

Madrid

Let's get
together
and
talk!



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

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WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, also learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations!

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language, that goes to his heart." Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35year experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.**

We wish you a great holiday and lots of success

Your Sprachcaffe Team



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Arrival

Arriving in Madrid by plane: Please note that all flights are now non-smoking. When packing your bags please remember that you are not allowed to take more than 20 kg of luggage with you. Please be at the airport 90 minutes before departure.

Please make sure that Sprachcaffe Frankfurt or our school in Madrid is informed about your arrival dates. Please go straight to your apartment (or the meeting point to pick up the keys) or to your host family after your arrival.

Please note that, in the meantime, almost all regular airlines have switched to non-smoking flights. Important when packing your bags: You are not allowed to take more than 20 kg with you. Please be at the airport in time that is 90 min before departure at the counter of your airline in the departure hall. If you have a transfer with us, it's very important for us to know your flight details 6 days before.

Please make sure that Madrid Plus is informed about your arrival dates. Please go straight to your apartment – we will inform you of the meeting point to pick up the keys-, or host family after your arrival. In case your accommodation address is the school apartment you can choose from different possibilities to get to the school **from the airport (Barajas)**:

By Metro: You can take the line 8, till station "Nuevos Ministerios". There change to line 10, direction "Puerta del Sur", till "Príncipe Pío" station and there change to line "R" direction "Ópera". "Opera" station is your destination. When you get out of the station, right in front of you, you will find the building with our school and apartments.

Please note that you have to change the metro lines! The price is EUR 1.50/2.00 – one fare - or 12.50 EUR - 10 fares. This is the fastest way to reach the centre of Madrid.

By bus: There is a new bus line express from the Airport to Madrid Down town: "Express line" that connects every terminal of the Airport to "Atocha" in Madrid downtown. There is a stop in "Cibeles" square. You can stop there and take the Metro, line 2 in the station "Banco de España" station till "Ópera" where the school and the apartment are placed.

One fare costs around 5,00 € and the bus has a frequency of 30 minutes.

A taxi from the airport to school costs about EUR 30.00 - 40.00

How to get to the school apartment from the train station:

By train:

1/ From „Chamartin“ station, you can take the underground, line 10 (dark blue), direction "Puerta del Sur" and stop at "Príncipe Pío" station, there you have to change to line "R" and travel to – "Ópera" station (line 2 red) (only one station). When you leave the station, on the right side, you can see in front of you a red and white building, there is place our school.

2/ From "Atocha" station, you can take the underground, line 1 (light blue), direction "Pinar de Chamartín" and travel till stop "Sol" station. Leaving the station in "Calle Mayor" you only need to go down Arenal St. till number 21st. where our school is placed.

We kindly ask you to give us your arrival dates at least six days in advance before departure for operational reasons. For arrivals on the booked arrival date up to 23:00 pm (the Sunday before the course starts, you will need a reconfirmation by our school Madrid Plus).

Important! We kindly ask you to understand that Sprachcaffe cannot be held responsible for the first overnight stay if arrival dates or delays are not communicated in time!

In case of emergency please contact the following number of the school: 0034 (0) 626 141 349!

Transfer:

If you have booked a transfer with us, you will be picked up by "Euro Vans & Cars". A representative of the company will be waiting for you in the fixed meeting points depending on the terminal your plane arrives in, holding a sign with your name on it. Also they may wait for you at the arrival gate. If you should not find your driver, please do not leave the area. If he has not shown up after 20 minutes you can call the school emergency number or this number from the transfer company: +34 673 626 929 or 0034 913 336 084.

Please note: when a student brings more than 2 suitcases, they should pay an extra fee of 18 €.

In case if there is a change in your itinerary or in your connection flight, please inform us as soon as possible to rearrange the booking of the transfer.

Important: In the event that you arrive on time BUT you have a problem in the baggage claim, at the control of passport, etc. you need to phone immediately to the transfer company, in order to pay advise the driver that you are in the airport but you will leave later. Also, please phone to the emergencies phone number of the school to inform about it.

The driver will wait a maximum of 90 minutes in the event that nobody contacts informing about any delay.

