



PROGRAM HANDBOOK

*“Todos los niños del mundo
Vamos una rueda hacer
Y en mil lenguas cantaremos
En paz queremos crecer.”*

-Jose Marti

¡BIENVENIDOS A LA ESCUELITA!

Thank you for choosing La Escuelita Bilingual School. As we embark on this journey of collaboration in the education of your child, we will have many opportunities to talk, plan, reflect and negotiate on your child's educational goals. The Program Handbook is a framework that will guide some of this process. This handbook provides an overview of the foundation of our practice however it will be our ongoing collaboration that will pave the path for the holistic development of your child.

HISTORY

La Escuelita Bilingual School is a bilingual bicultural program first established by Carmen and Jose Massó as a home child care in 1979. As a parents, Carmen and Jose valued the importance of meeting the bilingual and cultural needs of their children. As the school grew we later expanded to a fully licensed day care center in the University District of Seattle. The school was established to meet the needs of an ethnic and linguistically diverse community that also embraced the goals rooted in the struggle for social justice. We have remained a family run and operated school for over 35 years. La Escuelita now has two locations serving both the Greenlake and South Seattle – Columbia City neighborhoods. Over the years we have established strong ties, a reputation of quality care, and a reciprocated level of respect within the early childhood community. We received the KCTS 9 Golden Apple Awards for Excellence in Early Childhood Bilingual Education. We are the first preschool to be recognized with this honor.

CURRICULUM

La Escuelita provides full time services for children aged 12 months to 6 years old. We have a bicultural bilingual curriculum that fosters the development of English and Spanish using a dual language model. Learning content takes place during the day in either English or Spanish depending on the language plan in each classroom.

Particular attention is given to the ethnic identity development of each child. We assist children to identify their cultural strengths, explore the many contributions of our diverse community and learn how to address issues of bias and oppression. We also assist all children to develop the cross-cultural skills needed to become successful within mainstream "American" culture.

We focus on all the learning domains: cognitive, social emotional, language, creative and physical development in our early childhood curriculum. Our goal is to develop competent bilingual bicultural students who will be successful in school. The cultural arts play a dominant role in our curriculum. We strive to incorporate within the curriculum the many voices and art forms of our diverse community. We incorporate many guests and artists from the community in the development of our curriculum activities. We also encourage participation in community events as part of the learning experience.

MISSION STATEMENT

La Escuelita provides a dual language early childhood bilingual bicultural curriculum that fosters the holistic development of each child within the context of each child's home culture and language. We have adapted the following goals to accomplish our mission.

Goals:

- 1) To promote the development of each child's appreciation of himself/herself as individuals competent in all the learning domains (physical, cognitive, social emotional and creative).
- 2) Assist children to recognize and respect the many ways children are the same and different from each other.
- 3) Incorporate the child's interest and the events that make up their lives in the daily activities in order to foster children's learning and how to successfully solve problems.
- 4) Assist children to develop the skills and attitudes to successfully deal with school.
- 5) Promote the development of English and Spanish using a Dual Language Model.
- 6) Validate and develop respect for all the languages and cultures represented in the program.
- 7) Assist children to develop the skills necessary in resisting bias, rejecting negative cultural messages and developing a positive sense of cultural self.

ANTI-BIAS STATEMENT

La Escuelita Bilingual School embraces the following goals of the Anti-Bias Curriculum in order to provide an environment that is bias free and culturally democratic.

- 1) Nurture each child's construction of a knowledgeable confident self-identity within a cultural context.
- 2) Promote each child's comfortable, empathetic interaction with diversity among people.
- 3) Foster each child's critical thinking about bias.
- 4) Cultivate each child's ability to stand up for themselves and others in the face of bias.

Characteristics of the ECE Integrated Curriculum at La Escuelita:

An early childhood integrated curriculum allows children to learn in a holistic manner. It focuses on the interrelatedness of all curriculum components helping children to acquire basic leaning tools. The integration builds on and acknowledges the relationship that exists in all matters. Learning is done primarily through hands on experiences, reflects children's interest and their choices, helps develop age appropriate skills and is centered on the goals of a collaborative community.

- 1) Experiences that develop children's disposition towards learning, skills and content.
- 2) Experiences that help connect content learning with the curriculum components.
- 3) Learning activities that allow for scaffolding of a wide range of developmental levels in a classroom
- 4) Activities that are teacher directed as well as child directed and initiated.
- 5) Activities for children to participate in as a large group, small group and an individual.
- 6) Activities that foster both creative and critical thinking

- 7) Activities based on children's interest, choices, their cultural context and family pathways
- 8) Activities that foster the development of skills needed to coexist in a collaborative and socially democratic community.
- 9) Play, exploration, experimentation and discovery are at the core of all children's learning.
- 10) Experiences that teach children to honor the living earth and care for the natural environment.

The Dual Language Program in English and Spanish

The dual language program at La Escuelita has been designed to provide instruction in both Spanish and English. We recognize that home language and culture are interdependent and play a critical role in children's development. Its incorporation and validation are key to children's self-esteem, development and consequently their learning. When children come together in a large group or small group for a learning activity the language focus for the instruction will be determined by the language plan. Teachers organize instruction so the children have equal opportunities for the facilitation of language development. During the course of the week the children will have a balance of first language and second language in small and large group time. During interest area children will interact with each other in the language of choice but will be expected to respond to the teacher in the language used by the teacher.

Cultural Arts Program:

The Cultural Arts Program is an integral component of the school curriculum. Artist, performers and the cultural art instructors work with classroom staff in order to provide enriching cultural art instruction and activities for the children. This is inclusive of preparation for school performances for special school events. The goals of the cultural arts program include the following:

- Integrate artist from our diverse community in: Music, Dance, Art, Literature and Drama.
- Introduce the many ways of interpreting ideas into art.
- Assist children in rethinking the ways our diverse community has been represented and misrepresented in our communities.
- Assist children to critically think about the myths and stereotypes of our diverse communities.
- Introduce children to positive role models and to knowledgeable members of our diverse community.
- Introduce children to authentic art forms that have not been appropriated by main stream culture.
- Assist children to learn the skills necessary to become artist and performers in the school's performance events.
- Encourage children to develop the confidence to present themselves in front of a large group.
- Encourage children to learn how to share a creative space that allows for both individuality and group collaboration.

