

# The *Bilingual Child* Academy



Inspiring Minds for a World of Possibilities

## **PARENT & STUDENT HANDBOOK OPERATIONAL POLICIES & PROCEDURES**

Welcome to The Bilingual Child Academy. We are pleased to invite you to join us on your child's journey of growth and learning at one of our family-operated centers.

Our purpose is to provide the highest quality early childhood education in a secure, nurturing and stimulating environment.

The Bilingual Child Academy serves the physical, emotional and intellectual needs of the preschool children and their families. We meet these goals with our age-appropriate curriculum, and our ongoing communication with parents.

This BCA Parent & Student Handbook has been designed to provide important information that parents need when enrolled in the dual-immersion childcare program. Please read it carefully, sign the acknowledgment form on the last page, and return to the front office.

**Operating Calendar:** Bilingual Child Academy is a year-around program. Each center maintains individual hours of operation Monday thru Friday. Each year we will provide a fiscal year calendar with holiday closures or teacher staff development days.

### **PROPRIETARY NOTICE**

The material contained in this handbook is proprietary to Bilingual Child LLC, Bilingual Child Stone Oak LLC [Bilingual Child Academy] known as BCA. Any unauthorized use is strictly prohibited. Any person, copying, duplicating, or otherwise using any portion of this materials without the written permission of BCA will be subject to prosecution to the fullest extent of the law.

## PARENT HANDBOOK

In an effort to be kind to the environment, this handbook will be updated as needed and posted on our website. The policies and procedures contained in this handbook are effective as of February 2016. Should any of these policies and/or procedures be updated, revised, or otherwise changed, parents will be notified electronically.

The following packet contains detailed information about our center. Please take the time to read all the pages to help you better understand our program and philosophy. If you have any questions, please feel free to contact the school director.

Family and community involvement is important to BCA. Our website will be continuously updated with the parent handbook. Please check back readily. Also we encourage you to participate in our social media sites. Please ask your center office for any information on Social Media.

### **About Our School**

The Bilingual Child Academy is a Dual Language Spanish Immersion center which offers infant, toddler, preschool and school-age language enrichment classes, for children 6 weeks through PreK children, as well as language related educational services for Elementary students. We are doing business as the “Bilingual Child Academy “(BCA), Bilingual Child LLC and Bilingual Child Stone Oak LLC.

### *Mission Statement*

BCA is dedicated to providing language enrichment classes in a learner centered environment by implementing a carefully selected curriculum and creating a nurturing atmosphere where children of all ages can flourish both socially and emotionally in a global world. The children served by The Bilingual Child Academy will be surrounded with experiences that will foster physical, social, academic, emotional, cultural and cognitive growth to build a community of learners for the future.

### *Our Vision*

Our Vision is founded on the advantages of growing up multilingual and promoting a community of bilingualism. We believe that children learn languages easily early in life, and knowing a second language is a huge advantage later in life. BCA is committed to providing children with an environment that fosters enthusiasm for learning and language acquisition in a hands-on, child centered, culturally rich environment. BCA’s developmentally appropriate Dual language & immersion (English-Spanish) curriculum will help develop school readiness, exposure to cultural diversity, self awareness, and social and emotional well-being so that preschool children can feel capable, connected, important and independent. BCA’s dedication to children extends to school-age learners who are at a perfect age to enrich their lives through language and cultural learning in order to build a community of learners, which extends beyond the world they know.

### *Philosophy & Goals*

The goal of the preschool is to guide children in the growth of their total personality. Areas related to physical, mental, emotional and social development are all given equal attention when preparing a curriculum to fit the needs of each child. A child’s self-expression, creativity and analytical thinking are worked out in play. Through observations, the teacher(s) may help a child succeed in areas where they do not excel. The teachers strive to aid each child in developing a positive image.

### *Owners*

**Dr. Natalia Evans, D.Ed.** – Degrees and background include over 10 years of in classroom teaching experience from PreK through 4<sup>th</sup> grade and everything in between. She holds current TEA Teaching certifications in Early Childhood, K-4, Bilingual Education, ESL, and Gifted & Talented education. She holds a Bachelor’s of Business Administration degree from Texas State University, a Masters of Educational Administration from Grand Canyon University, and a Doctorate of Education from Walden University. She is the mother of two growing boys and wife of 20 years to her supportive husband Warren.

**Pilar De La Vega Sorgente** – Background includes 35 years as an International Account Manager for a Fortune 500 company and an entrepreneur in many start ups. She has a Bachelors of Business. She is the mother of Natalia Evans and wife to her supportive husband Antonio Sorgente.

## OUR CURRICULUM

BCA is a learner and child-centered academic experience that gives each individual child the opportunity to move through a specially designed Dual Spanish Immersion environment. Utilizing a NAEYC accredited curriculum called PRESCHOOL FIRST as well as FROG STREET PRESS, an industry leader in Early Childhood curriculum, children will have a variety of play-based learning activities in which to participate. Teachers incorporate small group and large group circle time, guided activities, outdoor play/recess, and independent centers throughout the time they are with us. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child and become bilingual at a young age.

### **Goals of the Curriculum**

Our Program is a language-learning program based on the additive principal of “adding” a new language, not taking away the child’s current/home language. In other words, we seek to reinforce a child’s native language (whether it is Spanish or English), as well as introduce a new language using a thematic approach with real world & hands on learning.

BCA is not religiously affiliated, ***We maintain a Christian faith based campus.*** Religion is not part of the regular curriculum, however Bible stories may be incorporated into the thematic teachings of each classroom when appropriate such as Christmas (Nativity and Jesus’s birth), Noah’s Ark, and Easter (The resurrection of Christ) for example. We focus more on this curriculum from “Kids Sunday School” during the Afterschool care program. *What are our beliefs in the Christian faith at BCA?* They would be closer aligned with the Roman Catholic and Lutheran Protestant faiths.

The curriculum itself aligns with Texas Guidelines in early childhood (Pre-K) preparedness for entry into kindergarten as well as NAEYC standards. Most importantly we seek:

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity

### **Infant Curriculum:**

Designed around the latest scientific early brain development research, Frog Street Infant curriculum is designed to build strong foundations for little ones ages 0-18 months. This child-centered program includes easy-to-use activities that:

- ✓ Equip caregivers to nurture the little ones in their care.
- ✓ Optimize key windows of opportunity for growth and development.
- ✓ Are designed with intention and purpose and organized around developmental learning domains.
- ✓ Feature Dr. Becky Bailey’s Conscious Discipline® strategies to enhance social and emotional development.
- ✓ All materials are available in English and Spanish.

### **Toddler Curriculum:**

Designed around the latest scientific early brain development research, this year-round program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. Frog Street Toddler, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey’s Conscious Discipline® and includes 52 weeks of activity choices specifically created for children ages 18-36 months. Activity choices:

- ✓ Are organized around five developmental domains.
- ✓ Offer differentiated instruction options to meet the needs of all learners.
- ✓ Can be easily infused into daily routines, such as diaper changing, transitions, and outdoor play.
- ✓ Are designed with intention and purpose to move children forward in their development.
- ✓ All materials are in English and Spanish.

### **Preschool & PreK Curriculum:**

Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!

The cornerstones of the program are:

- ✓ An extensive integration of theme, disciplines, and domains
- ✓ Social and Emotional development includes Dr. Becky Bailey’s Conscious Discipline ®
- ✓ Differentiated instruction
- ✓ Equity of English and Spanish materials and instruction
- ✓ Joyful approach to learning

## **Instructional Standards**

BCA seeks to promote growth in the following areas:

### *Intellectual development ~*

- Language development: Spanish language development and the use of native language in clear phrases. Strong foundation in Native (home) language while building new language skills and vocabulary.
- Problem solving: Learning through exploration
- Personal growth: Show improvement based on appropriate developmental benchmarks
- Reading readiness: Develop eye movement from left to right, listen and understand stories, follow directions, and have conversations. Develop the ability to describe a story read out loud to them; recognize distinct sounds, rhymes, and familiar words; use drawings, scribbles, and shapes to express thoughts and ideas; Identify some letters of the alphabet, and begin to write name.
- Math readiness: Count to 20, classify and organize objects in groups by similarity, recognize and copy simple patterns, identify and name common shapes, and recognize that objects can be measured by height, length, weight, and time.
- Science readiness: Use the senses to explore the environment, express interest in and ask questions about nature, learn to use simple tools such as blocks and rulers.

