <input type="checkbox"/> Cold medicine |
| <input type="checkbox"/> Pain relievers | <input type="checkbox"/> Ointment | <input type="checkbox"/> Medicine for diarrhea |
| <input type="checkbox"/> After-bite cream | | |

Leisure

- | | | | |
|---------------------------------|---------------------------------|----------------------------------|---|
| <input type="checkbox"/> Camera | <input type="checkbox"/> Mobile | <input type="checkbox"/> Charger | <input type="checkbox"/> Deck of cards and dice |
|---------------------------------|---------------------------------|----------------------------------|---|

Miscellaneous

- | | | | |
|---------------------------------------|---------------------------------------|---|---|
| <input type="checkbox"/> Alarm clock | <input type="checkbox"/> Neck pouch | <input type="checkbox"/> Sewing kit | <input type="checkbox"/> Stationary (ex: some pens) |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Address book | <input type="checkbox"/> Writing pad | <input type="checkbox"/> Glasses/Contact lenses |
| <input type="checkbox"/> Travel guide | <input type="checkbox"/> Dictionary | <input type="checkbox"/> Adapter (alternating current 240 Volt) | |

Don't forget

- | | | |
|--|--|--|
| <input type="checkbox"/> Money, Prepaid Visa Cards | <input type="checkbox"/> Passport/ID | <input type="checkbox"/> Insurance documents |
| <input type="checkbox"/> Flight ticket | <input type="checkbox"/> Sprachcaffe Travel Pack | |

Photocopy of documents (passport, ID flight ticket, health insurance documents, booking voucher) should be kept separately.

For the pin board at home:

Address of the school: Sprachcaffe Frankfurt
Gartenstraße 6
60594 Frankfurt am Main
Germany
Tel.: 0049 – 69 – 6109120
Fax: 0049 – 69 – 6031395

Address Sprachcaffe Frankfurt: **Sprachcaffe Reisen GmbH**
Gartenstraße 6
60594 Frankfurt am Main
Germany

Phone: 0049 (0) 69 6109120
Office hours: Mon – Fri 09:00 am – 07:00 pm CET

Address of the residence: **Haus der Jugend**
Deutschherrnufer 12
60594 Frankfurt

Emergency numbers: **Frankfurt: 0049 152 2147 1842**
Only available during transfer times on the weekend.

Please only use the emergency numbers in cases of real emergencies!

Feedback

Before the everyday routine sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences, just fill out the online form at

<http://www.sprachcaffe.com/english/feedback.htm>

or

http://www.facebook.com/Sprachcaffe/app_13995986674#!/Sprachcaffe/app_13995986674

We always welcome ideas, tips and constructive criticism!



<http://www.facebook.com/Sprachcaffe>



Emergency contact details

STUDENT'S NAME:

SCHOOL:

DATES:

NAME OF CONTACT PERSON:

RELATION:

PHONE (PRIVATE):

PHONE (BUSINESS):

E-MAIL:

All information will only be used in case of emergency!

PLEASE SEND BACK TO THE SPRACHCAFFE OFFICE BEFORE YOU TRAVEL!



INFORMATION REGARDING ALLERGIES, DIETS OR OTHER SPECIAL CONCERNS

PLEASE LET US HERE KNOW WHETHER YOUR SON/ DAUGHTER HAS ALLERGIES, NEEDS A SPECIAL DIET, NEEDS TO TAKE MEDICIN AND YOU WISH US TO ASSIST OR HAS ANY OTHER SPECIAL REQUESTS:

NAME OF MY SON/DAUGHTER: _____

NAME OF PARENT: _____

ALLERGIES, DIETS OR SPECIAL REQUESTS:

SIGNATURE OF PARENT



PARENTAL AUTHORISATION

HEREWITH I CONFIRM THAT MY DAUGHTER/ SON IS ALLOWED TO TRAVEL ON HIS/HER OWN WITHOUT BEING ACCOMPANIED BY AN ADULT.