FAMILY AND COMMUNITY INTERACTION:

Here at La Escuelita we believe that the family is the first and most significant teacher of the child. We want to encourage a strong collaboration between what is taught at home and what we teach at school. Validation of home culture and language are a very important part of our curriculum development process. The traditions and interactions that go on at home also have a big impact on the way in which we will manage your child's behavior and address his/her learning style. We will strive to work towards the same goals with the same understanding in order to ensure each child's emotional well-being and academic success.

There are various ways in which families are involved in the La Escuelita community. There will be scheduled individual parent orientations, curriculum night, parent-teacher conferences in order to ensure that we are in accord as to the care of your child. Additional parent education opportunities are scheduled throughout the year covering topics, such as; behavior management; literacy at home; nutrition; social services, etc.

Throughout the year we will ask you to bring in various items that represent your home culture to incorporate into our classroom. Families are welcome to volunteer at any time in the following ways:

- Cultural exchanges
- Recruitment and public relations
- Work on school fund raisers.
- Chaperone and drive on Field Trips.
- Help with special events at the school.
- Quality Improvement Committee
- Share talents and skills as they relate to the curriculum or the needs of the center

Parent Support Association: The purpose of the La Escuelita Parent Support Association is to support the children, teachers, administration and parents of La Escuelita Bilingual School through parent volunteering efforts, which may include, but not be limited to, volunteering time on school improvement projects, providing teacher support and appreciation, volunteering as a room parent, engaging in fundraising efforts and providing financial support.

Communal values are very important to the La Escuelita Family. We incorporate members of our immediate family and community of musicians and artists. We have developed many partnerships with community organizations, collaborated with them on special projects, and focused studies in the curriculum. Social justice plays an important part in our curriculum we organize with the children around issues that directly affect the community we are in; food and clothing drives, immigrant rights marches, school closures, etc. We welcome any new organizational collaborations, social causes, or ideas around community action plans that may arise with the new families that join our program.

La Escuelita has developed strong partnerships with individuals and community agencies that advocate for the rights of children and families and quality childcare. It has also been a strong advocate for the professional development of bilingual bicultural teachers.

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| <ul style="list-style-type: none"> ● The Latino Childcare Task Force ● Seattle Central Community College ● North Seattle Community College ● Highline Community College ● University of Washington ● Child Care Resources ● Teaching Umoja Project ● Center for Linguistic & Cultural Democracy ● City of Seattle Department of Education and Early Learning ● Seattle Early Education Collaborative | <ul style="list-style-type: none"> ● Dept. of Early Learning ● Thrive by Five ● Hijos de Agüeybana ● SOAR ● The Creative Curriculum ● FLVR Entertainment ● Jazz Alley ● Children’s Alliance ● Early Learning Action Alliance ● Musica, ENT. ● Department of Parks and Recreation ● Grupo Bayano ● El Centro de la Raza ● Jose Marti Child Development | <ul style="list-style-type: none"> Center ● Denise Louie Childcare Center ● SeaMar Childcare Center ● Goddard College ● Seattle Public Schools ● Seattle Public Library ● Public Health Nurse ● Early Achievers ● The Seattle Center ● Seattle Theater Group ● Seattle Public Library ● Seattle Police Department ● Seattle Fire Department ● Seattle Children’s Hospital |
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Classroom Communication Forums:

With the help of the Parent Support Association, Room Parents, and the administrative team we have developed a classroom email data base, social media pages, and other internet based forums that can be used by parents to develop friendships and collaborate on projects that will benefit the classroom and center at large.

We expect parents to use these forums responsibly and respect the parents within the class group by following the school's policy on grievances. These forums were not developed to gossip or share confidential information about children in the classroom, information about other parents at the center, or to complain or share issues of concern about the school. As a community, we find that gossip in any manner is a destructive and unacceptable form of behavior. Individuals engage in gossip to:

- Feel superior
- To feel that they belong
- To control or have power
- Due to jealousy or a need for revenge

Gossip is detrimental to the group because it breaks the confidentiality and trust that we need to have to work effectively in a group and to accomplish our goals. We have a grievance procedure in place to provide parents a way to address any and all issues of concern. We reserve the right to terminate services if we are made privy to parents misusing the classroom communication forums in this manner.

Grievance Procedures

We consider parents the first teachers of their children. Our aim is to establish a cooperative relationship with parents that will in turn assist us in providing quality programming that is developmentally age appropriate as well as linguistically and culturally relevant. It is our hope that teachers and parents develop a relationship of mutual respect that will allow them to resolve issues of concern on an ongoing basis. However, issues that involve health, safety, and behavior management need to be brought to the attention of the administrative team.

Please follow these guidelines:

1. Document your concerns by emailing the center Executive Director, Teresa Barradas (teresa@laescuelitaschools.com)
2. C.C. both Ray Sosa, Business Manager (info@laescuelitaschools.com) and MariSol Masso Lincoln, Education Director (marisol@laescuelitaschools.com). This will inform the business owners as to your concern.
3. The director, will respond within 24 hours with a correction plan or inform parents that further time is needed to meet with personnel and strategize how the concern will be addressed.
4. Within a week a meeting will be scheduled with the parents to address the concern, present solutions and get further feedback from parents.

The administrative team will make every effort to make accommodations and compromise within the licensing guidelines, school philosophy and operating budget.

Confidentiality

All information on children registered at La Escuelita is considered confidential information. Information will be shared with agencies such as the Department of Early Learning, Public Health and the City of Seattle's Comprehensive Childcare Program and Child Protective Services as part of their monitoring process.

