



Spanish Immersion Parent's Day Out

PARENT HANDBOOK

2018/2019

615.300.6720

15512 Old Hickory Blvd. Nashville 37211

www.primeracademiadeabc.com

Welcome! We would like to thank you for choosing Primer Academia de ABC para Niños, we are looking forward to a rewarding year with you and your child. This program is aimed at providing a warm, loving and safe Spanish immersion environment filled with learning activities that will enhance the development of your child, growing in awareness that God loves them and that Jesus is a special friend. Caring for and educating your child is our priority.

We are a Spanish Immersion Program, which means that our Students, are being taught Spanish every day, we don't do certain Spanish Classes, we immerse our Students into the Spanish Language.

Our teachers are Spanish native speakers, fluent in English, they have passed through background check, are CPR and First Aid Certified, have experience working on a Child Care environment or Sunday School classes.

Our Classrooms reflect a unique and creative experience for each child and support their developmental needs. Learning from Spanish native speaking teachers, each child will have the opportunity to become fluent in Spanish and develop Spanish conversational skills.

Believing that our students will grow and develop as Jesus did in wisdom and stature and in favor with God and men Luke 2:52, as we exposed them to Bible lessons and teaching them values from the word of God, is one of many valuable activities we offer.

Every enrichment activity and Special guest we planned for every School year is carefully chosen, so our Students will enjoy and learn. The best teaching occurs when the emphasis is more on joining the child in hands-on interaction, play and discovery.

Thank you for letting us be part of your child's learning and growing!

Blessings!

Ana Cardona

Ana Cardona

Director

Mission Statement

Primer Academia de ABC para Niños, exists to provide a safe, high quality, developmental environment, with a Spanish language program, providing a stimulating early child care and educational experience, which promotes each child's social, emotional, spiritual, physical and cognitive development. Our objective is to support children desire to be life-long learners, through a cooperative partnership between parents and staff.

Philosophy

Primer Academia de ABC para Niños philosophy is that children will be encouraged to learn and grow by providing a Spanish Immersion program and a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment, while building independence, self-esteem, and confidence.

Primer Academia de ABC para Niños teachers will provide an early childhood program that allows each child to grow and develop as Jesus did in wisdom and stature and in favor with God and man (Luke 2:52). A child's growth and development is viewed as a process, not an event.

Curriculum

Our Students will learn from a Christian Spanish Curriculum, created by Ana Cardona, Director of the Program. The Curriculum will provide a variety of learning activities to become fluent in Spanish and develop Spanish Conversational Skills. Our Curriculum is designed for your child to learn a second language.

General Policies

ADMISSION

New students are required to submit a completed application form. A \$90.00 non-refundable registration fee per child must accompany the registration form. Assignment on days Monday/Wednesday or Tuesday/Thursday will be on a first come, first serve basis. **This fee is non-refundable, even if the student does not re-enroll or withdraws.**

Please do not place the monthly tuition in your child's folder, backpack or lunchbox, give the payment to your child's teacher or Director.

SIBLING DISCOUNT

We offer a \$15.00 sibling discount on a second child and \$10.00 discount on a third and fourth sibling.

ABSENCES

We ask the Parents to notify the Director when a child is to be absent, **no adjustments will be made on the monthly tuition for absences, holidays, vacations, days when School is closed. If your child is absence for a week or more, monthly tuition needs to be paid in full.**

WITHDRAWING

A child's withdrawal from our program requires thirty (30) days written notice to the Director. A child's withdrawal, suspension, or dismissal from the School does not release the person responsible from tuition payments. Without the thirty (30) days written notice provided if there is a child on the waiting list who can fill the vacated spot immediately, payment of tuition may be stopped on the last day attended. **If however, the vacated spot is unable to be filled immediately, tuition for one thirty (30) day payment period is due in full.** Primer Academia de ABC para Niños, does not offer tuition refunds for partial attendance or early withdrawal, in any case.

SUMMER PROGRAM

We have a very active and fun Summer Program, for the months of June and July, hours are from 9:00 am to 1:00 pm. Extended care is offered from 1:00 to 3:00 pm, for an extra fee.

CHILDREN WITH SPECIAL NEEDS

Primer Academia de ABC para Niños, offer support to the parents and children with special needs to find the resources, therapies, and will work with them to evaluate their child's care needs and our ability to meet their needs, if it is determined that the child can participate and will be benefit in our program with the curriculum we offer.

HOURS OF OPERATION

Primer Academia de ABC para Niños, opens its doors to students at 9:00 a.m. and ends its class day at 2:00 p.m., during regular School year, and hours during Summer Program are from 9:00 am to 1:00 p.m., we appreciate that every child is supervised by his/her parent or guardian, prior to 9:00 a.m.