### *Social Development ~*

- Basic routine: Learn to follow a daily schedule
- Behavior skills: Learn good habits
- Playing skills (alone and in group): Participate in positive social interaction, cooperation, and individual time

### *Emotional Development ~*

- Choices: Learn to make decisions.
- Free choice time in centers. Children will have choices of centers such as Kitchen, Sand/Water, Building, Dramatic Play (puppet theater), and a variety of other thematic choices in the Science & Social Studies learning tables. This important time allows them to build curiosity and take risks in a controlled environment.
- Curiosity and self-motivation: Learn through exploration and develop initiative

### *Physical development: (gross and fine motor) ~*

- Gross : Large muscle play, outdoor time, dancing
- Physical movement: Circle time, dramatic play
- Balance: Build awareness of obstacles that can create loss of balance
- Fine: Small muscle play and activities that build dexterity with manipulation of fingers, later used for handwriting skills in school
- Eye-hand coordination: Development through the use of toys, books, and other learning tools.

## POSITIVE DISCIPLINE STRATEGIES

### Positive Measures To Produce Acceptable Behavior:

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

- ✓ Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.
- ✓ Ignore the misbehavior whenever possible... a teacher is ignoring the behavior, not the child.
- ✓ Involving the child in the classroom community through choices and consequences.
- ✓ Use the Safe-Place for some self reflection and "me" time to get in a calm state.

## CONSCIOUS DISCIPLINE MODEL

Conscious Discipline© is a whole-school solution for social-emotional learning, discipline and self-regulation.

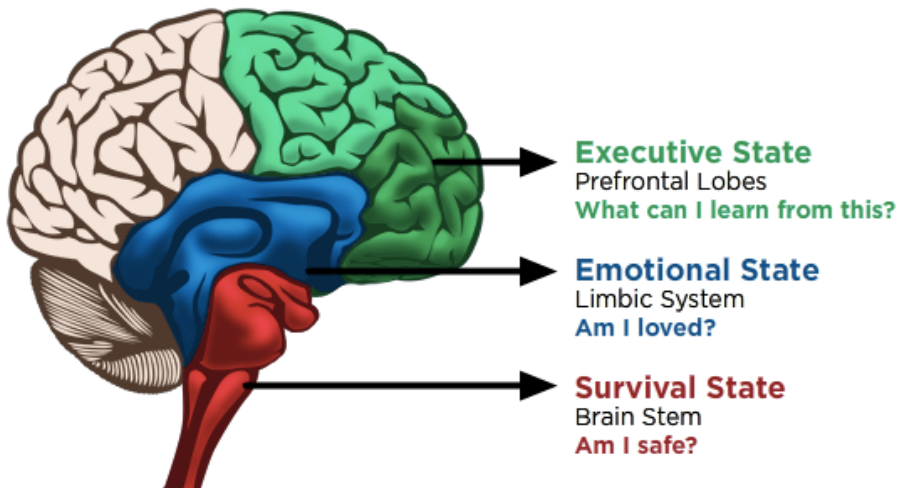
Conscious Discipline is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum, and addresses the adult's emotional intelligence as well as the child's. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. With Conscious Discipline, our teachers, students and the entire school culture will become a safe haven of cooperation, constructive problem solving and academic success.

Conscious Discipline is evidence-based, and was named as a national model for character education by the Florida State Legislature.

### Conscious Discipline Brain State Model

Conscious Discipline uses a multidisciplinary approach to address behavior.

It surpasses behavioral approaches that teach specific behaviors, and offers a neurodevelopmental model of the brain based on and adapted from the work of Bruce Perry, Daniel Siegel, Allan Schore, Louis Cozolino, Joseph LeDoux, Paul MacLean, and Alexander Luria.



The Conscious Discipline Brain State Model becomes a frame for us to understand the internal brain-body states that are most likely to produce certain behaviors in children and in ourselves. With this awareness, we learn to consciously manage our own thoughts and emotions so we can help children learn to do the same. The goal of this model is not to turn into neuroscientists, but to provide a simplified brain model as a means for increasing our self-awareness so we can respond consciously to the needs of the moment.

Research, as well as life experience, tells us our internal emotional states dictate behavior. When we feel grumpy, we tend to become easily frustrated and curt with others. When we feel grateful, we tend to be generous and thoughtful. When we feel upset at our children, we see ourselves behaving, disciplining and speaking much like our parents did to us when they were upset. The Conscious Discipline Brain State Model helps us understand how all this happens and how we can change it.

**Conscious Discipline** empowers us to be conscious of brain-body states in ourselves and children. It then provides us with the practical skills we need to manage our thoughts, feeling and actions. With this ability to self-regulate, we are then able to teach children to do the same. By doing this, we help children who are physically aggressive (survival state) or verbally aggressive (emotional state) become more integrated so they can learn and use problem-solving skills (executive state). When we understand the brain state model, we can clearly see the importance of building our homes, schools and businesses on the core principles of safety, connection and problem-solving.

For more information for Teachers and Parents on Conscious Discipline please visit <http://consciousdiscipline.com>

### **Discipline Policy**

Bilingual Child Academy maintains a zero tolerance policy regarding any forms of discipline or guidance, which involve harsh, cruel, or unusual treatment of any child. The following types of discipline methods are strictly prohibited:

1. Corporal (physical) punishment, including grabbing, squeezing, pinching, shaking, or biting a child;
2. Threats of corporal punishment;
3. Any punishment associated with food, naps, blankets/toys, or toileting;
4. Picking up, lifting, and/or dragging a child by hands or arms;
5. Hitting or tapping a child with hand or instrument;
6. Putting anything in or on a child's mouth;
7. Humiliating, ridiculing, rejecting, or yelling at a child;
8. Subjecting a child to harsh, abusive, or profane language;
9. Placing a child in a locked or dark room, bathroom, or closet, with or without the door closed;
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age; and
11. Inappropriate restraint of a child.

Staff members at Bilingual Child Academy are specifically trained in the use of positive guidance methods, and may only use discipline strategies that encourage the development of self-esteem, self-control, and self-direction. \* For information on Suspension and Expulsion please continue to our Suspension and Expulsion Policy.

### **An Individualized Approach**

Discipline strategies are individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward the goal of "self-discipline." In addition, we believe in establishing open, honest communication concerning every aspect of your child's development and in working as a team to achieve the desired results. If necessary, we will meet with you to complete a Behavior Modification Plan if the child's inappropriate behavior is deemed by us to be a safety concern or to be a disruption to the classroom environment. As a last resort, we reserve the right to deny services due to aggressive and/or unsafe behaviors exhibited by the child or parent.

### **The Bilingual Child Academy Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age, but diminishes quickly after age 3 yrs old. The safety of the children at BCA School is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs. Each incident of biting is approached individually and concerns will be addressed to meet the needs of both the biter and the bitten child. There is no "one-sized fits all" policy for biting.

Children bite others (even siblings and parents) for many different reasons. A child might be teething or overly tired and typically frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Some children have poor verbal skills and are impulsive without a lot of self-control, and sometimes biting occurs for no apparent reason. The staff members will maintain a close and constant supervision of the children at all times.

**\*\* The center reserves the right to expel the student who bites at any time depending on frequency and severity of incident(s).**

***Just as any behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. Informative handouts are given to parents regarding biting. Children who bite three times in the same day will be sent home.***

### **Student Suspension or Expulsion Policy**

Bilingual Child Academy strives to develop an individualized approach to each child's discipline and health needs - detailed in the above sections. We will exhaust all measures to ensure children can remain at Bilingual Child Academy providing that they do not pose a risk to other children or even to themselves.

Parents/Guardians will begin to receive incident reports through email on our Tadpoles program, in addition to the incident reports; the behavior may begin to warrant documentation using our Classroom Behavior Notice forms, which will require Parent/Guardian Signature. Classroom Behavior Notices look like the following example:



STUDENT'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Dear Parent/Guardian - Only the items checked below pertain to your child. It is our policy to work out any issues that come up as quickly as possible for the success of your child and all children in class.