Confidentiality is the key to the development of trusting relationships. At La Escuelita we expect staff and parents to exercise confidentiality as it relates to children, families, and staff. Sharing information that has been entrusted to us without consent is a fundamental breaking of trust. This is something that once broken it is not easy to rebuild.

All information shared with employees, will remain confidential during and after administrative and classroom employee's resignation or termination. This confidential information includes:

- Personal information of students of La Escuelita, including student's evaluation
- Personal information of clients of La Escuelita
- Personal information and disciplinary record of employees of La Escuelita
- Administrative information or business practices

La Escuelita considers all intellectual materials and information provided to parents to be strictly the property of La Escuelita. Failure to comply with this notice may result in legal action or a monetary fine.

ADMINISTRATIVE PRACTICES

Admission Process and Requirements:

Due to the many hours, your child will be at La Escuelita, the school will play an important role in your child's development. It is essential that parents be informed as to the goals, curriculum, and socialization process which will take place at the school. We hope you will lend us your support by adhering to the school guidelines in this handbook. We look forward to a lasting working relationship.

- 1) Children will be accepted for care between the ages of 12 months to 6 years old.
- 2) Parents are required to attend a 30-minute orientation with the director in order to review the school policies, meet the teachers and have a tour of their new classroom. Parent group orientations are held in August for incoming families in September. Parents will be contacted to schedule an orientation time once the registration information is received from the enrollment office.
- 3) At the orientation, we will schedule a transition period: The first day from 9-12:00 p.m. and second day from 9-3 p.m. The transition period will not extend for more than a week's length of time. Transitions are usually more difficult for the parent than the child. We ask that parents ask as many questions as possible and address their issues of concern during the orientation so that the introduction to the classroom during the transition period can be focused on the children.
- 4) We are a full-time center, we do not accept children on a drop-in or part time basis without prior arrangement and only on a temporary basis. Children should be in their assigned classrooms before the academic routine starts in order to take full advantage of the learning activities. Curriculum activities start at 9:00 a.m. for toddlers to prekindergarten. Infants and Waddler activities start no later than 10:00 a.m.

- 5) Parents must complete the following forms before child care begins:
- a) Registration forms must be completed with all pertinent information, inclusive of the date of last physical exam before children can be accepted for care. The center needs an original copy of the registration forms before the child starts at the center to meet licensing requirements, faxed or scanned copies are only accepted prior to the child starting.
 - b) Children who enter the program and are subsidized through the City of Seattle's Comprehensive Program or the Department of Social & Health Services must have a letter of authorization specifying their starting date before services can be provided.
 - c) A completed signed record of immunization. To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. (Other forms/printouts are not accepted in place of the CIS form.) The CIS form is returned to parent/guardian when the child leaves the program. If a parent or guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption Form. If the exemption is for medical, religious, or personal/philosophical reason the child's health care provider must also sign the Certificate of Exemption form or provide a signed letter verifying that the parent or guardian received information on the benefits and risks of immunizations.
 - d) A written consent for the child to receive emergency medical care.
 - e) Neighborhood Excursion Policy: A signed agreement and permission for your child to participate in school activities within walking distance in our neighborhood.
 - f) Parents must agree to and sign the Community Code of Conduct Agreement. The Community Code of Conduct provides guidelines for developing collaborative and respectful interaction between the center and parents. If parents engage in behavior that is not in accordance with our code of conduct, or in discriminatory behavior we have the right to terminate services immediately.
 - g) A written contract, specifying fees, payment plan, understanding and compliance with all school policies and business practices.
 - h) The child's daily schedule of arrival and pick up. This allows us to properly staff all the classrooms during the early morning arrival transition and the evening departure transition in the center.
- 6) La Escuelita will provide care for any child regardless of color, race, sex, national origin, religious, affiliation, or disability of child or family members.
- 7) It is our policy to provide reasonable accommodations for children or family members with a disability as per ADA guidelines. Inform the director or supervisor as to the specific request for reasonable accommodations at the time of registration. The decision will then be made if it is a reasonable accommodation or if we need to request assistance from a partnering agency.
- 8) La Escuelita will give parents one month's notice of termination if they fail to comply with their childcare contract requirements.

Waiting List

La Escuelita keeps a waiting list during the school year for families who wish to enter our program. As spaces become available, we contact families and give them five working days to respond. The waiting list is extensive. Openings sometimes may become available during the school year. However, the majority of new students enroll in September for the new school year. Please read the information on the waitlist process and guidelines:

Waitlist Process

- 1) Applications for enrollment at La Escuelita Bilingual School must include a desired start date (month and year) for child care and one of the following: (a) your child's date of birth; (b) your child's estimated due date; or (c) proof of an adoption application. La Escuelita Bilingual School cannot accept placeholder applications (meaning applications that do not include a birth date, due date, or proof of adoption application).
- 2) Once we receive the pertinent birthdate information children are separated into separate lists according to age group: Infants (6wks – 12mo. old); Waddlers (13mo – 24mo. old); Toddlers (2 -3 yrs. old); Preschool (3 – 4 yrs. old); and Prekinder (4 – 5 yrs. old). Depending on the age group the waitlist may be longer or shorter. If your child remains on the waitlist for more than a year, we will automatically move them to the waitlist for the next year in the order of application date.
- 3) La Escuelita Bilingual School operates under a priority system for new enrollees. Children are offered open spots in the Center based on the following descending order of priority:

List A: We have a priority wait list for siblings of children presently enrolled in the program. Spaces for siblings of children enrolled will be offered according to the date on which the application was received. In addition, children currently enrolled in the program receive priority over new enrollees for openings in classrooms other than the infant classroom.

List B: We have a secondary list for families that were referred by current clients of La Escuelita. Currently enrolled families can assist families by sending in a recommendation via email to the enrollment office.