Meeting points:

- Terminal 1: Lounge 1 (SALA 1) (International Flights)
On your right "Post office"
- Lounge 2 (SALA 2) (European and domestic Flights)
On your left "Farmacia" shop
- Terminal 2: Lounge 6 (SALA 6) (European and domestic Flights)
On your left "Airport Information AENA"
- Terminal 4: Lounge 10 (SALA 10) and 11 (SALA 11)
On your right underneath the sign **Restaurant "Caffriccio"**

Urgency Tel. Number 24hs.: +34 673 626 929

Accommodation

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

Please proceed to the first contact address on your voucher.

Apartment

Having chosen an apartment, you will experience a special kind of “shared living” for the duration of your holiday. You share the apartment, kitchen and bathroom with other course participants who normally come from different countries. You can cook delicious meals in a cosy atmosphere and exchange experiences in the fully equipped kitchen.

Important!

On the first day of your course you might be asked for a **key deposit of 75 Euro**. This will be refunded on the last day of the course.

Check in time is Sundays between 14:00 and 22:00. If you arrive outside of these hours you need a confirmation from Sprachcaffe.

This “flat-sharing” is part of our concept for communicative learning and gives you the possibility of organising excursions, theatre and cinema, visits with other course participants at the same time. If you have booked a double room instead of single, we will find the “right person” for you to share the room with.

Please note that all apartments are only available for course participants and not for friends or relatives.

For extra-stays, which are not for free, you need to have our confirmation. Therefore, we kindly ask you to contact us well in advance. Please note that the apartments are not hotels.

All course participants have to take care of the cleaning themselves. Sprachcaffe only organises the basic cleaning.

We recommend that you and your fellow lodgers make a plan so that the work can be shared evenly. Rubbish and empty bottles will have to be thrown away daily.

We want all our course participants to feel at home and hope that all of you will treat the apartments, rooms and facilities accordingly. Your fellow lodgers would surely appreciate a clean lounge, kitchen and bathroom. We therefore believe that the minimum you can do is to wash up the daily breakfast and meal dishes. You may want to invite your new friends from school to dinner or to a little party. In this case, you should, however, talk to your fellow lodgers first. You should respect the privacy of your fellow lodgers in general and avoid unnecessary noise, especially late in the evening or at night. For security reasons, it is forbidden to have guests in the apartment overnight without informing the school.

Our apartments are not always near the school. However, you will be able to reach them in a short time due to the excellent public transport. Please go to your apartment on the first day after arriving. The address is in the documents enclosed.

Bed sheets are provided, however, you should bring your own towels.

Host families

Living together with a Spanish host family means living their life style! You will be able to practise what you have learned during the course and you will shed your fear while communicating with the family. The Spanish host families are very open-minded, helpful and welcoming to their guests.

Our host families are not always families in the traditional sense. They can also be active single people or elderly couples who will have a lot of time to spend with their guests.

In general, the families will introduce you to their habits on the day of your arrival, such as the handing over of the key and times for meals. You should also be prepared to get to know this different culture.

Please note that Spanish family normally do not allow their guests to use the kitchen, oven or washing machine. Please ask your family and / or the staff at the school how your washing can be organized best. The washing of your clothing is not included in the price.

You should expect to get a typical breakfast, which can be quite different from what you have at home. Normally, you share the bathroom with other members of the family.

Of course, living together with others means sticking to some rules. Please make sure that you always leave your room and bathroom clean and tidy and that you do not damage the furniture. Please take the family into consideration and avoid unnecessary noise, especially late in the evening and at night. We appreciate your understanding when asking you not to use the host family's telephone to call your family at home. Please inform your host family beforehand if you will not be home for a meal, if you plan to go on a trip for a few days or if you are not staying at home overnight. Otherwise, your family will be worried unnecessarily! In general, families do not mind if you invite over new friends from the course. However, you should, in any case, talk to your host family about it if you plan to bring home some friends! Bed sheets are available, you should, however, bring your own towels.

Residence

If you have booked residence you will either stay at the Residence "Palacio de Barradas", "Abay-Moncloa" or "Covarubias". You find the address of your residence on the voucher.

"Palacio de Barradas"

The residence is located a historical building from the XVIII century and only about 20 minutes or three metro stops away from the school. The atmosphere is quite familiar and the staff of the residence is very helpful, nice and professional, always ready to help the students.

