



Parent Handbook 2009/10

Spanish For Toddlers, LLC

Owner/Operator:

Maria Van Dyke.
710 Magnolia,
Royal Oak
MI 48073.
(248) 597-9930

School Address:

Hunter Community Center.
509 Fisher Ct,
Clawson,
MI 48017.
(248) 597-9932

License No: DC 6302 77496
Tax ID No: 59-3811-881

Fees and Schedules

Preschool Hours: 9:15am-12:15pm (Morning Class)

Extended hours 7:30am to 5:30pm.

Registration is a \$150.00 per child deposit per year non-refundable

Preschool 9:15—12:15	Preschool + Lunch 9:15—1:00	Half Day 7:30—1:00	Full Day 7:30—5:30
2 days: \$180 per month	2 days: \$240 per month	2 days: \$280 per month	2 days: \$360 per month
3 days: \$270 per month	3 days: \$330 per month	3 days: \$400 per month	3 days: \$520 per month
4 days: \$350 per month	4 days: \$410 per month	4 days: \$500 per month	4 days: \$660 per month
5 days: \$420 per month	5 days: \$490 per month	5 days: \$600 per month	5 days: \$800 per month

Tuition is due on the 1st of every month. There is a \$20 late payment fee if tuition is not paid by the 5th of each month (no exceptions). If your child is sick or you will be out of town please make sure to send your tuition fee before the 5th to:

710 Magnolia Ave.

Royal Oak Mi

48073

There are no refunds or make up days for absentees. A \$30.00 fee will be charged for returned checks.

A fee will be charged if your child is picked up late without previous arrangements with the following time structure:

- The first 15 min late will cost you \$5.00 and \$1.00 every additional minute.

Please make every attempt to pick up your child on time as we need to prepare for lunch, or close up the school. If your child stays beyond 1:00pm (or 5:30pm), there will be an additional \$30 charge (full class rate).

Holiday and Emergency Closing Procedures

If public schools in the Royal Oak School District are closed we will in most cases do the same, including snow days.

Holiday Schedule Fall 2009/2010

September 9 (*Wed*)

November 25 - 29

November 30

December 9

December 10th No school

First day of school

Thanksgiving break

School resumes

Last day of class

Holiday lunch (11 am)

Holiday Schedule Spring 2010

January 6	School resumes
January 18 (<i>Mon</i>)	Martin Luther King Day no school
??????	Mid-winter break
??????	School Resumes
March 25 th - 28 th	AMS – school closed (tentative)
April 5 th - 9 th	Spring break
April 12 th	School resumes
May 31 st (<i>Mon</i>)	Memorial Day – school closed
June 3 rd	Last day of school
June 4 th	School graduation 11:00am
June 4 th	End of year picnic 11:30am

Pick up and delivery of children

Arrival

Children need to be dropped off on time. You should always walk your child into the classroom's hall. Class starts at 9:15am, please make every attempt to be on time. The classroom's doors are locked and it interrupts the class every time we open the door.

Let your child carry at least part of his/her belongings. It is your responsibility to make sure that the teacher has seen your child arrive. If you arrive after 9:15am, (quietly) say good-bye outside the classroom. Please let your child begin his school day by allowing him to be independent and let him take off his jacket and hang it on his own.

Dismissal

Parents needing to pick up their children early should call so that we can have your child ready. No adult may pick up a child unless their name is on the Child Information Card. Proper identification is required. If I don't recognize an adult I will ask for identification.

Separation Anxiety

The first few weeks may be difficult for parents as you and your child separate. I suggest that you step into the hall with your child, greet the teacher and let us take it from there. I will greet your child and gently direct him/her to the classroom. Please give your child a hug and reassurance that you will be back to pick him up, and leave. Lingering too long can actually make it more difficult for your child's initial adjustment. Never leave without saying "good bye".

Your child's experience should be a joyful one. You will be called if your child is extremely sad or scared.

Please keep in mind that separation anxiety is temporary and will ease as your child becomes accustomed to the program. Some children adjust immediately and others take more time. Either way is normal. If you have any questions or concerns, please talk to me.

Health information

Each child is required by state regulations to have on file a 'health appraisal' statement. This record should be up-to-date (as required by the state and county) and include a copy of his/her immunization

record, and information regarding allergies.

Children arriving at school noticeably ill will not be accepted. Please do not send your child to school if within the last 24 hours he has had a fever, diarrhea has been vomiting or has developed a rash. Should a child become ill during the day, the parent will be notified immediately. The child will be separated from the group and remain there under adult supervision until the parent or authorized person arrives to take the child home.

- Only prescription medication or over-the-counter medication with your child's name clearly marked on it will be administered. You must sign a medication permission form completely and notify me that your child has medication.
- In the event that a child contracts a communicable disease and exposes the other children, parents will be notified of such exposure.
- In case of a medical emergency during school time, first aid will be administered. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, I will call the local 911 emergency service, who will transport the child to the local hospital. Every effort will be made to contact the child's own physician.