Main Waitlist: The main waitlist is based on date that the family completed their waitlist confirmation and paid the waitlist fee. After spaces are offered to the families in List A or B, families are contacted from the main list by date of application.

- 5) Your child's application will be maintained on the waiting list in the order in which it was received, subject to the priority categories outlined above in section 4, until you reach the top of the list. At that time, your child will be offered the next available space in the room for which s/he is age-eligible.
- 6) La Escuelita will advise you of an available space for your child, offers of enrollment, including start date and any corresponding terms by email.

7) Upon being offered a space, you have two business days to either accept or decline, and such a response must be done by email. Upon acceptance of a space at La Escuelita, a \$150 registration and first week's tuition in the classroom in which your child is enrolling, must be paid within 5 business days in order to secure the slot. Should you change your mind regarding enrollment in the center prior to your child's start date, the waiting list processing fee, the registration and first week's tuition will not be refunded.

Waitlist Guidelines:

- The minimum age at which a child may enroll at La Escuelita is six weeks at Greenlake and 12 months at Columbia City. Your child's eligibility for openings in any classroom will be determined by your child's date of birth.
- The enrollment office oversees the registration and wait list process for the center. On an average, each year we have 250 to 300 students or more on the wait list. The enrollment office addresses all inquiries and wait list applications only by email in order to keep an accurate record of the enrollment process with prospective clients.
- The administrative team members and school staff at the center cannot give parents accurate information or offer childcare spaces because they do not have access to the wait list database. The administrative team begins their working relationship with clients once their child has been registered by the enrollment office, this is inclusive of already enrolled families with siblings on the waitlist. All correspondence or inquiries in regard to the sibling waitlist will be directed to the enrollment office.
- The waitlist process often takes an extended period of time and requires patience on behalf of our future clientele. While we would like to have an expedited process for enrollment we have a long list of families interested in joining our school. If at any time a client becomes impatient to the point of disrespectful or abusive behavior with the enrollment office or administrative staff we reserve the right to refuse admission to the school.
- All families should anticipate the possibility of being offered enrollment prior to their desired date of enrollment. If enrollment is offered prior to a family's desired date of enrollment, and the family accepts such an offer earlier than anticipated, full tuition must be paid from the communicated start date.
- La Escuelita Bilingual School requires one month's notice of intent to withdraw a child currently enrolled in the program. As a result, the availability of space for new enrollees is sometimes known only four weeks in advance. In general, we will not contact you until we can offer you an opportunity to enroll. We therefore encourage you to periodically check on the status of your place on the waiting list and changes in anticipated spaces for new enrollees by email.
- A child on the waiting list is eligible for two opportunities to enroll after the age of 6 weeks. If a child is offered a space and the family turns it down, the child is entitled to retain his/her place on the waiting list for a second offer. Should the family turn down the second offer of enrollment, the child will be removed from the waiting list and the family must reapply for a place at the end of the priority list for which the family is eligible
- Families seeking to enroll infants should particularly consider their willingness if they have the ability to secure a space by paying for it when the child is 6 weeks or younger, even if the desired start-date

is past that date. Families that have done this in the past have enjoyed the opportunity to acclimate their child and themselves to the program gradually. More specifically, if a family desiring to enroll an infant reaches the top of the waiting list when a space becomes available, but before the child is 6 weeks of age, and the next available space is not anticipated until after that family's desired start date, as stated above, the family may be offered the opportunity to secure space by paying full tuition throughout the duration of the time before the child is eligible for care. Such an offer, if refused, will not count against the family's two opportunities to accept an offer of space at La Escuelita after the child reaches 6 weeks of age. However, La Escuelita cannot guarantee when another space may become available to offer.

- Placement on the waiting list does not guarantee that a space will be available when you desire it, even if you are in a high-priority category. The earlier you apply, the greater your chances will be for future enrollment. In particular, if you apply before the birth or adoption of your child, you should make contact when your child is born or adopted to update your waiting list application with the child's name, date of birth and updated contact information if applicable.
- A family seeking to adopt a child may submit an application for the waiting list once it formally begins the adoption process and can provide documentation of an adoption application. La Escuelita understands that the adoption process can be both lengthy and uncertain and will work with the family to establish an appropriate start date against which the family's two opportunities to enroll can be measured.
- La Escuelita will consider, on a case by case basis, requested changes to your anticipated start date and waiting list placement that result from complications in the birth or adoption of your child or unanticipated health issues affecting your child.

Hours of Operation

- 1) La Escuelita is open Monday through Friday between the hours of 6:30 AM and 6:00PM. Childcare contracts specify the schedule for which each child attends La Escuelita.
- 2) La Escuelita will charge \$5.00 per minute after 6:05 P.M for late pick-up. The emergency contact person authorized on the registration form will be called and asked to pick-up your child after 6:20 P.M. Late pick-up fees will be invoiced with your monthly tuition and are due on the due date.
- 3) Children are scheduled for no more than 10 hours per day per licensing guidelines. Parents need to provide and adhere to the daily schedule they signed up for at registration. If a child is in care over 10 hours, the parent will be subject to a \$50 daily fee for each time they are in care over 10 hours.
- 4) La Escuelita closes on all National Holidays. A holiday schedule will be provided at the time of registration and re-enrollment in the spring. La Escuelita closes for one week in the winter and the summer to provide staff with vacation hours. The school calendar includes the closure dates for the winter and summer vacation.
- 5) La Escuelita is a teacher training institute and provide regular in-service trainings for our staff to ensure that they are meeting the high-quality standards that we expect for the children. We close six Fridays per year for in-service training. Dates are specified in the school calendar.
- 6) La Escuelita intends to meet its obligations to its clients on a daily basis. With this in mind, employees are encouraged to make every effort to report to work as assigned. However, special

weather-related conditions may arise that prohibit an employee from meeting her/his responsibilities. If enough personnel can make it to work safely we will remain open. In the event of Inclement Weather, La Escuelita reserves the right to close in case of a severe snow storm or an unforeseen school emergency. Example: No power or water. In the case of Seattle Public Schools closure due to inclement weather conditions we will also be closed. La Escuelita will indicate to parents on its phone message system and via email the hours of operation for the day or closure decision no later than 6am. If La Escuelita is closed it will be announced on KIRO radio and T.V. station. If we decide to remain open we may choose to open later and close early. Our Emergency hours of Operation are 8am – 4:30pm. Employees are compensated in the event of a closure due to weather, and will not issue a refund for these closures.