There are double and triple rooms, as well as individual ones. The residence offers the possibility of preparing a picnic for those who ask for it. Bathrooms and shower rooms are placed on the corridors and they are shared every two or three rooms (around six students).

Laundry service once a week is included in the price.

Other services of the residence: free internet access, library, TV room, leisure room, etc.

House rules for the three residences:

- The residences are available for male and female students, so the corresponding areas are differenced accordingly, with their respective common bathrooms and services, for every resident of the corresponding area.
- It is not allowed the access to the residence from 24:00 hours to people outside the residence.
- We recommend to keep the doors of the rooms closed, to prevent further problems with the personal belongings of the students.
- The rooms are for only use of the residents.
- Extra services for guests of the residents (such us meals, accommodation, etc.) will be paid additionally. Please inform the main office about the arrival of your guests.
- It is absolutely forbidden to carry and take alcoholic drinks or toxic substances in any area of the residence.
- Out of respect for the other residents, you must go to the dining room dressed and groomed properly.
- The residences are not responsible for the damage in special or delicate clothing sent to the laundry. All clothing has to be marked. Underwear must be also placed in a specific bag for this purpose.
- We will attend students with special diets which had been prescribed by a doctor.
- Any violent demonstration, verbal or physical, as well as confrontation or disrespect to any member

of the Residence will mean immediate expulsion.

- • The dining room will close from Monday to Friday at 1:00 am; time from which all residents must remain in bedroom area.
- • The cleaning of the "Residence" will take care of arranging the rooms daily, except weekends. For the convenience please keep the room tidy.
- •Avoid all kinds of noises and all that can disturb rest and study.
 - From 00:00 h am the silence must be rigorous.
 - Meetings in the rooms shall maintain good order
 - coexistence and respect for other residents require.
- If damage is done in the facilities of the residence and the person responsible cannot be identified, the resulting costs will be paid proportionally by all guests accommodated in the corresponding area
 - In case of expulsion from the center, the resident is not entitled to a refund of the deposit.

The owners RESERVE THEIR RIGHT TO TAKE THE NECESSARY STEPS, PROVIDED THAT ANY VIOLATION OF THE ABOVE RULES.

The school - Sprachcaffe Idiomas Plus

On the first day, please be at the **school by 08:45am**. All course participants have to do a placement test to determine the language level. We kindly ask you to do the test online at home before your departure. On the first day of school you are informed of your group and the lesson will start immediately.

The address of the school is:

Sprachcaffe / Madrid PLUS

Calle Arenal 21, (6th floor on the right)

E - 28013 Madrid

Phone: 0034 - 91 548 11 16

Emergency mobile number: 0034 (0) 626 141 349

School Director: Reyes Sanchez (see picture)



Opening hours: 09:00 - 15:00 and 16:00 - 18:30 from Monday to Thursday and 09:00 - 15:00 on Fridays, except public holidays and the Christmas break.

Emergency number: 0034 626 141 349

Languages spoken by the staff at the school: Spanish, English and German

Student card: Yes

Bistro, Snacks and Drinks: Student lounge with a hot drinks vending machine and a water dispenser.

Internet room: Computer corner with three computers and free internet access.

Study Room: A study room where students can do their homework and study is available.

The Lessons

All teachers are so-called "native speakers", this means they teach in their mother-tongue. The teachers are your advisors: competent and committed. The topics of the lessons are varied. Our course teachers use materials like newspaper articles and include socio-political topics, theatre or literature reviews as part of the teaching. We find communication, such as through dialogue, a valuable teaching method. It is, however, also necessary to teach grammar and vocabulary! The students come mainly from German speaking countries as well as the USA, Brazil, Japan, Italy and France.

We offer four different types of courses:

- Standard course 4 lessons of 45 minutes
- Intensive course 6 lessons of 45 minutes
- Private lessons 2 to 6 lessons per day
- Part-time course 2 lessons of 45 minutes per day

The course groups are formed according to the students' language level which means that the holiday, standard or intensive course participants are in different groups. A student may change into a lower or higher level group after consulting the course teacher or following his/her recommendation. The maximum number of students in one group is 10.

