



## Spanish Immersion Parent's Day Out

# PARENT HANDBOOK

2020/2021

615.300.6720

**FAITH CHURCH**

15512 Old Hickory Blvd.  
Nashville 37211

**CITIPONTE CHURCH**

7533 Lords Chapel Dr,  
Nashville TN 37211

[www.primeracademiadeabc.com](http://www.primeracademiadeabc.com)

# CONTENTS

<b>Welcome Letter</b>	<b>1</b>
<b>Mission Statement</b>	<b>2</b>
<b>Philosophy</b>	<b>2</b>
<b>Curriculum</b>	<b>2</b>
<b>General Policies</b>	<b>3</b>
<b>Admission</b>	<b>3</b>
<b>Monthly Tuition</b>	<b>3</b>
<b>Sibling Discount</b>	<b>3</b>
<b>Absences</b>	<b>3</b>
<b>Withdrawing</b>	<b>4</b>
<b>Virtual Classes</b>	<b>4</b>
<b>School Supply List</b>	<b>4</b>
<b>Summer Program</b>	<b>5</b>
<b>Children with special needs</b>	<b>5</b>
<b>Hours of operation</b>	<b>5</b>
<b>School calendar</b>	<b>5</b>
<b>Before or after care</b>	<b>6</b>
<b>Accident/Injury report</b>	<b>6</b>
<b>Emergency persons and escort</b>	<b>6</b>
<b>Arrival</b>	<b>6</b>
<b>Pick up</b>	<b>7</b>
<b>Discipline</b>	<b>7</b>
<b>Separation at morning drop off</b>	<b>8</b>
<b>Potty training</b>	<b>8</b>

<b>Inclement weather</b>	<b>8</b>
<b>Medications</b>	<b>9</b>
<b>Gardening</b>	<b>9</b>
<b>Information</b>	<b>9</b>
<b>Enrichment activities</b>	<b>9</b>
<b>Recess</b>	<b>9</b>
<b>Snacks</b>	<b>10</b>
<b>Lunch</b>	<b>10</b>
<b>Birthday celebrations/Special events</b>	<b>10</b>
<b>Nap &amp; Rest Time</b>	<b>10</b>
<b>Half Days, Safety</b>	<b>11</b>
<b>Domestic Issues, Conduct</b>	<b>11</b>
<b>Vacation/Traveling</b>	<b>12</b>
<b>Updates/Change of policies</b>	<b>12</b>
<b>Safety Guidelines, Enrollment</b>	<b>12</b>
<b>Payments</b>	<b>13</b>
<b>Illness &amp; Communicable Diseases</b>	<b>14</b>
<b>Registration and fees</b>	<b>15</b>
<b>Tuition and Fees</b>	<b>15</b>
<b>Tuition half off</b>	<b>15</b>
<b>Registration</b>	<b>15</b>
<b>Tuition Due Date &amp; Late fee</b>	<b>15</b>
<b>Bounced check</b>	<b>15</b>
<b>Handbook &amp; Photography Consent Form</b>	<b>16</b>
<b>Initials of each policy</b>	<b>17 &amp; 18</b>

# Bienvenidos/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 with children in different environments.

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

### MONTHLY TUITION

**Monthly tuition is paid per child, per location.** Monthly tuition for 2020-2021 school year is \$220, sibling discount \$205 (Except for August & December). Monthly tuition is due the 1<sup>st</sup> of each month; we charge a late fee of \$25 after the 1<sup>st</sup> of each month.

**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 or summer program (i.e. illness, snow days, scheduled holidays, early dismissal, etc.)**

### SIBLING DISCOUNT

We offer a \$15.00 sibling discount, monthly tuition ONLY. We don't offer sibling discount for the months of August & December.