- 7) La Escuelita has been a long standing Social Justice agency advocating for rights for Latino Workers in the Early Childhood Community. At times, we may be called upon to support our teachers in political movements. In the event of a protest or strike by our employees that would prohibit our center from opening we do our best to prepare families with as much anticipation as possible as to an interruption in services. However, we do reserve the right to close without notice if the nature of the strike is unanticipated. Employees are compensated for strike days, and we will not issue a refund in the event of such a closure.

Accounting Policies

- A fee schedule will be provided prior to registration. Fees are charged by the slot. La Escuelita only provides full time services. **There are no tuition credits for absences due to illness, vacations, requested leave of absence or other absences. There are no refunds on registration or tuition fees.** The Registration fees are due every May for the incoming school year. The fee schedule indicates what parents are required to provide for their children.
- Additional fees may be charged for field trips, or special activities throughout the year.
- Rates will be evaluated once a year. Parents will be informed in May if there will be a tuition increase the following school year.
- La Escuelita contracts with the City of Seattle Comprehensive Childcare Program and the Department of Social and Health Services who subsidize daycare for parents who qualify.

All Students:

1. A registration fee of \$150 is required at the time of registration each school year. This fee is used to purchase the basic needs materials that your child will need in their classroom.
2. Tuition is nonrefundable and we will not credit tuition from one month to the next.
3. Tuition statements will be emailed on the 20th of each month.
4. Tuition is due on the 25th for the following month and is processed with the credit card you provide at registration. We do not accept checks or money orders at this time.

6. Tuition received after the 25th will incur an initial late fee of \$35, and a \$5 per day late fee after the 30th of the month.
7. Checks returned for non-sufficient funds will incur a \$38 bank service charge.
8. Parents who are late to pick up their child, will need to fill out a late pick up form upon pick up and pay and will be invoiced the \$5 per minute fee on the 20th.
9. La Escuelita's tuition fee entitles children to attend La Escuelita five days per week with a maximum of 10 hours per day. An additional fee of \$50.00 will be due on days a child is at the center for more than 10 hours. Parents should provide the center with a daily schedule and inform the office when the child is late in arriving or there is a change in their daily schedule.
10. Childcare services will automatically be suspended for past due accounts after the 5th of the month, and can be reinstated when payment is made in full.
11. Parents are expected to give La Escuelita one month's written notice upon termination of care, or be responsible for that month's tuition in full.
12. We reserve the right to terminate child care without notice to parents that are constantly late paying their tuition, have an outstanding balance and do not agree to a payment plan, or that are in violation of the Community code of conduct. In such a case tuition will not be refunded for that month.

Students Receiving Subsidized Childcare:

1. Childcare services will be provided only after we receive subsidy authorization in writing from the subsidizing agency.
2. Childcare services will be provided only within the authorized dates by the subsidizing agency.
3. Notice of subsidy expiration will be provided one month prior to expiration along with the subsidizing agency's phone number and your case number.
4. Parents are responsible for contacting the subsidizing agency and renewing their subsidy prior to the expiration date. If authorization for care lapses and is not renewed, childcare services will be suspended upon expiration and resumed when authorization is received from the subsidizing agency in writing. Parents also have the option of continuing by paying the full tuition rate.
5. Ray Sosa is responsible for accounting. All related questions and concerns may be directed to him directly at: info@laescuelitaschools.com

DROP OFF AND PICK UP PROCEDURES:

The drop off and pick up process is critical in the communication process, between school and home. The transition process of children at the beginning and end of the day establishes bonding with their caretakers and solidifies the behavior expectations at the school. Please make sure that you are clear on all our policies and procedures:

Secured Building:

La Escuelita is a secured building. There are security cameras in all of the classrooms, gym and entry points. All of the entry doors to areas where children are present are protected with a key code entry system. Parents are assigned individual codes upon registration. They will maintain their code until they are no longer at the school. If parents need to change their individual entry code for safety concerns or changes in people authorized to pick up their child, they need to contact the office immediately. We ask parents to please not share their individual door code with people not authorized to pick up their child. Under no circumstances are parents to allow other individuals to enter the facility as they enter or leave the building. Each family is responsible for entering in their own code to enter the building. All visitors must ring the doorbell and wait in the lobby until a staff person authorizes entry. We ask parents to respect this rule in order to ensure the safety of the children and staff.

- General Facility:
- Children are welcome in all facilities within La Escuelita except for areas that are indicated for staff only, food preparation and food/janitorial storage areas.
- Parents are only to use the designated entrance and exit doors. All main entrances are equipped with fire doors and for the safety of the children and facility all fire doors must be closed after parents enter and exit the building, not propped open.
- La Escuelita provides adult restrooms for the use of adults and children. We expect that parents will maintain cleanliness in the restroom and follow the guidelines posted in the restrooms.
- Children are not to be left unsupervised anywhere in the La Escuelita facility while in the care of their parents. Children must be within arm's length of parents in the hallways, stairwells, and when entering and exiting the building.
- Children are not allowed to enter in the door codes or control the elevators. This is for safety reasons and to ensure the touch sensitive control panels on the door and elevator are not damaged. Parents will be liable for damage to the door and elevator control panels if their child is responsible for the damage while in their care.
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Policy on Car Seats and Strollers:

La Escuelita has a limited amount of space for storage of carseats. We have an assigned area for the storage of car seats and small strollers located on the first floor by the water fountains. Once all of the

space on the storage area is occupied you will not be able to leave your carseat. Please do not leave carseats and strollers in the space in front of the storage shelf, as it is a safety hazard for children walking through the building. Please do not leave children's belongings in their stroller or car seat. Please provide a luggage tag on your carseat with your child's name and classroom. No strollers or carseats are to be left in the lobby or by any of the emergency exits. Bike strollers can be secured to our bike rack in front of the building.

