



A SPANISH IMMERSION SCHOOL!

Parent Handbook

Policies and Procedures

¡Bienvenidos!

Welcome to Spanish Schoolhouse Preschool and Kindergarten! We welcome you and your child to our Spanish language immersion school. We will provide your child with an outstanding early childhood education enriched with immersion in the Spanish language. What a great gift you are giving your child!

The following policies are important in order to maintain a healthy, safe and positive atmosphere for your child. Please read the policies carefully and keep them in mind throughout the school year. Thank you! ¡Gracias!

Please note that we are a Christian based school. Although we do not teach bible stories or discuss the bible, we celebrate Christmas and Easter in our classrooms. In addition, the children say a prayer before eating lunch.

Please note that each school location may differ slightly in their policies due to the structure of their school or their location.

General Information

Open Door Policy

We have an “open door” policy and invite you to drop in at any time. Stop in and visit whenever you wish. However, early childhood education is very important to us, so we ask that you do not disturb the classrooms. Visit anytime, but please pre-arrange a time to visit inside the classroom.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

Our Motto and Philosophy

“Enlightening young minds for a brighter future”

We strive to prepare our students for formal schooling through developing intellectual, cognitive, social and motor skills. Our learning philosophy is based on the principle that children learn best when they are having fun. Our classrooms are full of learning through materials, songs, games, circle time and interaction between the teacher and the student. We implement this philosophy by creating an active learning environment – direct, hands-on experiences with people, objects, events and ideas. Children engaged in an active learning environment construct their own knowledge through their interactions with the world and the people around them. In a Spanish

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immersion program the Spanish language drives these interactions. Children experience and interpret the world around them in Spanish and eventually take full ownership of the second language.

The ingredients of an active learning environment include

- Abundant materials
- Opportunities for manipulating or handling these materials
- Children have a choice of what materials they will use and how they will use them
- Children use language (Spanish, of course!) to describe what they are doing and reflect on their actions
- Teachers and parents, and other adults support children by encouraging and challenging their reasoning, problem solving, and creativity.

Our goal as a school is to provide your child with an excellent early childhood education while also providing immersion in the Spanish language. We strive to prepare the children for formal schooling through developing intellectual, cognitive, social and motor skills while using the Spanish language.

Enrollment & Charges

Forms

The school must have all necessary forms completed and **on file before** the child will be admitted. This will help us comply with state regulations. These forms include Admission Information, proof of current vaccinations, Health Statement and Signature page for Procedures and Policies. Please keep this information updated for your child's safety.

Updating Information

Please be sure to update information on the website as it changes. For the safety of your child, it is very important that we have current information. Please log in to your account and update information regularly.

Registration Fee

A \$110.00 (maximum of \$130 per family) registration fee will be due upon enrollment each school year. **Registration fees are not refundable.**

Tuition Policy

All tuition is due the first day of the month. Preferred payment is online, although checks are accepted at the school. Tuition not paid before the 4th will result in a late charge of \$10.00 per child. If tuition is unpaid by the 15th, an additional fee of \$15 will be added to your tuition. Additionally, your child will not be permitted into the school until full payment, including late fees,

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is made. The tuition will remain the same every month, regardless of illness or holidays. **Please be aware that you will not receive a statement each month.**

Withdrawal Procedure

Should you need to withdraw your child from our program, please provide the office staff with a written notice 30 days prior to the withdrawal date. If a 30-day notice is not given, you will be held responsible for the following month's tuition.

Returned Checks

There will be a \$15.00 charge for all returned checks. Please pick up the check and replace it with a money order or cashier's check within 2 business days of being notified of its return. Your account will be put on a money order or cashier's check basis after two returned checks.

Hours of Operation

School Hours

The school year runs August through May (exact dates vary by location) with summer camps held in June and July. Our school follows the ISD Calendar with the exception of the first day of school, which will be earlier than the ISD, and the last day of school which may vary from the ISD. Additionally, there may be teacher workshop days in the ISD during which we will still hold class instead of closing. Please be sure to pick up a list of our school closings.