SCHOOL CALENDAR

The schedule shall be in close accordance with the Davidson County Schools Calendar. Please visit our website to check it out. www.primeracademiadeabc.com/calendar

BEFORE OR AFTER CARE

We offer before care from 8:00 to 9:00 am and after care from 2:00 to 3:00 pm, during regular School year on a monthly basis **(you can choose only one option)**, the fee is due the first day of each month. **Every child needs to be picked up promptly at 3:00 pm, with NO exceptions.** We reserve the right to continue offering this service, if a child is being picked up after 3:00 for more than 2 times. **NO reimbursements will be made.**

PAYMENTS

For your convenience you can make payments at our website www.primeracademiadeabc.com/payments, or if you prefer to write a check, please make all checks payable to: **Primer Academia**. A late fee of \$25.00 will be in placed after the due date.

PAYMENT SCHEDULE 2018-2019 SCHOOL YEAR

August 17th August 17th	\$100.00 Monthly Tuition \$32.00 Before OR After Care
September 1st September 1st	\$200.00 Monthly Tuition \$56.00 Before OR After Care
October 1st October 1st	\$200.00 Monthly Tuition \$64.00 Before OR After Care
November 1st November 1st	\$200.00 Monthly Tuition \$48.00 Before OR After Care
December 1st December 1st	\$100.00 Monthly Tuition \$40.00 Before OR After Care
January 2nd January 2nd	\$200.00 Monthly Tuition \$56.00 Before OR After Care
February 1st February 1st	\$200.00 Monthly Tuition \$64.00 Before OR After Care
March 1st March 1st	\$200.00 Monthly Tuition \$48.00 Before of After Care
April 1st April 1st	\$200.00 Monthly Tuition \$72.00 Before OR After Care
May 1st May 1st	\$200.00 Monthly Tuition \$40.00 Before OR After Care

Please make checks payable to **Primer Academia**.

Sibling discounts \$15.00, monthly tuition ONLY.

Late fee \$25.00

Bounced check fee \$30.00

ARRIVAL

At Primer Academia de ABC para Niños, we maintain an active schedule in each classroom. **We ask the parents to arrive at 9:00 a.m. drop off time**, in any case a parent show late to school, we will ask them to let the Director know beforehand.

PICK UP

At Primer Academia de ABC para Niños, we ask all students to be picked up promptly at 2:00 pm during regular School year, and at 1:00 pm during Summer Program. In case an emergency happens, parents will need to contact immediately the Director of the Program. **A late fee of \$1.00 per minute will be charged for children not picked up by the time above describe, late pick up fee begins at 2:01 for regular School year and at 1:01 for Summer Program (not to exceed \$45 per day), please pay the fee to your child's teacher or Director at the time you pick up your child.**

We will not make any discount for the days you choose to pick up your child early.

ACCIDENT/INJURY REPORT

It will be written and given to the parent/guardian, to let them know if any accident occurs with their child during School hours, the child's teacher will review it with the parent/guardian and ask him/her to sign the report, a copy will be given to the parent and the original will be file for records.

EMERGENCY PERSONS AND ESCORT

If someone, **other than those listed on your registration form**, is to pick up your child from the School on a particular day, a note must be completed and turned to the Director on that morning. The person picking the child up will need a photo ID and know the "code word" that was written on the application form.

DISCIPLINE

Our discipline policy guide children in the development of worthy values and developmentally appropriate social skills. We want each student to grow in kindness, honesty, respect and consideration for others. Teachers carefully plan the classroom environment to encourage cooperation and collaboration. The day is carefully orchestrated to provide the routines and consistency children need. A child will be asked to sit quietly to regain self-control and may be removed from the activities of the other children, one minute per age of child, but children are never completely isolated from others.

SEPARATION AT MORNING DROP-OFF

Children sometimes have difficulty separating from their parents. When you leave your child in our care, please be reassured that our Staff will do their best to get the children's attention to an activity, so they have a smooth transition. If you walk your child to the classroom, you may want to see that he or she is engaged in an activity. However, staying too long will make the separation more difficult. If you are concerned, you may wait out of sight of your child, and we will gladly report back to you. We are also able to call or text you with a picture of your child, once he/she is happily settled if he/she was indecisive or worried when you left. Children generally become eagerly engaged in a classroom activity shortly after a parent leaves, but it is our pleasure to reassure you with a phone call or text.

POTTY TRAINING

All kids 3 years old and up MUST be potty trained.

We support the Parents to work with their child in the potty training process (**those who are under 3 years old**). Please give to your child's teacher key words that your child will recognize and dress your child in clothing that will allow for as much independence as possible. Please send extra clothes, underwear, pull-ups and shoes, don't be discourage if your child has a potty accident while at School, remember that accidents are part of the process of learning.

INCLEMENT WEATHER

In case of severe weather (snow, tornado warnings, etc.) please tune into Snowbird (WSMV Channel 4), or you can call us at 615.300.6720.

ILLNES AND COMMUNICABLE DISEASES

Children who show signs of illness cannot be accepted. **We depend on parents to help us maintain this policy.** A child should be kept home when any of the following exist:

- ***Temperature above 100F***
- ***Diarrhea: Loose or greenish bowel movement, which are not indicative of medication. The child SHOULD have normal bowel movement for 24 HOURS before returning to School.***
- ***Vomiting or Nausea***
- ***Untreated infectious skin patches***
- ***Sore throat or difficulty swallowing***
- ***Evidence of lice, scabies or other parasitic infection***
- ***Communicable or contagious diseases***
- ***Persistent cough***
- ***Pain any area of their body***
- ***Sore throat***
- ***Rash***
- ***Any skin infection – boils, ringworm, impetigo***
- ***Pinworms***
- ***Pink eye and other eye infections***
- ***Yellow or green nasal discharge***
- ***Scarlet fever***
- ***Chicken pox, measles, etc.***
- ***Stomach flu/Stomach bug***

Children MUST BE SYMPTOM FREE FOR 24 hours before they return to the School.

If a child becomes ill at School, we will notify the parents to pick up their child immediately.

MEDICATIONS

Primer Academia de ABC para Niños's staff is **NOT** authorized to administer any type of medications to the students, only rescue medicines. Epi-pens or other rescue medicine need to be in the original container. A medical release form will be given to the Parents to complete and sign.

GARDENING

From April to October, our students have the opportunity to learn about the great cycle of life. They will take care of the garden daily. We don't use any kind of chemicals or fertilizer for our garden; our students will NOT be exposed of any of that.

INFORMATION

We have a FB closed group where we will post pictures/videos and any other information regarding our PDO.

A monthly newsletter will be emailed so the parents will know what unit theme our students will learn and other activities according to our curriculum.

ENRICHMENT ACTIVITIES

We offer weekly Art Classes for kids 2 to 5 years old, our students learn about a variety of artists and they work on weekly art projects.

Sport classes are every other week, for kids 2 to 5 years old. We garden from April to October; our students have a great time learning about vegetables.

As many other enrichment activities we offer to our students during regular School year and Summer Program.

RECESS

Our students have 20 minutes of daily outdoor recess also they have a daily morning gardening time for about 10 minutes. If it is not raining and temperature is above 50 degrees, the students will go outside.

SNACKS

The School serves a daily healthy snack.

LUNCH

All our students need to bring a lunch and a drink daily. Please pack a healthy lunch for your child, if it needs to be refrigerated or warm up, our teachers will do that. **Please send all the food already prepared to be just warmed up. We are a NUT-FREE program.**

Don't forget a spoon or fork, if needed, cut hot dogs and grapes in quarters. We welcome birthday celebrations, please keep in mind our **NUT-FREE** policy when choosing the food for birthday celebrations.

BIRTHDAY CELEBRATIONS/SPECIAL EVENTS

Please be advised that for birthday celebrations and special events our students will have cupcakes, cookies, and any other special treat. If you don't want your child to eat the special treat, please email the Director to let her know.

NAP & REST TIME

All of our students have a nap or rest time daily, if a child doesn't take a nap/rest time, one of our teachers will have hands on activities for them, to make sure they are engaged in something productive.

DOMESTIC ISSUES

In the event that a domestic issue arises, that might concern our Program, please notify your child's teacher or the Director about the situation. The safety of all our students is our highest priority.

CONDUCT

Our Staff portrays a great example for all of our students, therefore we ask all parents to conduct with respect and kindness when dropping and picking up your child from our Program, if an issue between parents arise, please let the Director know. **We don't allow any yelling, profanity or any misconduct in the Church's facilities or parking lot.**

Registration and Fees

Tuition is paid for a spot in the school, NOT for number of days attended. Therefore, no refunds, adjustments, or deductions of any kind shall be made because of absence of any student during the school year (i.e. illness, snow days, scheduled holidays, early dismissal).

Tuition and Fees

*School Year Application Fee	\$ 90.00 per child
*Monthly Tuition	\$200.00
*Sibling discount \$15.00 OFF	\$185.00

Tuition Half Off

Months of August and December are ***half off (\$100.00)***.

Registration

We will require the following information on the Parent Orientation meeting:

- **Completed application form.**
- **Registration fee + Monthly tuition.**
- **Signed photography consent form**
- **Completed Parent Handbook signature page.**

Tuition Due Date & Late Fee

Monthly tuition, sibling discount and before **or** after care is due on the first day of each month, please check the payment schedule due date (page 5), to avoid paying a **\$25 late fee**.

Bounced check

A fee of **\$30.00** will be in place for any ***bounced check***.

Handbook & Photography Consent Form

After reviewing the information described in this handbook, please sign and return it to the School Director.

I have received a copy of the parent handbook.

I have **read** and **agree** with all information written in this handbook.

Child's Name _____ Date _____

Parent's Signature _____ Printed _____

Photography Consent Form

I, (print name) _____, parent or official guardian of (child's name) _____ hereby grant permission to Primer Academia de ABC para Niños, to take and use: photographs and/or digital images, videos of **my child** for use in educational materials as follows: **printed publications or materials, electronic publications, Facebook Closed Group, Facebook public page, Google page or Web sites.** I agree that my child's name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images and videos without compensation to me. All negatives, prints, digital reproductions, videos shall be the property of Primer Academia de ABC para Niños.

Child's Name _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Parent Signature _____

Date _____