### ABSENCES

We ask 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. We do not offer make up days.**

## **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. 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.

## **VIRTUAL CLASSES**

In the event that any of our locations or both, have to be closed, for any circumstance, and we are unable to meet in our building(s). Virtual classes will begin immediately; **monthly tuition is required to be paid during virtual classes. Tuition is paid for a spot in the school, NOT for number of days attended.**

## **SCHOOL SUPPLY LIST**

- 3 rolls of paper towel BOUNTY, VIVA, or ANY thick paper towel, per child, per location
- 1 box of tissue, per child, per location.
- 1 antibacterial hand sanitizer PURELL OR GERM X, per child, per location.
- 1 plastic (poly) folder with 3 prongs and 2 pockets letter size, any color with your child's name on it, per location.
- 1 24-count CRAYOLA box of crayons, per child, per location.
- 1 pack of 4 EXPO dry erase markers, per child, per location.
- 1 pack of washable markers, per child, per location.
- 2 4 oz. bottles of ELMER'S school glue, per child, per location.
- 1 ream of white copy paper, per child, per location.
- 1 1" nap mat with your child's name on it. **(Kids 2 years old & up), per location.**
- 1 Art apron with your child's name on it. **(Kids 2 years old & up), per location.**

## **SUMMER PROGRAM**

**A non-refundable registration fee is required for summer program, per child, per location.** Monthly tuition is due June & July 1<sup>st</sup>, per child, per location. 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 2:55 pm, for an extra fee, per child, per location.

## **CHILDREN WITH SPECIAL NEEDS**

Primer Academia de ABC para Niños, offers 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](http://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 2:55 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 2:55 pm, with NO exceptions.** If a child is being picked up after 3:00 for more than 2 times, after care service will be subject to termination. **NO reimbursements will be made.**

### **ACCIDENT/INJURY REPORT**

If an accident occurs we will contact the parent/guardian of the child, to let them know the circumstances of the accident. It will be written and given the accident report to the parent/guardian at pick up time. 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 filed 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.**

### **ARRIVAL**

At Primer Academia de ABC para Niños, we maintain an active schedule in each classroom. **Drop off is between 9:00 to 9:15 a.m.**, we will not allow students to come in the classrooms after 9:15, unless the student has a Doctor's appointment, which we ask the parents to let the Director know beforehand. Please properly sign your child in every morning.

## **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. **A late fee of \$1.00 per minute will be charged for children not picked up by the time above described, 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 use cell phone time as the official time marker.** You will be asked to sign a late pick up form to acknowledge the time of pick up and the corresponding fee. We will not make any discount for the days you choose to pick up your child early. Please kindly sign your child out every afternoon.

## **DISCIPLINE**

Our discipline policy, guides 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 be removed from the activities. One minute per age of child, but children are never completely isolated from others. It is our goal to work with parents and have an effective communication regarding a child's behavior. In extreme situations, we will take the following actions:

- Ask the parents to seek professional guidance.
- Child's suspension
- Termination

## **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. When you drop off your child at 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**

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 and shoes, don't be discourage if your child has a potty accident while at School, and remember that accidents are part of the process of learning.

**All kids 3 years old and up MUST be fully potty trained, wear regular underwear, NO diapers or pull-ups.** If a child has more than 3 accidents we will ask the parent to bring back to school his child until he/she is able to communicate the needs of his body. Portable potty is not allowed, you can send one that folds and fits in your child's backpack.

## **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. **No make-up or reimbursement will be made.**

## **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.

## **INFORMATION**

We have a FB closed group for parents ONLY, 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, during regular School year.

Sport classes are every other week, for kids 2 to 5 years old, during regular School year and summer program. 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.**

## **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. Please send a drink.

## **LUNCH**

All our students need to bring a nut-free lunch and a drink daily. **Please send a cup with water; we will gladly refill it if needed. DO NOT send empty cups. Please pack a healthy lunch for your child that does not need to be microwaved or refrigerated.** Please send your entire child's lunch cut and ready to eat in **finger food sizes, fruit already peeled and cut as well. 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. **Please send all your baby's bottles ready, we will NOT fix bottles, but we are glad to warm it up if needed.**

## **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 will have a nap or rest time daily. **Please send a 1" nap mat, nap mat cover sheet and blanket for kids 2 years old and up.** We won't keep your child's nap mat cover and blanket in our PDO, please be advised that our staff will place it in your child's backpack and be mindful to send it back on your child's days of school.