In general, your timetable will be as follows:

Standard class	Intensive class:	Super Intensive class
Monday to Friday 09:00 – 10:30 10:30 – 10:45 break 10:45 – 12:15	Monday to Friday 09:00 – 10:30 10:30 – 10:45 break 10:45 – 12:15 12:15 – 12:30 break 12:30 – 14:00	Monday to Friday 09:00 – 10:30 10:30 – 10:45 break 10:45 – 12:15 12:15 – 12:30 break 12:30 – 14:00 14:00 – 14:15 break 14:15 – 15:45

Please note!

For organisational reasons, during the high season lessons might be held in the afternoon.

Lessons are not held on the following public holidays in 2019: 01.01-07.01, 19.04., 01.05., 15.05., 15.08., 01.11., 06.12.-09.12, and from 23.12. – 27.12.2019. Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

Exam Courses

The school offers Examination Preparation Courses for the Diploma de Español como Lengua Extranjera (D.E.L.E.).

Our employees and teachers have a lot experience with long-term students and especially with examination preparation courses. However, please also take into consideration that the teachers, despite their years of experience, cannot be held fully responsible for the examination results. Only if you participate actively in the lessons, will you be best prepared for the examination.

We wish you a successful language course!

Please note!

In the unlikely event the school won't be able to create a group course due to not having enough students at the same time/level, smaller group courses or single lessons for a reduced amount will be provided instead: 10 lessons = 6 lessons, 20 lessons = 12 lessons, 30 lessons = 18 lessons. Under the rare circumstances of being forced to cancel, all fees will be refunded. The minimum number of participants for examination preparation courses is **3 students.**"

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

Language test

Sprachcaffe has introduced a new online placement test. We kindly ask you to do it before you arrive at school. Doing the online exam in advance will allow you to start your lessons straight away.

To access the online test, please go to <https://booking.sprachcaffe.com/login/>.. You can log in using your surname (or email address) and booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) Friday before the program begins. Thereafter the test will be switched off and you will no longer be able to access it.

Please do not use a dictionary or any other aids when doing this exam as its purpose is to assess your language ability and place you in an appropriate class. It is better not to answer questions that you do not know, as guessing will affect your score and could result in your being placed in a class that is too difficult for you.

You have 45 minutes to do the exam from the moment you enter the site. Thereafter, the test will automatically shut down. If you finish before time runs out, you can click 'submit' at the bottom of the test. The test result will be forwarded automatically to Sprachcaffe. You will find out your teacher's name and classroom number on your first day at school.

Please note that you can only access the online test once!

General information about Madrid

Madrid is the capital and largest city of Spain. Residents are called *Madrileños*.

The city is located on the river Manzanares in the centre of the country, between the autonomous communities of Castile and León and Castile-La Mancha. Due to its economic output, standard of living, and market size, Madrid is considered the major financial centre of the Iberian Peninsula; it hosts the headoffices of the vast majority of the major Spanish companies, as well as the headquarters of three of the world's 100 largest companies. As the capital city of Spain, seat of government, and residence of the Spanish monarch, Madrid is also the political centre of Spain.

As the capital of Spain, Madrid is a city of great cultural and political importance. While Madrid possesses a modern infrastructure, it has preserved the look and feel of many of its historic neighbourhoods and streets. Its landmarks include the huge Royal Palace of Madrid; the Teatro Real (Royal theatre) with its restored 1850 Opera House; the Buen Retiro park, founded in 1631; the imposing 19th-century National Library building (founded in 1712) containing some of Spain's historical archives; an archaeological museum of international reputation; and three superb art museums: Prado Museum, which hosts one of the finest art collections in the world, the Museo Nacional Centro de Arte Reina Sofía, a museum of modern art, and the Thyssen-Bornemisza Museum, housed in the renovated Villahermosa Palace.

The population of the city is 3.2 million (December 2005), while the estimated urban area population is 5.1 million. The entire population of the Madrid metropolitan area (urban area and suburbs) is calculated to be 5.84 million. The city spans a total of 607km² (234 sq mi).

Following the restoration of democracy in 1975 and Spain's integration into the European Union, Madrid has played an increasing role in European finances, marking the city as one of the most important European metropolises. Yet each district (or *barrio* in Spanish) still preserves its own feel.