Please note: If the ISD is closed due to bad weather, we will also be closed. In addition, if the ISD opens late, we will open at the same time as the elementary schools. In event of bad weather, check the local TV stations for information on ISD closings. Spanish Schoolhouse will offer a maximum of 2 make up days for bad weather.

Regular school hours are 9am – 2pm. Extended hours vary by location.

Preschool/Kinder Program hours are Monday to Friday 9:00 a.m. to 2:00 p.m. Please note that children cannot be dropped off earlier than 8:55am unless enrolled in the extended program. Extended hours vary by location. Please check with your school for extended hour options. To ensure the safety of our students, all parents and students must enter the school from the main entrance. All visitors during school hours must check in at the school office.

Late Pick Up Charge

carpool dismissal, there is a ten minute grace period until 2:10, but parents who pick up their children after that time will be charged a late fee of \$1 per minute.

Arrival & Departure

Sign In & Out

Upon your child's arrival to school, please mark your child's attendance in the appropriate class folder. *It is the parent's responsibility to mark their child as present on the attendance sheet upon arrival.*

Carpool (drive through line to pick up your child) will be available for your convenience in the afternoon. After the carpool procedure, the teachers will sign your child out on the attendance folder. You are welcome to walk in and pick up your child instead of using the carpool, but please refrain from long conversations with the teachers, as their focus needs to be on the safety of the children during the carpool process.

Please do not park in the front drive thru area to drop off or pick up your child as this will cause a "traffic jam" in our carpool area. Thank you for your cooperation.

If anyone besides the parent is picking up the child, they will need to show a license before the child can be released. The name of the person picking up must also be listed on the "release" section of the admission information in your child's folder.

Carpool Procedures

Your child's safety comes first! Please help us by following the carpool procedures.

- Always have your carpool identity card.
- Hand your carpool identity card to the carpool assistant.
- The carpool assistant will bring your child and identity card back to you.
- The carpool assistant will help your child get into your vehicle.
- Please drive forward, pull out of the carpool area, and then buckle your child.
- If you do not have your carpool identity card with you during pick up, please park in the east parking lot and walk into the school to pick up your child. Any authorized person picking up your child should follow this procedure as well.
- **Remember to use the main school doors only** – do not use additional entrances to the building.

Health / Medical Information

Illness

Your children's health is of great importance. If your child becomes ill while at the school, you will be notified immediately to pick up your child. In such an event, your child will be removed from the classroom and will wait in a designated area (comfortably with a quiet activity) until you arrive. Parents will be called to pick up children who have an oral temperature of 100.5 or above.

Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine) in order to return to school. Should your child require antibiotics, they must have been taken for a full 24 hours prior to their return to class. We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses.

Head Lice

In accordance with Texas Law, children are sent home from school if live lice are found in their hair. They are allowed to return to school after one medicated treatment has been given. When the child returns to school, a discreet head check may be performed by school personnel to ensure that no live lice remain.

Medication

A written statement from the physician and/or parent must authorize all medication given to a child at the school. The medication log must be signed **each time** a child is to be given medication. All medication must be in the ***original container***, indicating the child's name, type, date of prescribed medication, and dosage amount. All medication should be taken home daily. Over-the-counter medications sent by parents must be in their original container and must be given according to the labeled directions only. No medications can be measured in advance or put into other containers. Diaper rash medication will be applied by request only. A signed permission slip must be in the child's file.

The staff will make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. We will notify you immediately in the event of illness or accident.

In case of a serious accident or injury, we will make every attempt to contact you immediately. If we cannot reach you, we will attempt to contact the person you have indicated on the forms to make the medical decisions for your child. Otherwise we will call 911 for medical assistance.