**Babies will need to bring a crib sheet and blanket,** we won't keep them with us, the teacher will place them in your baby's backpack, please bring them back on your baby's days of school.

## **HALF DAYS:**

The following events, we will be open only half day:  
(Please check our School calendar).

**Thanksgiving Potluck:** Dismissal will be at 11:00 am, following the potluck at 11:15 am, **parents are asked to pick up their kids from their classrooms at 11:00 am.**

**Christmas Program:** Will begin at 10:00 am, drop off time will be as normal 9:00 am, dismissal is right after the program.

**Father's & Mother's Day Celebration:** Drop off will be as normal 9:00 am, celebration will begin at 11:00 am, **parents are asked to pick up their child from their classrooms at 11:00 am.**

**Graduation:** This event will begin at 10:00 am, drop off time will be as normal 9:00 am, dismissal will be right after the event.

## **SAFETY:**

Students who have hair that obstructs their eyes, or any part of their faces, will be asked to cut their hair, also their nails need to be cut, to avoid unnecessary scratches.

## **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.**

### **VACATION/TRAVELING:**

Due to the spread of COVID-19, if you are taking a vacation or traveling, we are asking you to wait 14 days, from the last day of your vacation/travel, to bring your child back to our program. The safety of our students and staff is our highest priority!.

### **UPDATES/CHANGE OF POLICIES:**

Our policies are subject to be updated or change as the situation with COVID-19 unfolds, you will be notified of any update/change via email and also on our FB closed group.

### **SAFETY GUIDELINES:**

It is our priority to ensure the safety of our students, parents and staff. We are taking proactive measures to mitigate the impact of COVID-19. We are following CDC guidelines for everyone's safety.

### **ENROLLMENT**

Enrollment for 2021-2022 school year & summer program will be as follows:

From February 1st to February 5<sup>th</sup> enrollment will be open for current enrolled families.

From February 8<sup>th</sup> to February 12<sup>th</sup> enrollment will be open for families in our waiting list.

From February 15<sup>th</sup> to February 19<sup>st</sup> enrollment will be open for the community.

**If for any reason a child needs to be withdrawn from 2021-2022 school year and/or summer program, you can do that before April 30<sup>th</sup>, after April 30<sup>th</sup> you are responsible to pay summer tuitions (June and July) and the months of August & September.**

# Payments

For your convenience you can make payments at our website [www.primeracademiadeabc.com/payments](http://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 place after the 1<sup>st</sup> of each month.**

## PAYMENT SCHEDULE 2020-2021 SCHOOL YEAR

August 19 <sup>th</sup> August 19 <sup>th</sup>	\$110.00 Monthly Tuition, per child, per location. \$36.00 Before OR After Care, per child, per location.
September 1 <sup>st</sup> September 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$72.00 Before OR After Care, per child, per location.
October 1 <sup>st</sup> October 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$54.00 Before OR After Care, per child, per location.
November 1 <sup>st</sup> November 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$54.00 Before OR After Care, per child, per location.
December 1 <sup>st</sup> December 1 <sup>st</sup>	\$110.00 Monthly Tuition, per child, per location. \$36.00 Before OR After Care, per child, per location.
January 2 <sup>nd</sup> January 2 <sup>nd</sup>	\$220.00 Monthly Tuition, per child, per location. \$54.00 Before OR After Care, per child, per location.
February 1 <sup>st</sup> February 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$63.00 Before OR After Care, per child, per location.
March 1 <sup>st</sup> March 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$63.00 Before of After Care, per child, per location.
April 1 <sup>st</sup> April 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$72.00 Before OR After Care, per child, per location.
May 1 <sup>st</sup> May 1 <sup>st</sup>	\$220.00 Monthly Tuition, per child, per location. \$45.00 Before OR After Care, per child, per location.