Drop off:

Establishing a daily routine with your child is important. It allows for a transition process from the security of being with the parent to the security of being with their teacher. It's advisable that you spend 5 to 10 minutes assisting your child to transition into an activity in the classroom. Once the child is engaged signal the teacher that you are leaving and say goodbye to your child. The cue will let the teacher know she needs to take the lead with the child. If the child has difficulty in separating, the teacher will immediately move in to distract or redirect the child. If parents send children signals that they don't want to leave or they return, children will feel insecure and continue to expect the parent's support instead of transferring this to the teacher who will be responsible for the day. Prolonged issues with transitions will require a behavior management plan.

Make sure you are dropping off your child at a consistent time. The school day begins at 9am. We are not a drop-in child care center, meaning that we do not accept children outside of their regularly scheduled hours. At the time of registration, you will provide the center with your child's daily schedule. If your child must be dropped off consistently at a later time, please fill out a schedule form with the child's new schedule. If your child will be arriving later than 10 am please call the office. This allows the Director to inform the classroom teachers and kitchen staff so they can make adjustments to planned activities and meal service accordingly.

- Make sure you sign your child in the classroom. Please print their first and last name. Please print your full signature in a manner that is legible. This is a licensing requirement.
- Leave important messages in writing in the sign-in book so staff can follow through during the day.
- Fill out all important forms for the day that pertain to your child. Make sure that medication forms are filled out completely if you want them to be administered.
- Make sure you check lockers for extra clothing or any items that need to be removed. Check the mail boxes for important school announcements. Please make sure you read them and share them with other important adults in your child's life.
- All toys brought from home will immediately be stored in the basket for toys bought from home. They will not be available to the child. We will not be responsible for items bought from home that are lost or stolen. Toys bought from home need to be removed from the basket at the end of the day.
- Please check the Parents Information Center for important announcements.

Pick up:

This is another major transition process for children, parents, and staff in the classroom. Some children have difficulty leaving the center. You need to establish a routine for departure. Let the child and teacher

know when you are leaving. When that time comes insist the child clean up and help them do it. Pick up your child and say good bye. The consistencies of this routine will eventually make the departure a habit.

- Please check in with your child and teacher to let them know the amount of time before leaving. Allowing children, a transition at the end of the day to say goodbye and close activities is important. Letting your child know how long they can have to transition out of the room will allow for a smoother transition to home. We recommend 5 minutes to do this transition; children are accustomed to a 5-minute warning given by teachers before ending activities throughout the day.
- It is our policy not to release children to parents or any other person who is obviously under the influence of drugs or alcohol. We will notify an alternate on the registration form in order to provide safe transportation for the child in question.
- Sign out your child with a full printed signature and check the sign-in area for any communications that may have been sent out. Once your child is signed-out they are in your care.
- Check to see if any medication needs to be removed due to the expiration date on the medication forms.
- Check to remove any soiled clothes from lockers daily.
- Cue to the teachers that you are ready to leave and that the child needs to close the activity. Children need to finish what they are doing and put away materials appropriately. Then they can leave for the day.
- At the end of day some classrooms may join together to meet ratio and staffing needs. Parents will be informed as to which classroom is their closing classroom. Children will be taken to the closing classroom along with their sign in book and belongings. Once their original classroom is closed it is no longer open for admittance to parents and children without supervision of a staff member, to ensure that the room is left in proper condition for the next day. Children who need to have a diaper change must be changed in the restroom changing station or in a classroom that is still open so staff can change the child and monitor for proper disinfection of the changing station and disposal of the diaper before the center closes for the night.
- Teachers are required to clean and close classrooms as soon as the last parent arrives and signs out their child. Please help them to meet this responsibility by exiting the room in a timely manner once you sign out.
- Once you sign your child out of the classroom, they are under your supervision and their care is no longer counted in the student to teacher ratio. Your child is still expected to follow the classroom rules while under your supervision.
- **La Escuelita closes promptly at 6:00 PM.** All parents and children should exit the building by this time in order for the closing staff to do their safety check and secure the building for the evening. **Children that are in the facility after 6:05 pm must be picked up in the office.**
- Classrooms are disinfected and organized for the next day by the staff. It's important that parents and children respect this effort by not entering closed classrooms to play and undo the work the teachers have done in preparation for the next day.

Open Door Policy:

If your child is registered at La Escuelita, you have access to all areas of the school facility used by your child. Parents that want to observe or visit outside of our drop off/pick up hours (9:30am-4:30pm) must do so by appointment only and sign-in in our visitors log in the office. If your pick-up routine is within these hours this must be indicated on your Daily Schedule form. This allows us to be accountable for all adults in the facility in case of emergency. We expect that parents respect classroom routines and that children respect school rules even when parents are present. If you or a family member wish to volunteer or spend time observing in the classroom you must sign-in as a visitor in the office. You must also fill out a criminal background check form. Upon a cleared return, you will submit a schedule to the director in order to get approval for your volunteer hours.

We want to create an atmosphere of extended family at La Escuelita. We expect that families will network and form relationships that will allow children to develop healthy friendships. However, the classroom is a structured domain and when we enter we need to become a part of the learning community. Communication with teachers that go beyond greetings and sharing important info for the day needs to be done by phone or with a prearranged meeting through the office. Teachers have been informed that they will be out of compliance with their job duties if they take time away from class supervision to have extended conversations with parents. Parents networking with each other can do so outside of the classroom. Congregating in the classroom and interrupting the classroom routine or dynamics is not appropriate.