Climate

The region of Madrid has a temperate Mediterranean climate with cold winters with temperatures that sometimes drop below 0 °C (32 °F). There are about 2 to 3 snowfalls each year. Summer tends to be hot with temperatures that consistently surpass 30 °C (86 °F) in July and that can often reach 40 °C (104 °F). Due to Madrid's high altitude and dry climate, nightly temperatures tend to be cooler, leading to a lower average in the summer months. These extremes give rise to the saying *Nueve meses de invierno, tres meses de infierno* (nine months of winter, three months of hell). Precipitation levels are low, but precipitation can be observed throughout the year. Summer and winter are the driest seasons, with most rainfall occurring in the autumn and spring.

1971-2000	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Maximum temperature (°C)	9.7	12.0	15.7	17.5	21.4	26.9	31.2	30.7	26.0	19.0	13.4	10.1	19.4
Minimum temperature (°C)	2.6	3.7	5.6	7.2	10.7	15.1	18.4	18.2	15.0	10.2	6.0	3.8	9.7
Rainfall (mm)	37	35	26	47	52	25	15	10	28	49	56	56	436

Nightlife

Madrid's emblem: el oso y el madroño, a favorite meeting place at Puerta del Sol.

Madrid is noted for its nightlife and night clubs. Many places host bands (concerts in Madrid). Nightlife and young cultural awakening flourished after the death of Franco, especially during the 80s while Madrid's mayor Enrique Tierno Galván was in office. This fresh movement was called *la movida* and it initially gathered around Plaza del Dos de Mayo (*Malasaña* area). Some of the most popular night destinations include the neighbourhoods of: Bilbao, Tribunal, Alonso Martinez or Moncloa, apart from Puerta del Sol area (including Opera and Gran Vía, both adjacent to the popular square) and Huertas (barrio de Las Letras), destinations which are also filled with tourists day and night. The gay district of Chueca has also become a hot spot in the Madrilenian night life, not only for gay people but also for straights looking for fun in their crowded clubs and popular discos.

Metro

The Madrid Metro is one of the most extensive and fastest-growing metro networks in the world..With the addition of a loop serving suburbs to Madrid's south-west "Metrosur", it is now the second largest metro system in Western Europe, second only to London's Underground. In May 2007, Madrid's metro system will be expanded and there will be more than 280 kilometres (175 mi) of track.

Tips: In restaurants a tip of 5-10% is common.

Money: In Madrid you can withdraw money using your credit or Euro Card (EC) from almost any bank machine.

Insurance

We strongly recommend you take out health insurance because medical service in Madrid can be very expensive if you don't have the appropriate insurance. The loss or damage of luggage and valuables is always a great disappointment but this risk can be reduced to a minimum level by getting luggage insurance.

Documents

We advise you to copy all your important travel documents (such as flight ticket, insurance policies, passport, driving licence, documents for the rental car) before you start your language trip to Madrid. If you lose one of these documents, authorities can help you more efficiently if you have copies.

Making calls:

The international country code for Spain is 0034. After this you need to dial the number you would like to call.

Places to see

Galleries

Madrid is considered one of the top European destinations concerning art museums. Best known is the *Golden Triangle of Art*, located along the Paseo del Prado and comprising three museums. The most famous one is the Prado Museum, the most popular *Golden Triangle of Art* member known for highlights such as Diego Velázquez's *Las Meninas* and Francisco de Goya's *La maja vestida* and *La maja desnuda*.

The other two museums are the Thyssen Bornemisza Museum, established from a mixed private collection, and the Reina Sofia Museum. This is where Pablo Picasso's *Guernica* hangs, after returning to Spain from New York more than two decades ago.

The **Plaza Mayor** is a central plaza in the city of Madrid. It is located only a few blocks away from another famous plaza, the Puerta del Sol.

The Plaza Mayor is rectangular in shape, measuring 129 by 94 meters, and is surrounded by three-storey residential buildings having 237 balconies facing the plaza. It has a total of nine entranceways. The Plaza Mayor was built during the Austrian period. The Casa de la Panadería, serving municipal and cultural functions, dominates the Plaza Mayor.