Please make checks payable to **Primer Academia.**  
Sibling discounts \$15.00, monthly tuition ONLY.  
Late fee \$25.00 Bounced check fee \$30.00



## Illness & 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***
- ***Respiratory illness***
- ***Diarrhea: Loose or greenish bowel movement, which are not indicative of medication. The child SHOULD have normal bowel movement for 48 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***
- ***Runny nose***
- ***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 48 hours before they return to School and bring a Doctor's note stating that they are allowed to return to School.**

**If you have more than one child enrolled in our program, and one of them is sick, please kindly keep your other child(ren) at home.**

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

## 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 or summer program (i.e. illness, snow days, scheduled holidays, early dismissal, etc.)**

### **Tuition and Fees**

*School Year Application Fee	\$ 90.00 per child
*Monthly Tuition 2020-2021 school year	\$220.00
*Sibling discount \$15.00 OFF	\$205.00

Monthly tuition ONLY

### **Tuition Half Off**

Months of August and December are *half off (\$110.00)* We do **NOT offer sibling discount for the months of August and December.**

### **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 #13), 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 the policies 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 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 \_\_\_\_\_

**PARENTS: Please initial each of the following policies.**

**Admission Page #3** \_\_\_\_\_

**Monthly Tuition Page #3** \_\_\_\_\_

**Sibling Discount Page #3** \_\_\_\_\_

**Absences Page #3** \_\_\_\_\_

**Withdrawing Page #4** \_\_\_\_\_

**Virtual Classes Page #4** \_\_\_\_\_

**School Supply List Page #4** \_\_\_\_\_

**Summer Program Page #5** \_\_\_\_\_

**Children with special needs Page #5** \_\_\_\_\_

**Hours of operation Page #5** \_\_\_\_\_

**School calendar Page #5** \_\_\_\_\_

**Before or after care Page #6** \_\_\_\_\_

**Accident/Injury report Page #6** \_\_\_\_\_

**Emergency persons and escort Page #6** \_\_\_\_\_

**Arrival Page #6** \_\_\_\_\_

**Pick up Page #7** \_\_\_\_\_

**Discipline Page #7** \_\_\_\_\_

**Separation at morning drop off Page #8** \_\_\_\_\_

**Potty training Page #8** \_\_\_\_\_

**Inclement weather Page #8** \_\_\_\_\_

**Medications Page #9** \_\_\_\_\_

**Gardening Page #9** \_\_\_\_\_

**Information Page #9** \_\_\_\_\_

**Enrichment activities Page #9** \_\_\_\_\_

**Recess Page #9** \_\_\_\_\_

**Snacks Page #10** \_\_\_\_\_

**Lunch Page #10** \_\_\_\_\_

**Birthday celebrations/Special events Page #10** \_\_\_\_\_

**Nap & Rest Time Page #10** \_\_\_\_\_

**Half Days Page #11** \_\_\_\_\_

**Safety Page #11** \_\_\_\_\_

**Domestic Issues Page #11** \_\_\_\_\_

**Conduct Page #11** \_\_\_\_\_

**Vacation/Traveling Page #12** \_\_\_\_\_

**Updates/Change of Policies Page #12** \_\_\_\_\_

**Safety Guidelines Page #12** \_\_\_\_\_

**Enrollment Page #12** \_\_\_\_\_

**Payments Page #13** \_\_\_\_\_

**Illness & Communicable Diseases Page #14** \_\_\_\_\_

**Registration and fees Page #15** \_\_\_\_\_

**Tuition and Fees Page #15** \_\_\_\_\_

**Tuition half off Page #15** \_\_\_\_\_

**Registration Page #15** \_\_\_\_\_

**Tuition Due Date & Late fee Page #15** \_\_\_\_\_

**Bounced check Page #15** \_\_\_\_\_

**Handbook & Photography Consent Form Page #16** \_\_\_\_\_

**Initials of every policy Pages #17 & #18** \_\_\_\_\_