Teachers have been informed that the rules and behavior expectations remain the same regardless of who enters the classroom. When a parent is present, we will respect that parent's right as first teacher to deal with any behavior management issues that arise. This will be done with understanding that parents will follow the behavior management guidelines that are dictated by licensing and our behavior management plan. For example, spanking is not allowed on the premises of La Escuelita. This pertains to staff and parents. Teachers will check in with parents and give them an option to redirect behavior. Teachers take their cue from parents and take the lead if it is necessary, if parents are unsure as to how to handle a behavior issue or don't move quickly enough to handle the problem. Under no circumstances can parents address the behavior of other students in the class. Nor is it acceptable for parents to discuss issues of behavior that pertain to other children in the classroom with staff or other parents on the school premises. We need to always protect the issues of confidentiality and the emotional safety of our children.

CLASSROOM PRACTICES**Infant Program:**

The Infant program goals are for by the end of the year for children to feel confident in relationships with caretakers outside of their direct family members. That they can communicate and follow their own feeding, diapering and sleep schedule. That they are able to feed themselves small finger foods and sit upright in a feeding chair. That they can physically maneuver around a classroom with confidence. In the Infant Classroom, routine develops from natural rhythm of the group, by end of the school year most children eat and sleep around the same time.

Parents will provide 5 bottles per day to be sent home at the end of each day for cleaning. Parents will provide disposable diapers and wipes, at least 7 diapers per day. Parents will provide extra clothing, small light weight bibs and burping blankets, that will be sent home to be washed weekly. Parents must provide two sleep sacks for children to sleep in. Items from home need to be able to fit in their personal cubbies.

Waddler Program:

The Waddler program goals are for by the end of the year for children to feel confident in the following areas: feeding routine - using a cup, eating at the table; Sleeping Routine - taking only one nap; Hand washing routine - understanding when to wash hands; Outdoor adventures - climbing stair with support and taking a walk using a rope; Academic routine - participating in planned activities, cleaning up after themselves. While there are toilets available in the Waddler program toilet training is not one of the main goals. Please see details on the toilet training process in the Waddler program description.

Breast and Bottle Feeding in the Waddler Program: We fully support families and their belief in supplementing children with formula and breastmilk after a child turns one-year old. If your child is still bottle fed when beginning the Waddler program parents must provide labeled bottles for the day, and take home those bottles at the end of the day. Since bottle feeding at this age is supplemental there is no minimum requirement for how many bottles parents need to provide. Bottles will only be fed to children while they are seated at the table. Due to safety regulations children will not be bottle fed while laying down or with a bottle propped for them. Teachers will work with parents on transitioning from the bottle to a sippy cup to serve breast and whole milk.

Parents will provide disposable diapers and wipes. They must have at least seven diapers per day. Parents will provide extra clothing. Small light weight blankets, that fit in their cubbies will be provided by parents and sent home to be washed weekly. Blankets, extra clothing and personal items will be placed in the cubbies and lockers. Items used need to be the appropriate size to fit in their personal cubbies.

Toddler Program:

The Toddler program goals are for by the end of the year for children to feel confident in the following areas: Feeding Routine - eating independently and serving their own food; Sleeping Routine - sleep independently; Toileting Training - follow the steps to use bathroom with support; Hand Washing: follow steps to washing hands independently; Academic Routine - participating in large and small group activities, opening and closing an activity.

Toilet training is dependent on the child's physical and emotional development. Using the bathroom as "big kids" is also a socialization process. Children need to feel comfortable and safe undertaking this new behavior. They need to also feel comfortable eliminating in front of their peers or teachers. Parents and staff will agree upon the appropriate time to begin toilet training. Children need to be encouraged and praised for their success. Setbacks need to be taken in stride. We need to focus on the achievements. Children cannot be forced or coerced into toilet training. Toilet training, however, is not successful if it is practiced only at home or at the Center. It needs a consistent and mutual effort. We will share our Toilet Training Policy when the child is ready to assist both parents and teachers with this process. Please note that children need to be toilet trained before they can enter the preschool program. The preschool classrooms are not equipped with diaper changing areas. Please follow our toilet training policy so we can work collaboratively on this developmental milestone. Toilet training seats or chairs are not at the center, we provide child sized toilets so that children can practice on a flushing toilet.

Parents provide disposable diapers, training diapers that open on the side (when ready), thick training underwear (when ready) and wipes. They must have at least five diapers/training diapers per day. When children begin wearing training underwear, parents must provide at least 3 changes of clothes per day, and loose-fitting bottoms, with elastic waist (buttons and zippers can be difficult for children to manage while toilet training) Children drink from a small cup in this classroom. Children that are still bottle fed for supplementation will do so with parents only, teachers will assist weaning children from the bottle during

the day. Small light weight blankets, that fit in their cubbies will be provided by parents and sent home to be washed weekly. Blankets. Extra clothing and personal items will be placed in the cubbies and lockers. Items used need to be the appropriate size to fit in personal cubbies.

Preschool and Prekinder program:

The Preschool and Prekinder program goals are for by the end of the year for children to feel confident in the following areas: Academic Routine - participating in circle time, participating in a structured small group time and starting/finishing an activity; Independent Self Care: able to feed, go to the bathroom independently, follow rules based on hygiene and function without extended rest period; Hand Washing - wash hands independently; Outdoor Schedule - Go on extended outdoor adventures. Parents provide extra clothing and a light weight blanket that need to fit in their cubbies.