Gran Vía (literally "Great Way") is an ornate and upscale shopping street in Madrid. It leads from Plaza de Cibeles to Plaza de España.

The lively street is one of the city's most important shopping areas, with a large number of hotels and large cinemas; it is also noted for the grand architecture prevalent among many of its buildings.

El Monasterio de las Descalzas Reales, literally the Monastery of Barefoot Royals, resides in the former palace of Carlos I and Isabel of Portugal. Their daughter, Joan of Spain, founded this convent of Franciscan nuns in 1557. Throughout the remainder of the 16th century and into the 17th century, the convent attracted young noblewomen that were either disappointed by love or looking for love in Christ. Each woman brought with her a dowry. The riches quickly piled up, and the convent became one of the richest convents in all of Europe. Tomás Luis de Victoria, Spain's finest Renaissance composer, worked at the convent from 1587 to the end of his life in 1611.

The **Royal Palace of Madrid** (Spanish: *Palacio Real de Madrid*, also called *Palacio de Oriente*, "Eastern Palace") is the official residence of the King of Spain, located in Madrid. King Juan Carlos and the royal family do not actually reside in this palace, instead choosing the smaller Palacio de la Zarzuela, on the outskirts of Madrid. However, the Palacio Real de Madrid is still used for state occasions. The palace is owned by the Spanish state and administered by the Patrimonio Nacional agency.

The palace is located on Bailén street, in the western part of the centre of Madrid, east of the Manzanares River, and is accessible from the Ópera metro station. The palace is partially open to public, except when in official use.

The **Puerta del Sol** (Spanish for "Gate of the Sun") is one of the most well known and busiest places in Madrid. This is the centre of the radial network of Spanish roads. The square also contains the famous clock whose bells mark the traditional eating of the Twelve Grapes and the beginning of a new year. The New Year's celebration has been broadcast live on TV since 31 December 1962.

El Rastro de Madrid or simply **el Rastro** is the most popular open air flea market in Madrid. It is held every Sunday and public holiday during the year and is located along *Plaza de Cascorro* and *Ribera de Curtidores*, between *Calle Embajadores* and the *Ronda de Toledo* (just south of *La Latina* metro station). A great variety of products (new and used) can be found at el Rastro. A number of antique shops in the local area are also open on Sundays.

The **Temple of Debod** is an ancient Egyptian temple which has been rebuilt in Madrid.

The temple was built in southern Egypt, very close to the first cataract of the Nile and to the great religious centre dedicated to the goddess Isis, in Philae. In the early 2nd century BC, Adikhalamani [Tabriqo], king of the country of Meroë, started its construction by building a small chapel dedicated to the gods Amon and Isis. Afterwards, different kings of the Ptolemaic dynasty added new chambers around the original nucleus. The Roman emperors Augustus, Tiberius, and perhaps Hadrian, completed its construction and decoration. In 1960, due to the construction of the Great Dam of Aswan and the consequent threat it posed to certain monuments and archeological sites, UNESCO made an international call to save this rich historical patrimony.

Feedback

Before the everyday routine back at home 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> We always welcome ideas, tips and constructive criticism!

Address: **Sprachcaffe Languages PLUS**
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D – 60594 Frankfurt/Main
Tel.: 069 (0) 6109 120
Fax: 069 (0) 603 1395
Email: info@sprachcaffe.com
www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

Your
Sprachcaffe Team

School location



Checklist before departure

Things you might want to think of when packing your luggage

Important travel items

- Travel guide
- Reading material
- Dictionary
- Cash, credit card
- Phone number of your credit card company, in case you have to block the card
- Vaccination card
- Inform Sprachcaffe about arrival time
- Alarm clock
- Sunglasses

First-aid kit

- Sunscreen
- Any medicine required
- Insect spray
- Medicine for stomach trouble
- Plasters
- After-sun lotion
- Tweezers

Travel documents

- Identity card
- Flight or train ticket
- Student ID
- Sprachcaffe travel documents

Sport/Hobby

- Camera
- Extra film, extra memory card
- Music / radio
- Batteries
- Sports equipment

Insurances

- Travel health insurance
- Luggage insurance
- Insurance card from your car insurance
- Phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind