



# Parent Handbook 2019/20

## Spanish For Toddlers

Owner/Operator:

Maria Van Dyke  
(248) 797-6947

School Address:

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

License No: DC 6302 77496

Tax ID No: 59-3811-881

For Childcare Center Rules go to: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)  
Center's Licensing Notebook available to parents. Please ask.

**Fees and Schedules**

Preschool Hours: 9:00am - 12:00pm (Morning Class)

Extended hours: 7:30am – 6:00pm

Possible Schedules: 2 days/week: **Mon-Wed** or **Tue-Thu**; 3 days/week: **Mon-Wed-Fri** or **Tue-Thu-Fri**; 4 days/week: **Mon-Tue-Wed-Thu**

\$300.00 Enrollment Fee (Non-Refundable, \$200 credited towards May 2020 payment)

Tuition is due on the 1<sup>st</sup> of the month (Sept/Oct/Nov/Jan/Feb/Mar/Apr/May). There is a \$20 late payment fee if tuition is not paid by the 5<sup>th</sup> of the 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 5<sup>th</sup> to:

Spanish for Toddlers - 509 Fisher Ct., Clawson, MI 48017

There are no refunds or make up days for absentees. A \$30.00 fee will be charged for returned checks. Tuition is divided into 8 payments-September, October, November, January, February, March, April, May. Summer Camp, extended daycare during Christmas, Winter break and Spring break are additional.

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 \$10.00 and \$1.00 every additional minute

Please make every attempt to pick up your child on time.

If you need to leave your child at the school for additional non-scheduled hours/days, you may arrange to do so with prior notice. The rate for additional hours/days are:

**Infant Room**

- Additional full-day: \$60

<b>Young Toddlers</b>	<b>Preschool</b>
• Additional half hour/lunch: \$7	• Additional half hour/lunch: \$5
• Additional hour/lunch: \$12	• Additional hour/lunch: \$10
• Additional half-day 9-12pm: \$30	• Additional half-day 9-12pm: \$28
• Additional half-day 9-1pm: \$35	• Additional half-day 9-1pm: \$33
• Additional half-day 7:30-12pm/1pm: \$45	• Additional half-day 7:30-12pm/1pm: \$43
• Additional afternoon 12-6pm: \$45	• Additional afternoon 12-6pm: \$43
• Additional afternoon 1-6pm: \$40	• Additional afternoon 1-6pm: \$40
• Additional full-day: \$60	• Additional full-day: \$55

### 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. We will **not** close for cold days, unless temperatures or windchill reach 30 degrees below zero degrees Fahrenheit or lower.

### School Calendar – 2019/2020

April 1-5, 2019	Spring Break (daycare available for full day students ONLY-no exceptions)
April 19, 2019	Good Friday (No school)
May 27, 2019	Memorial Day (No School)
June 6, 2019	Last Day of School
June 7, 2019	Graduation/Summer Picnic
June 10-14, 2019	No School (classroom preparation)
June 17, 2019	Summer School starts
July 4, 5, 2019	Independence Day (No School)
August 23, 2019	Last Day of Summer School
August 26-Sept 5, 2019	No School (classroom preparation)
September 4, 2019	First Day of School
November 27, 28, 29, 2019	Thanksgiving Break
December 6, 2019	Last Day of School/Christmas Lunch
December 9-20, 2019	Optional extra 2 weeks of daycare (full day students ONLY-no exceptions)
December 23, 2019 - January 3, 2020	School closed (Christmas Break)
January 6, 2020	Back to School
January 20, 2020	MLK (No School)
January 24, 2020	Teacher Training (No School)
February 17-18, 2020	Winter break (No school)
April 6-9, 2020	Spring Break (daycare available for full day students ONLY-no exceptions)
April 10, 2020	Good Friday (No school)
May 25, 2020	Memorial Day (No School)
June 4, 2020	Last Day of School
June 5, 2020	Graduation/Summer Picnic

### **Pick up and delivery of children**

#### **Arrival**

Children can be dropped off at any time, starting at 7:30 am when previously arranged. Check price list.

### **Schedule of Daily Activities**

The “flexible” infant room routine is as follows:

7:30-8:00	Play time
8:00-8:30	Breakfast
8:45-9:00	Diapers
9:00-10:00	First nap/ Play time/ Walk (outside or inside, depending on weather)
10:00-10:30	Wash hands/ Snacks
10:30-10:50	Play time/ Walk
11:00-11:30	Early Stimulation class
11:40-12:00	Wash hands/ Lunch
12:00-12:15	Diapers
12:30-2:30	Second nap
2:30-2:45	Diapers
3:00-4:00	Walk
4:00-6:00	Snack/Playtime/Children get picked up

The Toddler Room routine is very much like the preschool routine:

9:00-9:15	Children are greeted and they get ready for circle time.
9:15-10:00	Circle time starts. During this activity, we work on the weather, day, month, absentees, news, learn new songs and demonstrate the craft or activity of the day. Music Time.
10:00-10:45	Children choose their activities and work.
10:45-11:00	Snack
11:00-11:20	Play time in the gym or outside if weather permits
11:20-11:40	Story Time
11:40-12:00	Children get ready to go home, sing a going away song and are dismissed
12:00-1:00	Lunchtime
1:00 - 2:00	Playtime in the gym or outside if weather permits
2:00 - 4:00	Naptime
4:00 - 6:00	Snack/Playtime/Children get picked up

**Please note that the above schedule is approximate. On a daily basis we are in tune to the children’s different needs, and will adjust our schedule accordingly.**

## **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 we don't recognize an adult we will ask for identification.

## **Separation Anxiety**

The first few weeks may be difficult as you and your child separate. We suggest that you step into the hall with your child, greet the teacher and let us take it from there. We 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. Linger too long can actually make it more difficult for your child's initial adjustment. Never leave without saying "goodbye".

Your child's experience should be a joyful one. You will be called if your child is very sad or scared. Please keep in mind that separation anxiety is normal and 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 let us know.

## **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.

- We require all students to be fully vaccinated, **NO EXCEPTIONS**.
- 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/she has/had a fever, diarrhea, has been vomiting or has developed a rash. Children are to return to school after being 24-hour symptom free **WITHOUT MEDICATION**. 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 (please do so within 30 minutes). Same procedures apply for all staff and volunteers.
- Only prescription medication or over-the-counter medication with your child's name clearly marked on it will be administered. You must fill out and sign a medication permission form and notify us 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. A written note signed by the sick child's doctor will be required for the child to return to school.
- In case of an injury or medical emergency during school time, the child's health is our priority. First aid will be administered first and the parent or authorized adult will be notified as quickly as possible. If medical attention is required, we will call the local 911 emergency service, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician. Please see attached Emergency and Incident Form.

## Classroom Policies

### **Food**

All snacks and lunch must be provided every day. Make sure your child has had breakfast before sending him/her to school if he/she will be dropped off at 9 am or later. Make sure all bottles, sippy cups food containers and lunch boxes are labeled with your child's name, last name and date. See Formula Statement attached.

### **Dress**

Please send your child in comfortable clothes. Shorts are a good choice for the hot weather. **No open-toe shoes**, please. Your child's name must be placed on all outdoor clothing, backpacks 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.

### **Personal belongings**

Your child may bring a toy 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 see Infant Supply List attached.

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.

Children should wear clothing that can be easily removed (no onesies, please).

Before you start toilet-training your child, make sure to communicate it to us so that we can plan a smooth experience for him/her. We 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 slip-on shoes preferred). When children are transitioning from the infant room to the toddler classroom, please allow your child some time to adapt to the changes before starting potty training (at least three months). Both times are very stressful for the children and we would like to avoid any potential problems (such as poop-withholding).

### **Discipline**

We 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.

- We 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.

- Additionally, it has been our experience that “time out” is sometimes necessary and only for a short period of time (never more than 2 minutes at this age). It is breathing space for the child and for the teacher.

### **Birthdays**

A child’s birthday is a 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 child’s 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, a **one-month notice is required** so that the vacancy can be filled by another child. The tuition paid for the month of the withdrawal is non-refundable.

### **Observing or volunteering in the classroom**

Parents are welcome to come in at any time to observe the classroom. Although advance notice is not required it can be helpful in allowing us 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.

- 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**

- When toddlers are out of diapers and completely potty trained (meaning being accident-free for at least a month), tuition prices go down.
- For safety’s sake, children must always be left in the care of an adult, with the children being brought directly into the classroom. Do **not** leave them alone in the hallway.
- Children must never be left at school without an adult present.
- Two additional phone numbers should the regular phone lines not be sufficient: the Director’s cell phone (248) 797-6947 and the Community Center (248) 589-0334.
- Change of classroom days and/or hours can only be done when registering for the school year

or the Summer. Any change during the school year or during Summer will result in a \$200 re-registration fee, **if** spots are available

- (i) The licensing notebook contains all the licensing inspection and investigation reports and related corrective action plans since May 28, 2010.
- (ii) The licensing notebook is available to parents during regular business hours.
- (iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

There will be no discrimination based on sex, religion or race.





SPANISH FOR TODDLERS  
PARENT HANDBOOK RECEIPT

We would like to enroll \_\_\_\_\_  
as a student at Spanish for Toddlers for the \_\_\_\_\_ school year, in the  
\_\_\_\_\_ session.  
AM or PM

We understand the school's tuition policy and are including our non-refundable enrollment  
fee of \_\_\_\_\_ as required.

We have read and signed the Parent Handbook.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of child

Please complete and return this HANDBOOK RECEIPT to us.

\_\_\_\_\_  
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, play dates,  
etc.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of child

Please complete and return this CONTACT LIST AGREEMENT to us.

For the parent handbook please go to [www.spanishfortoddlers.com](http://www.spanishfortoddlers.com)