**Behavior:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> excessive aggression | <input type="checkbox"/> hitting                     | <input type="checkbox"/> excessive tantrums |
| <input type="checkbox"/> biting               | <input type="checkbox"/> kicking/ pinching           | <input type="checkbox"/> hurting self       |
| <input type="checkbox"/> not eating           | <input type="checkbox"/> not taking bottles          |   |
| <input type="checkbox"/> crying excessively   | <input type="checkbox"/> fearful of others           |   |
| <input type="checkbox"/> not resting/ cries   | <input type="checkbox"/> not socializing with others |   |

**Health and Wellness:**

- child has excessive colds / nasal discharge which is not addressed  
 child complains \_\_\_\_\_ hurts  
 child has excessive loose stools  
 child comes to school unwell/sleepy frequently

**Next Steps:**

Note to Parents  Warning  Parent Conference : Please contact the office to schedule a time

Notice of Probation/Suspension  Probation [Suspension] from: \_\_\_\_\_ to \_\_\_\_\_

**Explanation of Probation or Unenrollment:** We feel at this time that day care is too stressful for your child. It is our hope that over the next two weeks your child will make the final adjustment. However, if not then it is recommended that you find a child care with a smaller group, or provide a nanny for your child and try a group situation again in a few months when he is a little older and maybe emotionally ready for it.

**Recommendation:** The child will be on two weeks probation. If the situation does not change by the end of two weeks then at that time we will make a final evaluation. If necessary we will either extend the probation period another week if the child is showing progress. If no progress has been made then we give the standard termination notice at that time so you have time to find adequate child care. It is our hope that your child will make progress over the next couple of weeks.

Expulsion / Un-enrollment / Termination of service; Effective date: \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Parent Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

When and/or if we feel a child is at risk for suspension or expulsion from the center we will begin a process, which may include the following strategies:

- Implement a complete Ages & Stages assessment with teachers and parent involvement to ensure placement is in correct room <http://agesandstages.com/>
- Documenting incidents [using Tadpoles and/or Classroom Behavior Notice]
- Teaching social-emotional skills using our Conscious Discipline program
- Making environmental modifications where possible.
- Engaging in discussions with parents
- In addition, consider outside support services from behavioral professionals.
- Child can also be suspended or expelled due to health concerns [frequent untreated colds/infections]

If the center director deems the situation is beyond our reasonable control, we can reserve the right to suspend or expel a student from the center depending on the severity of the behavior without prior notice. If the child's behavior results in loss of property or increases cost of care [example: if one on one care is necessary] these additional costs may be added to child's account prior to suspension or expulsion.

Circumstances, which may result in **immediate expulsion**, are:

- Excessive biting in children 2 years and younger or biting if child is older than 3 years of age and bite without provocation
- Hitting another child or teacher in a consistent manner which leaves marks without provocation
- Destruction of property in the classroom, playground, hallways, any BCA toys/materials
- Extremely difficult to control tantrums / Child is hurting themselves
- Requires one on one attention to ensure safety of child or other children
- Child runs out of classroom/building [poses a safety risk]
- Parent / Guardian misconduct, using inappropriate language/ gestures, legal disputes, custody disputes which involve the school/staff, adults arriving at school under the influence [\* please see our Release of Children policy for more information on release of children to parents/guardians we suspect are under the influence]

## POLICIES & PROCEDURES

### Communication

Daily communication between families and teaching staff is vital to a strong program. Our staff will communicate in a variety of ways to share information about your child and their program. Most regularly we will use the following methods:

- Daily Reports: Infants through Preschool teachers will complete a report to inform parents about a child's day. This may include information about how he/she ate, diaper or potty changes, naptime, and general mood. This report will also include needs to be re-stocked, such as diapers, wipes, or baby food. Our TADPOLES real-time electronic reporting makes communication a breeze. You can download the app from Tadpoles Parent to save pictures and reports in your history and communicate with the teacher. More information at [www.tadpoles.com](http://www.tadpoles.com)
- Bulletin Board: We will post important notices on the bulletin boards located in the entry way.
- Newsletter: Sent via email or posted on our website monthly. It will include reminders of special events and the Director's letter. The newsletter is general in nature for the entire school, but will contain important information about the program.
- Emails: Sent out periodically for time-sensitive information or classroom news specific to a limited segment of the program or family. You may also sign up for our Remind App messaging. Please ask office for more information.
- Parent Conferences: When there is a concern about a child's growth and development or classroom discipline, teachers or parents may request a conference with the child's teacher or director. If parents would like to request a meeting with a teacher, we ask that you give ample time in scheduling to meet with a teacher so we can plan on a replacement in the classroom, and teacher meetings are usually 20 minutes in length. If you are requesting a meeting with a Director, we ask that the request be made at least 1 day in advance.

**Release of Children:** Children will be released only to the custodial parents/guardians or contacts given by custodial parents / guardians on the enrollment forms as able to pickup. If there is a change or a pickup outside of the normal routine, we appreciate a phone call, email, or coming to the office to inform our office staff of any changes in pickup. If staff has any concerns with adult picking up, we will contact parent/guardian to confirm if we can release child.

*Please note that if the office or teacher has any concerns regarding the release of children to an adult whom the staff may deem a risk, we will not release until another adult on the enrollment paperwork can be contacted. An example of such an occurrence may be if staff suspects that the adult picking up the child(ren) is under the influence of a substance, which may impair driving or judgment. If no other adult on the enrollment can be contacted, office staff has the obligation to contact local authorities.*

**Parent Concerns:** If you should have any concerns regarding the center's policies or your child, please do not hesitate to contact your center's Director.

### Children with Special Needs

BCA makes reasonable accommodations for children with special needs, based on their Individualized Education Program (IEP) or similar assessment and as indicated on your Enrollment Form. Please note that "reasonable accommodations" do not include adjustments to the classroom's child: teacher ratio. (See also: "Required Enrollment Information" below). If a child requires more than average teacher time, attention, and/or accommodations, the family may be asked to seek care elsewhere as BCA is not structured to have one-to-one education. In order for a child with Special Needs to grow & flourish, they must be at a center which supports, is equipped, and has staff who are specially trained to help the child meet their milestones.

### Photo Use and Internet Video Monitoring

BCA staff often takes photos of our children in the classrooms and/or playground. While most of these photos are used solely for classroom projects or bulletin boards, some may be used on our website, in marketing materials such as brochures or flyers, in center publications such as the parent handbook, and/or for staff development purposes. If you prefer that your child not be included in these latter categories, please check the appropriate box on your **Enrollment Form**.

Your center *may* offer internet video monitoring for parents. These "real-time" videos not only offer parents the comfort of knowing their child is in good hands, but also provide a unique glimpse into their child's daily work and play. Naturally, the security of our children and center are a primary concern; therefore, the Center Director prohibits any use of these videos—including reproduction, printing, or image duplication—without prior consent.

### Parking

Parking is limited, and we kindly ask **that parents be respectful of others during the busy drop-off and pick-up rush times**. Please do not block other vehicles, drive-ways, entrances & exits. During party events or large attendance events, parents may have to use residential side streets. *Please be mindful of our neighbors' access to their driveways and mailboxes*. Do not linger during these rush times, if you wish to have a lengthy discussion with the teacher, it is best to schedule a parent/teacher conference at another time.



## **Disaster/Emergency Preparedness**

In the event we have to evacuate the campus school personnel will contact the local police or fire departments (or any other local authority such as health department if necessary). Parents will be contacted immediately by our staff and given instructions on how and where to pick up their child. BCA has an emergency disaster plan in place, which may include moving children away from this campus to another location. In which case parents will be immediately notified via mass email message, Facebook page, and Remind App message.

Teachers maintain an emergency folder in each class, which contains relevant student information such as contact and authorization for emergency care; they will carry this along with the daily sign-in out logs.

Our emergency exits diagram is located for your review at each classroom. Each child is accounted for using our sign-in out sheets and a current school roster \*This is why it is vital to check in students at drop-off. Parents will be contacted using the phone numbers provided on the admission forms.