Weather Policy for Outside Play

Children must have an outdoor recess time every day unless it is raining, or the temperatures do not allow for outside play. During summer months, we will check the ozone daily and have the following policy: If **GREEN** ozone, children go out in the morning and in the afternoon. If **ORANGE** ozone, children will go out only in the morning, no afternoon outside time. If **RED** ozone, children will not go out in morning or afternoon. PLEASE SEND A COAT TO SCHOOL WITH YOUR CHILD ON COLD DAYS so that the children may play outside.

Hearing and vision screening

Texas State law requires that all children who are 4 years old by September 1st of the school year must have a hearing and vision screening. We will coordinate this service at the school one time per year; however, parents will be required to pay the screening cost. Parents can choose to have the screening done independently and then provide us with the results for your child's file.

In the Classroom

Classroom Placement

Your child will be placed in a classroom according to his/her age on Sept 1st. This guideline will be strictly adhered to. Thank you for understanding.

Behavioral Management

Our discipline policy consists of positive reinforcement and guidance. We emphasize "choices" for the child to make concerning their own behavior. The use of physical punishment is never permitted. If needed, discipline will be in English, to make sure the child understands.

If your child has consistent behavior challenges in the classroom, a conference will be scheduled to create a plan between home and the school.

In the event that your child is greatly affected by the transition from home to the school environment, the same steps will be taken to develop a home-school plan.

If behavior or transition challenges continue after a home / school plan has been created, suspension until the behavior is corrected will be a possibility. A meeting between the parents and school will determine the steps taken at this point.

Spanish Schoolhouse has the right to suspend a child from school either temporarily or permanently.

If your child is experiencing a change in the home environment that may result in changes in behavior at the school, it is important for you to notify the Director. The director or teacher will immediately notify a parent in the event of a behavior problem that coexists with such changes at home.

Discipline Policy Required by the State

We are required by state law to give you the following information regarding discipline: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Potty Training

Children in the 3 year old or 4 year old classrooms must be potty trained. Diapers are permitted in the 2-year-old classrooms only. If children are not potty trained, they cannot progress to the 3 year old class.

Uniform & Extra Clothing

A uniform will be *required*. Blue or khaki color pants, shorts or skirts must be worn with a Spanish Schoolhouse shirt. We also offer polo shirts, sweatshirts, a girls' cut t-shirt, girls' white button down shirts, and girls' jumpers. Orders will be taken before school starts as well as throughout the school year.

Each child will need one complete set of extra clothing at the school for accidents and/or spills. The extra clothes do not need to be uniform items. *Please mark all personal items* for easy identification such as coats, sweaters, gloves, mats, etc.

Personal Belongings

Children should not bring personal toys from home, as the school cannot be responsible for these items.

We cannot replace lost articles. When you bring your child to school, all parents are asked to place the student's belongings in the designated space and to not lay them down for the teacher to put away. It is very hard to remember every child's coat, sweater etc. Parents are responsible for putting the child's name on clothing, mats, coats, and each item that enters the center. *We cannot be responsible for lost items.*

Please remember to check to make sure you have all your child's items before leaving the school. This will help decrease the number of items lost.

Naptime

After lunch a nap or rest period is provided for all preschool children. Please provide a plastic rest mat for your child. Inexpensive mats can be purchased at Wal-Mart or similar stores. A reversible blue / red mat is the most common type. Mats and personal blankets or other personal items must be taken home each day. A **small** blanket with child's name is optional. For the safety of the children, please avoid sending full-sized pillows to school (small, child-size pillows are acceptable).

Food

We will provide all children with a healthy morning snack and an afternoon snack for the extended day children. Everyone will be required to bring his or her own lunch from home. Please also send a water bottle or spill-proof cup. If sending perishable items, please place ice in the lunch, as we are not able to refrigerate or heat lunches. Please do not send food or drink items in any glass containers. The school is not responsible for the nutritional value of the lunch

provided by the parent. Special treats will be provided periodically, so please provide written notice of any food allergies.