Classroom Policies

Food

Snack is provided every day beginning at around 11am. This is not a full meal, so make sure your child has had enough to eat before sending her to school. Parents provide the snacks, and a snack schedule will be provided with suggestions.

As with all other activities we want this to be a pleasant and educational experience. Children are taught to practice table manners. Children are never forced to eat but are encouraged to try different foods.

If you want your child to stay for lunch, you should provide a cold lunch in a proper lunch box or a warm lunch in a thermos (ask for suggestions).

Dress

Please send your child in his uniform shirt and comfortable jeans, or khaki bottoms. Shorts are a good choice for the hot weather. Your child's name should be placed on all outdoor clothing, backpack and other personal belongings to help ensure their return.

Jewelry: because jewelry is frequently lost, students are not allowed to wear it, with the exception of I.D. bracelets that properly fit and have a secure closure and small earrings. Class time will not be disturbed to look for lost articles.

Personal belongings

Your child may bring a toy, game, puzzle, etc. from home, however, we will not be responsible for missing or broken pieces. We will have him/her treat his personal belongings like we do our things from school; with respect and care. We will encourage your child to share and be responsible for taking her things home.

Please provide the following, making sure that everything is marked with your child's name.

Your child should carry a backpack with:

1. Complete change of clothes in a plastic bag (underwear, socks, shoes, and clothes appropriate to the season)
2. If not toilet-trained: 3 diapers, wipes & rash medicine.
3. Toilet training: 1 extra shirt, 4 pants, 4 regular underwear (no pull ups), extra shoes and socks.

If your child is not toilet-trained, you should have your child wear clothing that can be easily removed.

When you start toilet-teaching your child, make sure to communicate it to me so that we can plan a smooth experience for him/her. I will ask you to send your child in regular underwear. Make sure to have your child wear loose fitting clothes without zippers, snaps, or buttons that might make it difficult to get to the potty on time. They should also be able to remove and put their shoes on with ease (velcro closures or sandal type shoes preferred)

Discipline

I will use positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation. Limits are set, the rules don't change, consistency is maintained to help the child feel happier and to be safe.

- I will provide plenty of rewards by means of praise and positive reinforcement. Every now and then there is a sticker, happy face or special treat.
- Like wise, it has been my experience that "time out" is sometimes necessary. "Time out" is only for a short period of time (no more than 5 minutes) and generally just for a couple of minutes. It is breathing space for the child and for the teacher.

Birthdays

A child's birthday is very important day. Please check with us in advance so that we can do something special at school. You can help by doing the following for that day:

- Bring a poster board with a picture of your child at each age and a picture of the child's family to share with his/her classmates.
- Bring a special treat to share with the class. Please keep the treats simple. This is not meant to replace a birthday party you may have at home, only to enhance your's child day.
- Please send birthday party invitations through the mail. This saves the feelings of children not invited. If everyone is included, we will gladly distribute them.

Withdrawal

If a child needs to be withdrawn from the school, **two weeks notice or more** if possible would be appreciated so that the vacancy can be filled by another child.

Observing or volunteering in the classroom

Parents are welcomed to come in at any time to observe the classroom. Although advance notice is not required it can be helpful in allowing me to arrange for you to come in unnoticed. In some cases, your child will respond in a normal way to your presence, though, more often than not, that is not the case. Please consider the following rules when observing, visiting, or volunteering at our school.

When observing or visiting

- Always use a quiet voice.

- Come in quietly and sit in the classroom. We will provide you with a chair.
- Greet your child and the classmates only if they approach you. Do not encourage conversation with them. You are here to watch them work.
- Do not interrupt the children at work, nor should you correct them.
- Encourage your child to return to whatever she/he was doing by quietly telling her that you came to “watch her work.” If your child wants to stay with you, it is O.K. Do not force your child to join in activities as this will only aggravate the situation. Your child works just as well as the other children. Enjoy observing them and tell their parents about it. Chances are they observed your child working just as beautifully.
- If you must leave before school is over and you will not be taking your child, please let him know. Do not sneak out.

Important Notes

- For safety’s sake, children must always be left in the care of an adult, with the children being brought directly into the classroom.
- Children must never be left at school without an adult present.
- No child is to be brought to school more than 5 minutes before class begins nor picked up more than 5 minutes after class is over, unless you have made after school drop-in care arrangements. Please call the school if you will be running late, on (248) 597-9932.
- Two additional phone numbers should the regular phone lines not be sufficient are the Director’s cell phone (248) 797-6947 and the Community Center (248) 589-0334.

The ages for a child to participate in this program will be 2 to 6 years of age.
There will be no discrimination on base of sex, religion or race.



I have read and understood the Parent Handbook.

Parent signature

Date

Name of Child

Please complete and return this HANDBOOK RECEIPT to the teacher.

I wish and agree to have my contact details listed in the student directory for circulation to other families at the preschool. This information can be used for purposes such as carpooling, playdates.

Parent signature

Date

Name of Child

Please complete and return this CONTACT LIST AGREEMENT to the teacher.