There will always be staff members who is First Aid and CPR certified and prepared to handle an emergency on campus, and will remain with the children in their care at all times. BCA staff and students are required to participate in a monthly fire drills, and practice safe exiting procedures in order to practice the emergency plans in place.

- *BCA staff will administer CPR & First aid if deemed necessary by our trained personnel, and will call 911 immediately if needed. BCA is not responsible for the cost of the ambulance or hospital fees.*

## **What your Child May Bring From Home**

Children will bring a backpack daily for their and school work and personal items. **Please do not allow your child to bring toys from home.** Violent toys, videotapes, guns and swords may not be brought to school. Toys from home cause a disruption in class, and may be lost or broken or could be a potential choking hazard. We have plenty of toys in class that all children can share. In the event your class/teacher has a special "share day" they will send out notification with instructions on what to bring. \* *If you are cleaning out closets and getting rid of toys & puzzles, we do take donations that are in good condition and can be easily cleaned. No plush toys or toys with small parts.*

## **Dress Code**

BCA Preschool and PreK students must wear a uniform shirt with logo, which are available for purchase. A complete uniform consists of khaki colored pants or shorts (skorts or rompers also may be worn for girls), and navy blue polo style shirt, or school t-shirt.

Benefits of wearing a uniform:

- Cohesive group, children know they are a member of a special group which encourages character building.
- Enhance school spirit
- Lower long-term clothing costs
- Easier to dress children each morning.

*Infant, Nursery, & Toddler students are not required to wear a uniform. Comfort and ease with toileting and diapering is key.*

**Children must be fully dressed when they arrive at school.** Please understand that teachers are responsible for a whole classroom of students. Do not expect them to dress your child in the morning out of their pajamas when they arrive.

Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. No open toed shoes, or sandals, jellies or cowboy boots are permitted. Little toes are easily hurt and children have a difficult time on the playground. We prefer sneakers type shoes with socks. We also prefer that children do not wear jewelry, as these are easily lost. If your child has changed clothing during the day, please take home the soiled items and replace them the next school day. All clothing items must be labeled with the child's full name when possible.

## **Lost and Found**

Please mark all personal items with your child's name. Jackets and cold weather clothing has a tendency to lose their owners. We will make every attempt to locate and return lost items. This task is much easier if your child's name is on the items. We cannot be responsible for any personal items that your child may bring to school. Please leave toys at home! We will keep a lost and found bin in the office. \* Teachers do their best to watch for bows and hair clips. However these items do have a tendency to get lost or pulled off easily. We know they are cute and expensive and appreciate your cooperation to leave these at home.

## **Open Door Policy**

We love to have parents visit our center our door is always open. During regular operation hours, parents are welcome to observe activities. We welcome parent visits and invite you to observe your child through the classroom hallway windows at any time; however, we do ask that you spend no more than five minutes in the classroom during "drop off" and "pick up" times to minimize disruption for the other children.

### **Insect Repellent, Sunscreens, and Diaper Ointment Policy**

All non-medicated ointments/topical sprays may require a Medical Release or Authorization to dispense medication form if supplied by the center, however they are considered non-prescription medications. DFPS licensing standards allow the use of creams, ointments or lotions only after obtaining written consent from the infant's parents. However, if a parent supplies these items, consent is implicit and you do not need to obtain permission for each use.

BCA Parents are able to provide these items. Once parents provide their own item - **labeled with the child's name**, then permission is implied. A parent can address whether the child has a skin allergy with the center office in the event a rash develops after use of any creams, sprays, or topical ointments.

**Procedures for applying:** All insect repellents, sunscreens, and/or diaper creams and ointments will be applied following the manufacturers labeled instructions. If parent instructions differ from the label instructions, BCA staff will follow the manufacturers instructions.

### **Health Checks**

A health check / health scan – is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury upon arrival, or in response to changes in the child's behavior since the last date of attendance. Teachers may conduct a quick health scan upon arrival to ask parents about any health concerns they have before joining the class and to clarify any injury, which may have occurred before arrival.

## **OPPORTUNITIES FOR FAMILY INVOLVEMENT**

- **Celebrations and Birthdays.** Seasonal holidays, cultural celebrations, and birthdays are special days for our children and their families. In order to broaden our children's cultural experience, we encourage you to talk to your Center Director about sharing your family's unique traditions. If you would like to provide food for a special day, please make sure that your food is commercially-packed, with all ingredients clearly listed, so we may safely accommodate our children with food allergies or dietary restrictions. PLEASE NOTE: We do not allow any peanut product, including peanuts, peanut butter, or food cooked in peanut oil, because of the high incidence of severe peanut allergies among children.
- **Special Events.** Individual centers sponsor a variety of events for children and family participation, including book fairs, "Storybook Characters Day", "Thanksgiving Feasts" and others. These events will be noted on your center's annual and monthly calendars.
- **Classroom Visitors.** Do you (or a family member) have a special skill, hobby, or talent that you would like to share? For example, we have been visited by a mother who is a radiologist and she brought amazing x-rays of our bones, a father who was a geologist and brought unique rocks and geodes, and a grandmother who played the cello and played for the children! Whatever your special gift, we would love to have you share it with your child's class. Please contact your Center Director for more information.
- **Parent Helpers.** We understand that all parents want to participate in activities and help. However, we ask that you be respectful of our teacher's time and ask about helping out in the classroom beforehand. Parents cannot be left to care for children on their own. Parent volunteers must submit and pass a background check. Please check with the office regarding this matter. If you would like to observe your child's behavior please discuss with your teacher prior to the day. If you need to have a special talk with your teacher, please schedule a conference. We are always in search of Teachers and substitute teachers, if this interests you, please ask the office for the appropriate paperwork and to schedule an interview.

## **LICENSING INFORMATION**

### **Local & State Inspections**

Each Bilingual Child Academy center is state licensed. Each center is also monitored and inspected by state and local agencies from DFPS, fire inspectors, and health inspectors. The inspections are comprehensive and focus on quality of care, facility maintenance, staff qualifications, health and safety guidelines, nutrition, record-keeping, and child to staff ratios. Parents are able to review these inspections at the center. Each center will post all previous inspection reports.

### **Local Child Care Licensing Office**

BCA holds a child care license from the Department of Family and Protective Services. In the event you wish to contact them, their number is (210)337-3999, and they are located at 3635 SE Military Dr., San Antonio, Texas.

**Child Abuse Hotline:** Please contact 1-800-252-5400 or visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us) for more information.

### **Minimum Standards for Child Care Centers**

Parents are welcome to review the minimum standards for child care centers at any time. These standards are located in a binder in our front office/reception. Please ask a staff member or teacher if you need to review these at any time. The most recent licensing report is posted in the entry area of our main building for your review.

## **ENROLLMENT & REQUIRED INFORMATION**

Our enrollment policies are based on non-discriminatory policies and laws. We do not discriminate on the basis of religion, color, race, gender, sexual orientation, age, national origin, disability, or any other factor prohibited by law. Children are admitted to our program as openings are available, based on the order of their enrollment application and receipt of the designated registration fee.

### **Confidentiality and Children's Records**

All information contained in your child's records is privileged and confidential. Parents or guardians may have access to their child's records at reasonable times upon request. Please contact your Office Manager should you wish to add or update any information contained in your child's records. Updates might include such information as: changes of address, telephone, employment, and/or names of persons authorized to pick up your child. Your child's records will be kept for the minimum time specified by your state's licensing regulations. Should you require a copy of your child's file, an administrative fee may be charged.

### **Required Enrollment Information**

All forms provided to you upon acceptance **MUST** be completed **before** your child may attend. To enroll (or re-enroll) your child, you must complete and sign the Enrollment Form, as well as any other local and/or state- specific forms required by licensing regulations. Those forms/information include, but are not limited to, the following:

- **Enrollment Information Packet**, which includes basic information about you and your child, and which will be given to you upon registration.
- **Tuition Agreement**: which must be completed and signed. PLEASE NOTE: BCA reserves the right to change or modify fees and/or policies with a two-week notice. BCA reserves the right to deny services due to aggressive and/or unsafe behaviors exhibited by a child or parent. In rare cases, this denial of service may be immediate if the behavior is deemed unsafe for staff, our children, other parents, or school property. Tuition is due BEFORE services are rendered.
- **Current Immunization Records, Health Professional Statement, & Hearing/Vision Screening** (for 4 year olds and above only on hearing/vision). Please update all records whenever your child has new vaccinations.
- **Custody Disputes**: If there are **Court Orders** affecting the custody of your child or pickups, you must furnish a certified copy of the court order, signed by the presiding judge. While BCA will ensure that we are in compliance with the court order on file for your child, it is our policy to remain neutral in all custody matters.
  - Your center may not be used as a visitation site, nor will we be responsible for determining compliance with parent visitation schedules.
  - **BCA will not take sides or issue suggestions on custody hearings.** If Bilingual Child Academy becomes involved in any custody dispute, we reserve the right to terminate services.

### **Non-Custodial Parents**

- Parents must provide a copy of any custody order and photo of non-custodial parent.
- If the non-custodial parent insists that the child be released to them, the caregiver will:
  - ✓ Calmly state the daycare's release of children policy
  - ✓ Ensure all children and staff are safe
  - ✓ Contact custodial parent
  - ✓ Call authorities if parent tries to leave with the child
  - ✓ Will not become involved in any physical alternation to keep child at center, it is best to let the authorities handle these types of situations.

### **Notification of Withdrawal**

If you must withdraw from our center, for any reason, you are required to provide a two-week notice by completing the Notification of Withdrawal form, available from your Center Director or Office Manager. If proper notification is not given, you will be responsible for the payment of a fee equal to two weeks tuition.

## **Re-Enrollment**

Should you wish to re-enroll your child, new enrollment information must be submitted, along with the applicable registration fee, provided an opening is available.

## **Termination of Services**

*Bilingual Child Academy reserves the right to terminate services to any student/family which is deemed disruptive to our educational environment. All parent complaints are expected to be approached and addressed in a mutually respectful manner. If at any time a parent or guardian becomes irate or disrespectful to any member of the team, they may be asked to leave the premises and are subject to un-enrollment of their student.*

## **What your child will need when they start:**

- Uniform for Preschool & Prek students only
- Nap mat or Kindermat and Small blanket or pillow which will go home every other week to wash . Please do not bring large or bulky pillows or blankets. Only items that will fit in your child's cubby area.
- Complete change of clothing in a large zip lock, labeled.
- Hygiene: Small toothbrush & toothpaste in a bag (make-up cases work nice with plastic liner)
- Children in diapers: Package of diapers and wipes with child's name and a tube of diaper ointment.
- School supply list – please consult with teacher or office manager on specific classroom needs for your child.

# **SCHEDULES, ARRIVALS & DEPARTURES**

## **Daily Operations**

The Bilingual Child Academy is a **year around program** open Monday thru Friday. We will close for major holidays and a limited amount of staff development days. Each year we will have a calendar available for your review. Please note that monthly or weekly tuition is not prorated for holiday or training closures.

The center provided a yearly fiscal calendar with school closures, which may typically close a total of 12-14 days for holidays or trainings. Calendar is subject to change. Please contact the school Director with any questions or concerns regarding this matter.

Each center maintains their own hours of operation for services; Office / Director hours are 8am to 5pm.

## **Sign-In and Sign-Out**

Every child must be signed in and out from the center using a unique Identity Pin Code. State licensing standards require centers to keep a record of child attendance. Each Center/building will have a computer terminal parents may use to check in/out the child. We ask for parent cooperation in this area.

Upon greeting the child, the teacher will examine the child for signs of illness [Health Check/Scan]. An approved adult must sign out your child in the classroom before the child leaves the premises. This is a state requirement and establishes a flow of responsibility.

## **Tardiness**

We prefer that children arrive on time for the school day, which begins at 8:30am. We do not want the children to miss any instruction. If all the children arrive ready to begin their program at the designated time, the transition is much easier for the children and the teachers.

\* Consult with office staff if you have any questions about appropriate drop-off and pick-up windows.

## **Special Pick Up**

Please inform us with a note or email (from email on file) if someone other than those you have originally authorized will be picking up your child. A phone call may be acceptable; however, we prefer a paper copy of this request. The authorized person must be over 18 years of age and present a photo ID. Please remember that your child must be signed in and out each day.

## **Severe Weather**

BCA will follow the NEISD severe weather policy. If NEISD closes due to bad weather, BCA will close as well; please check the morning news for this information. However, we do reserve the right to close or have early dismissal due to bad/severe weather. We will make every effort not to, however in these cases we will notify all parents via phone call as soon as possible, and will not leave campus until all children have been picked up by an authorized adult.

## **Absences, Sick Days, and Vacations**

If your child is enrolled on a part-time basis and misses a day due to sickness we will make every effort to give you a make-up day if there is space available in the class. However we cannot give credit for missed days due to sickness.

Upon your 6 month anniversary families will receive a one week vacation credit for their anniversary year and each year thereafter.

### **Daily Arrival and Departure**

For your child's safety, please escort him or her, preferably holding hands, while in the parking areas and hallways; and deliver them to the classroom door each day. The same routine should be followed when picking up your child. Make sure that the classroom teacher is aware of your child's arrival/departure. In addition, parents are required to sign in and out of the center at the front desk.

### **Identity Codes**

As an added safeguard, each center is locked at all times. Upon enrollment, parents/guardians will be assigned an identity code to use when entering our school. DO NOT give this code to any other person. Persons other than parents, guardians, and staff may enter by ringing the doorbell.

### **Late Pick Up**

Please make every effort to pick your child up on time—he or she is eager to see you! If something prevents you from being on time, you should 1) Arrange for one of your authorized persons to pick up your child or 2) Notify the center immediately if your emergency contacts are not available.

If your child is not picked up by the school's closing time, and you have not notified the center, the following steps will be taken:

- 1) We will attempt to contact you and/or your authorized persons.
- 2) If we are unable to reach you or any of your authorized persons within thirty (30) minutes after the center's closing time, the Center Director (or designated person in charge) will decide whether and when the state Child Protective Service (or other appropriate authority) should be contacted. This decision will be based on your state's child care licensing regulations.
- 3) If authorities are contacted, they will be given the emergency contact information listed on your Enrollment Form.

Under no circumstances shall the Center Director or any BCA employee take your child home. A late fee of \$1.00 per minute (\$10.00 minimum), based on the center's clock, will be charged.

## **MEDICAL & HEALTH POLICIES**

BCA is committed to providing a safe environment for our children, parents, and employees. All persons on our property must adhere to acceptable safety practices and standards. Each center is treated and tested by Dis-In-Fx. What is Germ-Safe? A Germ-Safe™ facility is one that has enrolled in the DisInFx Antimicrobial program. The program consists of:

- Treatment with Fog-Applied Disinfectants with a Residual Antimicrobial Coating
- Testing with ATP swab tests monthly- guaranteed to be Germ-Safe™
- Certified with framed DisInFx Certificate, Door and Mirror Icons and website Web-Badge
- Germ-Safe™ indicates that the likelihood for infections or microbial cross-contamination in a Germ-Safe™ facility are low. Ongoing testing ensures the highest levels of safety and cleanliness. Any areas testing outside of Germ-Safe™ levels are immediately disinfected.

### **Communicable Disease**

We value your child's health and recognize the importance of preventing infectious diseases, particularly in a child care setting. If any child in our care is diagnosed with a reportable disease, as specified by your center's state licensing agency, parents/guardians of the other children will be notified. If you would like additional information about reportable diseases in your state, please contact your Center Director.

### **Illness: Signs and Symptoms**

**Please do not send your child to school if he or she exhibits any of the following conditions and/or symptoms:**

- ⇒ Any reportable condition that the local health department or your child's physician has determined to be contagious. In this instance, your child may return upon receipt of a physician's or medical evaluation release note;
- ⇒ **Any fever following these State Minimum Standards:** (A) Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness; (B) Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness; (C) Armpit temperature of above 100 degrees and accompanied by



behavior changes or other signs or symptoms of illness; or (D) an ear (tympanic) temperature 101 degrees and accompanied by behavior changes or other signs or symptoms of illness

- ⇒ A child's normal temperature is 98.6°F (37°C) .
- ⇒ **A fever** is widely considered to be a rectal, ear or temporal artery temperature of 100.4°F by most health-care professionals.
- ⇒ Nasal discharge that is green or yellow;
- ⇒ Constant, deep, or hacking cough;
- ⇒ Sore throat with swollen tonsils or glands, white spots in throat, or throat that hurts when swallowing;
- ⇒ Undetermined rash;
- ⇒ Stomachache accompanied by vomiting, abdominal cramping, and/or diarrhea;
- ⇒ Signs of conjunctivitis, such as redness or discharge from one or both eyes, eyes that are pink or burning/itching;
- ⇒ Diarrhea or vomiting;
- ⇒ Complaints of ear pain, followed by fever; and/or
- ⇒ **Head lice and/or eggs.** Although not a communicable disease, it is highly shared from child to child.

If any of these signs or symptoms appear while your child is at school, he or she will be kept separate from the group; and you will be contacted to arrange immediate pickup. In many cases, children will not be allowed to return until 24 hours have passed without symptoms.

***Colds, flu and other contagious diseases seem to occur frequently and spread easily among children at centers.***

To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the above symptoms.

If these symptoms of possibly contagious conditions or other conditions deemed contagious are observed in your child during the day, you will be called to come pick up your child immediately.

**The child may not return to school until he/she is symptom-free for 24 hours, unless there is a doctor's note stating the child may return sooner.** If there are any lingering signs of illness, i.e. glassy/watery eyes, listless, and/or drowsiness, etc., please keep your child home an additional day. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities. Their immune systems may still be weak and re-entering the school environment may retrigger infection or sickness.

*\*We do not have an on-campus Baby-Well program or a Nurse on staff. If your child is sick, they must remain at home.*

If possible, please inform the office if your child will be absent due to illness. This helps us ensure that we can keep contagion to a minimum in our classes.

### **Medical Emergencies**

If there is a critical illness or injury, which requires immediate attention of a physician, we will:

1. Contact Child's parents to receive instructions on next steps and/or discuss if child needs to be picked up.
2. Administer first-aid treatment or CPR if appropriate.
3. Contact the physician identified in the child's record if needed.
4. Contact emergency medical services or take the child to the nearest emergency room if needed.

***\*\* By enrolling in our program, parents and guardians release Bilingual Child Academy and individuals from liability in case of an accident during regular activities related to attending a school child care program, as long as the center and staff have taken normal safety procedures. Our center does not have insurance to cover for Medical payments to children. Each family must have their own accidental insurance coverage.***

### **Medications**

BCA recommends that you dispense medication to your child before or after the school day. (Most physicians can provide a prescription for 12-hour dosages of medication.) If medication must be dispensed at the center, BCA will use the following guidelines:

- Medication must be signed in on the daily medication log, **located in the front office**, and given to a member of our management team at the front desk. Additional forms may also be required by your individual state licensing agency. Do not leave medications for your child with a teacher or in their backpack.
- Prescription medications must be in their original packaging or container and be clearly labeled with dispensing/dosage instructions and your child's first and last name.
- Nonprescription, or "over the counter," medications can only be administered according to the label instructions, including recommended age-appropriate dosages. Nonprescription medications must be in their original packaging or container and be clearly labeled with your child's first and last name and the date it was brought to the center. No OTC medications will be given for longer than two (2) weeks without written permission from a physician.

- If your child requires ongoing medication, please complete the BCA Ongoing Medication Form, available from the front office. Additional forms may also be required by your individual state licensing agency.
- Topical medications, such as sunscreen, diaper ointments, or teething gels, may not require physician approval but may require written consent to apply, if a parent provides these items then permission is implied.
- If your child has an adverse reaction to medication, we will document his or her symptoms and call you for immediate pick up.

### TB Test

TB testing requirements vary from county to county. At the present time our local health department does not require TB testing of children or staff. If this changes we will notify parents.

### **Head Lice**

This is a very common occurrence in young school children. Although yucky by nature, this has nothing to do with cleanliness. They are very easily transmitted by children who have a limited capacity to understand the nature of personal space. Random lice checks are conducted by office personnel. If lice are found on a child, the following steps are taken:

- Parents are notified and child must be picked up from school.
- Child's head must be treated with a product formulated to remove head lice.
- Nits must be removed with a special nit comb included in product.
- The child will be excluded from school the following day.
- Upon returning to school state health laws require examination of hair and scalp by office personal before returning to school.
- A handout of additional information regarding lice is given to parents at the time of pick-up.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears. \*Please be assured that we will do everything possible to prevent infestation in our center. But the most important help comes from home.

### **Influenza Information**

Influenza, commonly called "the flu," is caused by a virus which affects the nose, throat, and lungs. According to the U. S. Center for Disease Control (CDC), influenza, unlike the common cold, can cause severe illness and life-threatening complications. Severe flu complications are most common in children under two (2) years of age; however, children under the age of five (5) commonly need medical care. "Flu Season" can begin as early as October and last as late as May. For additional information, please read the CDC publication, "The Flu: A Guide for Parents," included in this handbook and/or contact your Center Director for specific state guidelines regarding the influenza virus.

### **Hand washing**

Handwashing is like a "do-it-yourself" vaccine. It involves five simple and effective steps--Wet, Lather, Scrub, Rinse, Dry--you can take to reduce the spread of diarrheal and respiratory illness so you can stay healthy. Regular hand washing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

CLLC emphasizes stringent hand washing and sanitation procedures (such as "covering" a cough), both as a part of our daily routine and as a specific part of our curriculum, beginning at age two.

### **Health Check**

When appropriate, staff may conduct periodic health checks prior the child's admittance to the classroom and/or throughout the day. A health check is a visual and/or physical assessment taken in order to identify potential concerns—such as signs or symptoms of illness or injury-- about a child's health. (Please refer to the previous section, "Illness: Signs and Symptoms," for a basic "health check" list.)

### **Medical Emergencies and Accidents**

In case of an accident, care for the injured child is our first priority. If the emergency requires immediate attention, we will call 911. (Your emergency medical permission and preferred treatment facility is listed on your Enrollment Form.) If the injury requires treatment, but is not serious, you will be called to pick up your child and take him or her to your physician. Minor incidents or accidents, such as a splinter or skinned knee, will be treated, documented, and reported to you on the day of occurrence.

**Breastfeeding:** Moms can breastfeed babies in the nursery classrooms and staff will do their utmost to give them privacy.

### **Meals**

Good eating habits and positive attitudes toward food should be established at an early age. At The Bilingual Child Academy, we provide nutritionally balanced snacks and lunches. Milk/Juice/Water is provided with every snack or meal, not sugary drinks. Hot school lunches are available for all students. Full Time students receive lunch and a continental breakfast as part of their tuition, Day School students may purchase lunches separately.

For those children who bring a lunch from home, please note that **BCA is not responsible for the nutritional value of the lunch from home**. If your child has an allergy or cannot tolerate certain foods, please contact the teacher/office in order to ensure this matter is given its full attention and all appropriate personnel are informed.

Meals and snacks will only be served to children ready for table food. Infants on formula, breast milk, cereal, or baby food puree must bring these foods from home.

**Infants through age 17 months** are fed according to your instructions; BCA does not provide food for the infants in our care who are not on all table food. Please complete the Infant Feeding Schedule and update it as needed or every thirty (30) days, whichever comes first. Please let us know, as your child begins to eat "table food," if you would like her or him to participate in our snack/meal program.

## SAFETY POLICIES

### **Gang-Free Zone**

A gang-free zone is a designated area around the specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The specific locations include day care centers. The gang-free zone is within 1,000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**Peanut-Free Center:** Please do not bring any peanut or nut products to school. This is a peanut free school

### **Toilet Training**

Children typically begin potty training between the ages of 24 months-30 months. Two year olds are typically in early stages of potty training, which is expected. A major part of the Two's curriculum is potty training children and we ask for parents help at home.