Conferences

Parent / Teacher conferences will be held in the Spring Semester. Conferences are also held as needed or requested by the parents and/or teacher at any time throughout the school year. Please check at the front desk for the conference dates at your school.

Breastfeeding Mothers

If you require an area for breastfeeding, please speak to the director and a quiet, comfortable area will be provided for you.

Emergency Drills

By law, emergency drills are held periodically in order to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Fire drills are practiced monthly and emergency drills are practiced every three months. See our information board in the office for the written emergency plan.

School Pictures

School pictures will be taken at least once a year. There is no charge at the time of the session, and purchase of these pictures is optional. We encourage everyone to purchase a class picture as these are memories for life!

Home – School Communication

Your child will be provided a folder to carry information between home and school. Please check your child's folder daily for schoolwork and important information. Your child's teacher will also check the folder daily for notes from home. Please note that we are striving to "go green" so detailed information will generally be sent via email, and paper correspondence will be kept to a minimum this year.

VERY IMPORTANT: PLEASE MAKE SURE TO SEND THE FOLDER TO SCHOOL EACH DAY.

Parent Information and Involvement

Parent Involvement

We invite and encourage parent involvement in our school! Our volunteer coordinator is responsible for collecting volunteer's names at the beginning-of-year parent meeting as well as throughout the year. Classroom parties, fundraisers, and special events are a great way to volunteer at our school. Shortly after the school year begins the volunteer coordinator will have a meeting to create volunteer committees. Specified "room parents" will help the volunteer coordinator arrange events and assist the teachers and/or office.

Volunteer time in the classroom is also welcome. However, we will need to adhere to the "Spanish language only" policy for the classrooms. Let us know if you speak Spanish and would like to help in the classroom.

Candy in the Classroom

Spanish Schoolhouse values the health of the children and would like to encourage healthy habits for the students. Therefore, Spanish Schoolhouse will not give candy in the classroom to the children. We also ask parents arranging parties to please limit sweets. Some good alternatives are: gold fish, pencils, erasers, bounce balls, etc.

School Policies

In the event of a policy change, a note will be sent home explaining the new policy. If you have any questions or concerns about a policy or procedure, please feel free to discuss this with the director when you are at the school or to schedule a time for a private conference.

Licensing Information

We are licensed by the state of Texas. Therefore, there are standards to which we must abide. To view a copy of the standards or the most recent inspection report for our school, please ask the director. This information will be available for your review at all times. You can also contact the Texas Department of Protective and Regulatory services at 1-800-862-5252 or visit the website at www.tdprs.state.tx.us. Addresses are as follows:

Ft. Worth Area: 1501 Circle Dr. Suite 310 Fort Worth, Texas 76119

Dallas Area: 8700 N. Stemmons Freeway, Dallas, Tx, 75247

Houston Area: P.O. Box 16017 Houston, Texas 77222-6017

Gang Free Zone

We are required by state law to inform parents that our school is in a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include schools. The gang-free zone is within 1000 feet of all schools. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Tax Statements

According to the Internal Revenue Service, a childcare expense for working parents is tax deductible. Your payments and our tax ID number are available on the website. Log in to your account and click the "history" tab at the top of the screen in order to view your payment history.

For any compliments, concerns or questions, please contact your school or Customer Service at 972-742-5579 or at info@spanishschoolhouse.com

I have been given and have read the **Procedures and Policies** for Spanish Schoolhouse and agree with the terms. I understand that any change in policy will be given to me in writing.

Name of Child Enrolled _____

Printed Name of Parent _____

Signature _____

Date _____

I understand that my child's information (address, home phone and email) will be listed on the class roster and given to the families in my child's class for contact information purposes only. My signature below confirms my consent.

Signature _____

Many pictures and/or videos will be taken throughout the year and used in scrapbooks, newsletters, end of the year DVDs, website, marketing and training. My signature below confirms my consent to have my child in the photographs and/or videos.

Signature _____