NAME OF MY SON/DAUGHTER: _____

NAME OF PARENT: _____

ATTACHED YOU WILL FIND A COPY OF MY PASSPORT (PARENTS)

SIGNATURE OF PARENT

Please send carry this document with you and show it to the airline if asked.

U20 Rules and Regulations

General rules

1. Alcohol: U20 students are not allowed to buy or drink alcohol.

Addition for Malta: According to Maltese law, students over 17 years are allowed to drink beer, wine and sparkling wine within reasonable limits.

2. Smoking: Students under the age of 18 on the U20 programme are not allowed to smoke. Students older than 18 are encouraged not to smoke in the presence of other U20 students.
3. Drugs: Drugs are strictly forbidden. Students found to be in possession of drugs will be sent home at their own expense.
4. Violence/Stealing: If students are violent towards staff, other students, host families or anyone else Sprachcaffe reserves the right to send them home on their own cost. The same applies to stealing.
5. Warning: If students do not obey the rules the Teamer Coordinator can give them an official warning, which also means that their parents will be informed about the misbehavior. After the third official warning Sprachcaffe reserves the right to send the student home at their own expense.
6. Free time: U20 students are allowed to be without a Teamer in their free time, but never alone. They should be in groups of at least two students. Furthermore, U20 students are not allowed to organize any trips for themselves or to leave the destination even with the permission of their parents.
7. Hitchhiking: Hitchhiking is not allowed for safety reasons.
8. Swimming: Swimming is allowed if students can swim, but is at the students' own risk. Unless informed otherwise, it will be assumed that students are able to swim. We would like to highlight that swimming is not an organized activity and that Sprachcaffe cannot take responsibility for students while swimming.
9. Law: The local law of the country students are studying in has always to be respected and followed.
10. Adult students: Students over 18 year of age do not have to obey the rules unless they are taking part in the organized leisure activities for all U20 students. However, we expect that they always behave in a respectful way.
11. Responsibility: Sprachcaffe Languages Plus is only responsible for students while they are supervised during the leisure programme. If students do not respect the rules Sprachcaffe Languages Plus will not responsible for any problems or accidents occurring.



School

12. Attendance: Taking part in lessons and the daily information meetings with the Teamers is mandatory.
13. Punctuality: We expect the students to be on time for their lessons. If students are late or not able to come to the lessons for any other reason, they need to inform their Teamers.
14. Mobiles: The use of mobiles during classes and information meetings is not allowed.
15. Food and drinks: Food and drinks (except for water) are not allowed during lessons.
16. Tidiness at school: We expect the U20 students to help us keeping the school tidy and use the bins and not to leave empty bags, packets, food, bottles or any other items in the student rooms or around the school.

Accommodation

17. Tidiness at home: Host families are not hotels. We therefore ask every student to make his bed and keep his bedroom clean and tidy.
18. Communication with the host family: We expect the U20 students to let their host family know when they will be back from the leisure activities and to inform if they will arrive later for dinner.
19. Rules of the host family: Students also need to respect the rules of their host family.
20. Noise: At the residences students should respect their fellow guests and not cause any disturbance or loud noise after 10pm.
21. Curfew: Students can go out until 11pm. After this all students need to be back at their host families and in the residences. The curfew does not apply for U20 events organised by the Sprachcaffe team, which can occasionally finish later. Group leaders have the right to adjust the curfew according to external circumstances.
22. Damage: If students cause any damage to the residence or at the host family, Sprachcaffe will ask the student's parents to refund the costs of the damage.
23. Accommodation: Boys and Girls will be accommodated separately.

Should a student break the U20 rules or the laws of the host country, Sprachcaffe is entitled to send the student home at their own expense immediately.

I CONFIRM THAT MY SON/DAUGHTER AND I HAVE READ AND UNDERSTOOD THE ABOVE STATED RULES. WE CONFIRM THAT WE ACCEPT THEM.

NAME: _____

COURSE IN/ DATES: _____

SIGNATURE OF PARENT

SIGNATURE OF STUDENT

THIS FORM NEEDS TO BE SENT BACK TO SPRACHCAFFE PRIOR TO DEPARTURE!!!