Preschoolers must be able to use the potty independently with hygiene support from teacher, to be accepted into our preschool three year old program. However, we understand that accidents do happen, and we encourage you to keep a change of clothing either in your child's backpack or talk to your child's teacher about storage at school. However, if accidents persist, BCA may ask for a parent conference to discuss solutions.

### **Quiet Time**

Specific age groups will have a scheduled time to relax and recharge. Small blankets may be provided for this time if your child needs a special "lovey." Children who do not nap will be offered books to look through or other quiet activities. Ask your Center Director if you have other questions regarding quiet time.

### **Field Trips**

During the year, each class may conduct class field trips. In all instances, a signed Parent Consent Form (trip slip) is required for each child in order for them to participate. The forms are distributed a few days even weeks, before the activity and must be returned before the day of the activity. A small fee may be charged. We will ask parent to volunteer during such times.

### **Water Activities**

The Bilingual Child Academy has no pool, however we may have fun water activities with the use of sprinklers and wading pools, during hot summer weather. Children are able to participate only with parental consent and signed permission form.

## TUITION POLICY

### **Smart Tuition**

Smart Tuition is an automatic debit of your ACH bank account or credit/ debit card. This can be set up with the office or on the parent portal. All this information is kept confidential within our system using Mercury Payment and Jackrabbits EZCare. You will receive a monthly statement before tuitions are due for your review.

**BCA tuition is paid monthly or weekly.** Tuition is due and payable before services are rendered. A service charge of \$25.00 may be added to your account for late tuition payments. Dishonored checks will be assessed an additional fee depending on the bank fees assessed to the center. Enrollment will be terminated at the discretion of the school for non-payment of tuition.

BCA provides an extended care program. However, an additional per minute charge will be applied to your account for children who are picked up after the designated pick-up time window, please talk with the school director about any special circumstances. Check your schedule for program details. Should there be extenuating circumstances that would prevent you from paying on time, please discuss this with the administrator prior to it becoming a problem.

#### **Late Pick-Up**

The Preschool program runs from 8:30am to 2:00pm, however the center runs until later in the afternoon and you may add Extended Care for the day if needed at an additional cost. If the parent encounters an emergency situation, please make alternate arrangements for pick-up and notify the office. In such incidents, the site should be notified when you realize you are going to be late and another individual may be authorized to pick-up the student. Students will not be released to unauthorized individuals. If you are late, the Site Director, or staff in charge, will be calling you or your contact numbers in the event that you cannot be reached. BCA offers an extended care and afterschool program for students. We ask that parents respect the staff's time who are responsible for the after school care.

#### **Summer Enrollment, Un-enrollment, or Change of Schedule**

BCA is a year around program, however our summer program begins on the first summer Monday of the NEISD district calendar and goes through the last Friday of the NEISD summer calendar the week before school begins. We will have our "first day" of school on the same day as NEISD.

As a special service to district teachers, we allow school district teachers to withdraw their children during summertime, for the duration of our Summer Program. To hold a child's spot for the Fall, a re-registration fee per child is required by April 1<sup>st</sup> of the current year. After this date, we are unable to hold the spot for a child.

Families wishing to switch from full time to part time are able to do so by paying the re-registration fee. We cannot guarantee a full time spot will be available if a family wants to switch back. Families wishing to un-enroll must give the center a two-weeks notice.

## WHAT TO EXPECT WHEN STARTING A NEW PROGRAM

### **Separation from the Parent**

The process of separation from the parent as the young child enters and attends preschool is one of the most important accomplishments of the preschool child and a major milestone in Social Emotional development. Typically children begin to show signs of separation anxiety around 12 months, it will begin to diminish at 36 months. As children mature, they begin to identify themselves as independent personalities. In separating from you, your child is learning:

- To develop an interest in the activities of the preschool
- To feel comfortable with others at preschool
- To understand that his/her parent will come back and pick him/her up
- To understand that all parents leave their children and come back for them
- To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child

It is important to point out that sooner or later, after the initial successful adjustment at school is made, all children want to explore the limits of not going to school. This can occur suddenly, but it usually lasts only a short time. When this occurs, here are some suggestions, which may help you handle the situation:

- Place an emphasis on what the child is doing at school rather than what your activities are while he/she is in school
- See that the child is involved in a specific activity or is in the hands of a teacher before you leave him/her
- Tell the child when you are leaving. Avoid prolonged good-byes, and don't just disappear.
- Ask the teacher for help in separation. We expect the crying and usually the tears are for the parent's benefit. Come up with a routine upon arrival that is quick and to the point.

### **Suggestions for Parents:**

- ~ Keep to a schedule and routine in the morning. If you are rushed and stressed your child will feel it.
- ~ Ensure your child has enough sleep at night. Good sleep ensures they are not grumpy and sleepy in the morning.

### **What to expect the first few days of school:**

#### ***Give them a sense of what to expect***

It's the rare child who isn't at least a little anxious about starting preschool. Resist the temptation to say things like "It'll be the most fun you've ever had," or "There's nothing to be afraid of," and never belittle your child's fears or concerns. Instead, help calm their fears with information. Talk to them about what to expect when they get to school — where they'll be going, what they'll be doing, and who will be in class with them. Before school begins, visit the classroom together at least once, preferably when other children and their future teacher(s) are there. You can also read stories about starting school. Some good ones to try are *Franklin Goes to School*, by Paulette Bourgeois; *Starting School*, by Anne Civardi and Stephen Cartwright, and *Starting School*, by Janet Ahlberg.

#### ***Come up with a good-bye ritual***

If this is the first time your child will be away from you, he/she may worry that you're not coming back, or that you'll get lost and won't be able to find your way back to the school to pick them up at the end of the day. Invent a special parting ritual — such as a high-five, or saying something like, "I'll be back to get you soon, long before we see the moon" — that you do each time you drop them off. During the first few days, allow extra time to get them ready and out the door in the morning, too. The more calm things are at home, the easier the separation will be; And though you might be tempted to sneak out without so much as a wave when you drop them off, don't do it! They will only be more distressed when they realizes you're gone. Instead, make a point of saying good-bye. **Don't drag it** out or let on that you might be upset, too. Just do it matter-of-factly and confidently and they'll learn to do the same.

You will be amazed how quickly upset children get happy once they are engaged in class. Also they will be proud of themselves for being such a big boy/girl. Really praise your child for achieving their great milestone, as well as yourself for giving them the gift of independence.



## ADDITIONAL PARENT RESOURCES

Please do not hesitate to contact us if you have any concerns regarding your child's growth and development—whether school-related or not. The following list contains family website resources that you may find helpful:

- <http://www.cdc.gov> provides a wealth of user-friendly materials on such topics as healthy living, disease control, developmental milestones, and emergency preparedness.
- <http://www.choosemyplate.gov> offers nutrition information for parents, as well as games and songs for children.
- <http://www.2.ED.gov/parents> sponsored by the U. S. Department of Education, topics on this website range from early childhood education to planning for college
- <http://www.preventchildabuse.org> offers information on preventing child abuse as well as positive discipline tips for parents.
- <http://childwelfare.gov> provides a wide variety of local, state, and national links to parenting and family topics
- <http://www.families.naeyc.org> posts a wide variety of articles on subjects of interest to parents of young children

In addition, the following resources are included in this handbook:

*Can't find the information you want?  
We are happy to assist you in locating any resources that you may need.*

## **AFTER SCHOOL PROGRAM & CAMPS FOR ELEMENTARY STUDENTS**

***Bilingual Child Academy is an academically enriching after school bilingual program that operates under the administration of the Department of Family and Protected Services. BCA offers age-appropriate activities in small groups by staff who have a current FBI fingerprint check and are CPS and First Aid qualified.***

***This Student/Parent Handbook offers guidelines for the BCA program. Guidelines have been developed with the safety and well being of children as top priority. At times, circumstances may arise that necessitate changes in these guidelines. Any guideline/policy changes will be posted at the BCA site.***

***The Student/Parent Handbook is a valid part of the enrollment agreement between the BCA program and the parents or guardians of students who are enrolled in BCA.***

### **PARENT/PROGRAM EXPECTATIONS**

**Enrollment in the Bilingual Child Academy after-school program constitutes an understanding that you will abide by the policies and procedures contained in this handbook.**

BCA is a state licensed facility. We receive continuous inspections by DFPS. For this reason it is important to maintain all files and records up to date with the office.

#### **Parents may expect that:**

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Director about concerns related to their child or the program.
3. They will be told about misbehavior on the part of their child, and have the opportunity to visit with the Site Director in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the BCA program according to his/her enrollment information, on the days he/she attends school.
5. They will be treated professionally and with respect.

#### **The BCA program expects that parents will:**

1. Pay applicable fees on time.
2. Keep the child's enrollment records up-to-date.
3. Pick up children on time closing.
4. Contact the BCA program if their child will not be attending on a scheduled day.
5. Be respectful and cooperative in responding to BCA staff and program participants.

#### **Students may expect:**

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

#### **The BCA program expects that students will:**

1. Be responsible for their actions.
2. Respect the school rules that guide them during the school day and while at BCA.
3. Remain with their group and the BCA staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, before taking out new ones.
5. Arrive at BCA promptly, according to the enrollment information.
6. Be respectful of teachers and fellow students.
7. Have appropriate transportation behavior and follow van/bus rules for the safety of all.
8. Be able to follow teacher commands and rules in order to participate with group activities.

Students are subject to un-enrollment at any time if the Director deems a student's behavior is unacceptable.

Students may not bring guests or friends to the program, unless they are enrolled and have all appropriate forms filled out.

#### **Program Schedule:**

BCA offers a variety of age-appropriate, academically enriching activities. Activities include varying amounts of supervised, sustained quiet homework time as determined by grade level from arrival to one hour after arrival. Recreation, games, projects, and enrichment activities are planned for the students.

**Snacks:** The school provides daily snacks for the BCA after school program. We seek to provide nutritious snacks that are made from quality food products and are acceptable to the students. The provided snack must be eaten on the premises and is not allowed to be taken “to go”. Students that leave the program before snack time will not receive a snack. Students may also bring a snack from home to eat at this time only. Staff is not responsible for the participant’s snack brought from home. Please make sure that **any food allergies** are prominently listed on the BCA application enrollment form. Should your child have special dietary needs, please discuss this with the Director.

**Homework for Elementary students:** Homework time is designed to be a quiet time when the staff assists students with homework as needed.

**2:40pm:** Pickup from Elementary program

**3:00pm - 3:15p:** Arrival at BCA

**3:15pm - 3:45pm:** Snack & Recess

**3:45pm - 4:45pm:** Homework Lab

**4:45pm – Close:** Supervised Free Play which will include a variety of activities children may choose from such as: Outdoor playtime, Computer Lab, Table Games, Arts & Crafts, Group Games, or Family Friendly movie.

*\* Children may bring their own technology, and the center can provide wi-fi, however children are responsible for their own technology item.*

Goals of homework time are to help students:

- Develop proper study habits
- Experience homework mastery satisfaction
- Students should come prepared to work on homework. This includes assignments and materials needed to complete them. **Students may not return to classroom for materials.** Staff will assist students as needed to see that they stay on task. Homework time is **not** one-on-one tutoring. Time restraints plus group sizes prevent the staff from “checking” homework for accuracy, however we will do our best in this area.

Homework time is to be used only for academic pursuit. Students may read during this time. Students are strongly encouraged to bring their own appropriate reading material. Additional educational activities will be provided. Appropriate pre-reading and early-reader activities are provided for younger students who may not have homework.

**Parents wishing to supervise homework at home should make their wishes known, to staff. During homework time, the student may work on appropriate supplementary material or may read.**

#### **Illnesses/Communicable Diseases:**

If a student becomes ill or is injured during the afterschool program, a parent will be notified. If the child has one of the following conditions, the parent will be notified to pick up the child: **Contagious Disease, Fever over 100 F, Vomiting or Diarrhea.** Arrangements must be made to pick-up the student **immediately**. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

**Medical Emergencies:** 911 will be called if the Director or Staff in charge feels the injury or illness requires it. Parents will be contacted **immediately** after the 911 call is made.

#### **Absences:**

The following procedure helps ensure your child’s safety. On the day a student is going to be absent from school, the parent/guardian **should call or email BCA office prior to 2:00pm so we can ensure to notify the driver.** School personnel (from pick-up site) are not responsible for forwarding messages to the program.

Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the afterschool program as intended, the Site Director will attempt to contact the parents. If the parents cannot be contacted, the Site Director will contact the persons listed on the authorized pick up list.

#### **Release of Students:**

Each child enrolled in the after school program **will remain at the site until picked up by an authorized person, unless permission is given by the parent on the registration/enrollment**. The individual who picks up the child will initial and note the pick-up time on the appropriate line of the attendance sheets.

#### **Emergency Procedures:**

Should an emergency situation arise during the afterschool program hours, staff will notify parents of the existing situation as soon as possible. In such circumstances, parents are required to pick up their child **immediately**. In case of a major local emergency, parents should tune in to local AM stations for information. In addition, the program will be able to communicate with parents.

**Authorized Pick up List:** Only those persons listed on the student’s online registration form are authorized to sign out students. Family members not listed **are not** considered authorized to pick up the student.

**Late Pick-Up:** Students may be picked up any time prior to closing. **The school clock is the official timepiece.** If the parent

encounters an emergency situation, alternate arrangements should be made for pick-up.

In such incidents, the site should be notified when you realize you are going to be late and another individual may be authorized to pick-up the student. Students will not be released to unauthorized individuals. If you are late, the Site Director, or staff in charge, will be calling you or your contact numbers in the event that you cannot be reached.

**Late Pick up Fee:**

Individuals picking up students after closing will be charged a late pick-up fee. If an authorized alternate adult is signing the student out after 6:00 p.m., it is the responsibility of the parent/guardian to make payment of the late fee. The late fee is \$1 for every minute **regardless of the reason for late arrival**. Late pick-up fees will appear on the following monthly invoice.

***Repeated late pick-ups and/or unpaid late fees may result in dismissal from the program.***

**Staff is instructed to call the police if a student is not picked 15 minutes after center closing time and no contact has been made with the parent or other authorized pick-up person.** Police may in turn contact Child Protective Services and abandonment charges may be filed.

**Transportation:**

The Bilingual Child Academy maintains current vehicle insurance that is appropriate for a commercial daycare vehicle. All drivers must have a valid Texas Driver's License, be on the insurance, as well as have current transportation training. The vehicle itself must pass inspection with childcare licensing and comply with all Minimum Standards for Child-Care centers. BCA follows the Transportation guidelines covered under subchapter X, section 746 of Texas standards. For standards please ask office personnel.

**Child restraints while in vehicle:** (Section 746.5607)

Children must remain in appropriate child restraints for age and weight as outlined in the Minimum Standards. Children riding in school vans or buses are expected to have appropriate transportation behavior. All our small school buses/shuttle have appropriate seat restraints which meet standards for the age of children being transported and vehicle size.

\*For all other questions or concerns please contact office staff.

# CHILD CARE WAIVER & Emergency Form

Name of Student 1: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Student 2: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Student 1: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Emergency Contact in event  
Parent cannot be reached: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Special Medical Notes regarding your child(ren): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We understand the content as described in the provided BCA Parent Handbook. I/We understand that periodically the handbook may be updated. In which case we will be notified via email and the new handbook will be available on the school website.

I/We, the undersigned, are the parent(s)/guardian(s) of the above named child/children and we agree, in taking advantage of the child care service provided by Bilingual Child Academy [BCA], to release and hold harmless Bilingual Child Academy, its officers, agents, and employees, from any and all claims, demands, suits, costs, and charges, in connection with or arising out of the child care service, including, but not limited to, bodily harm or injury to our child; **except** only for loss, harms or injury occasioned by gross negligence or intentional misconduct by BCA and/or its officers, agents, and employees. I/We authorize BCA to administer, or cause to be administered, at my/our sole cost and expense, medical treatment and/or medication to the above name child/children in the event of any emergency.

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize BCA or person in charge to take my child to the nearest emergency room, and I give my consent for any and all treatment for my child when the child is in the care of a physician.

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_