Typical Daily Schedule:

6:30 - 8:00	A.M.	Arrival and Health Check
7:30 - 8:20		Breakfast
8:30 - 9:00		Toileting
9:00 - 12:00	Noon	Developmental Activities
12:00-1:00	P.M.	Lunch
1:00 - 2:30		Nap
3:00 - 3:15		Snack
3:15 - 4:30		Developmental Activities

Parent Information Center

A Parent’s Information Center is provided in each classroom with the following information:

- 1) Sign-in Sheet: Parents by licensing requirements must sign their children in an out on a daily basis. Please print your first and last name. Please indicate date and time of pick-up and departure. Sign in sheets are used for fire drill evacuation. In an emergency, it helps us have an account of all our students.
- 2) A Childcare log with information concerning minor injuries and illness
- 3) Daily class schedule
- 4) Daily lesson plan
- 5) Staff names and biographies
- 6) Holiday Schedule
- 7) Emergency numbers
- 8) Emergency evacuation procedures
- 9) Today Only Forms - We will only release children to persons authorized on the registration form or if you sign a Today Only form authorizing another person. This person needs to bring in verification of identity.

- 11) Medication Authorization Forms
- 12) Student Sign in Binder - Parents must sign their child in/out on a daily basis. Please use a complete signature.
- 13) School Policy Binder
- 14) Curriculum Binder – this binder contains curriculum lesson plan and letters for the entire year.

Classroom staffing:

- **Staff ratios:** La Escuelita provides staff based on the following required state licensing ratios:

1 teacher: 7 children – 12 months to 3 years (Waddler and Toddler program)

1 teacher: 10 children – 3 to 6 years (Preschool and Prekinder program)

Classrooms maintain the ratio based on the birthdate of youngest child in the classroom. In the toddler program when all children turn three-years of age, the ratio will change to reflect that change. La Escuelita provides a third teacher to each classroom to provide a higher quality of service. However, at times due to absences or other staffing or budgetary needs we may need to move teachers.

- **Opening/Closing rooms:** In order to meet proper ratios and staff schedules we have designated opening and closing classrooms to provide services before and after some classrooms are available. Children are dropped off in the opening classroom between 6:30-7:30 am, children then move into their designated breakfast room from 7:30-8:30am, as the remaining team members begin their shift children then make their way to their classroom by 9am. Your classroom sign in book will always be in the classroom with your child. Starting at 4:30 children begin to divide into the same designated classroom in order to meet afternoon ratios.

Parents will receive the information as to where to drop off and pick up the children when the school year begins. We make adjustment throughout the year to these routines based on changes in drop off and pick up time.

- **Summer Staffing:** Between June and August many families phase out of the program and new families may not phase until the latter part of August. During the summer months, the staff schedules may change in order to meet the needs of the budget for the summer.

POSITIVE GUIDANCE AND BEHAVIOR MANAGEMENT POLICY:

The goal of behavior management is to assist children to develop self-control and acceptable behavior in a manner that does not undermine their self-esteem. Our behavior management method enhances learning and teaches new skills. We believe that like in all other learning social behavior is learned through experimentation and by sometimes by making mistakes. We provide a positive atmosphere by using a pleasant voice, modeling or informing the child as to the appropriate behavior that is expected. We use strategies that involve redirection and teaching children how to identify and verbalize how they feel. We assist children to develop the language skills and social skills to work cooperatively in a group setting and be able to solve conflict.

La Escuelita prohibits punitive discipline. Any form of corporal punishment, spanking, verbal mistreatment or unnecessary or harsh punishment is prohibited on the school premises by staff and parents. Children are

given an option to remove themselves if they are not able to engage in negotiating solutions to inappropriate behavior. As staff person, will sit with the child in order to assist the child in processing his emotions. This will last no more than one or two minutes. As soon as the child is ready, he/she can return to the group. Staff will help the child integrate into the group in a positive manner.

If issues of concern emerge the staff will meet with the director to develop a behavior management plan. The plan identifies the behavior of concern that needs to be modified, the appropriate strategies to be implemented and the positive attention given when the child is using the new behavior strategies. We will meet with the parents to share the plan and get additional feedback. We will contact parents to share our concerns and to get the parents feedback and input on the plan. The center can request the assistant of the public health nurse in order to get additional resources to assist the child, staff and parents. The center expects parent to share information that they may receive concerning the child's behavior from any referral agency. This will assist the staff in providing a cohesive intervention plan for the child.

Parents, teachers, and the director will determine the process of communication on how to report on the progress of the behavior plan. Sharing information concerning behavior issues during pick up and drop off is not in the best interest of the child or the classroom. We do not want to have discussions concerning behavior in front of children that may impact their self-esteem. Teachers are on duty supervising and meeting the needs of the classroom and should not neglect this responsibility to have lengthy discussions with parents. Arrangements can be made to discuss issues of concern by phone or at a conference.

At times parents, may have concerns with the behavior of a student in the classroom. This may be brought to the attention of the director and we will address the concern with respect for the rights and confidentiality of our students and their families. We discourage parents from having discussions about another child's behavior in front of their child, this sometimes influences the way that the child with concerning behavior is treated by the other children. We foster the concept of "it takes a village to raise a child" and want to ensure that all children regardless of their behavior are given positive and appropriate attention by their peers and teachers as we work through behavior and natural consequences together.

HEALTH AND SAFETY PRACTICES

La Escuelita is responsible for the health and safety of numerous children on a daily basis. We have strict policies that we must adhere to in order to ensure that all members of our community stay well cared for while in our care. The following is a summary of procedures outlined in our health care policy. Please take a moment to review our entire health policy for more details. It is available for review upon request in the office and classroom.

Meals and Snacks

- La Escuelita provides all children breakfast and two nutritious snacks in the mornings and afternoon. La Escuelita reserves the right to serve children portions based on the cultural norms of our staff and nutritional needs of our children. We serve artificial-hormone-free whole and 2% milk with breakfast and lunch. Water is served at every meal. La Escuelita does not serve juice, pork or beef products, or tree nut products.
- La Escuelita's Breakfast and Snack menu is developed in conjunction with the standards of the Department of Public Health School Nutrition program. The school nutritionist approves our menu for nutritional standards on a yearly basis. Our food vendor is Costco Wholesale Inc., we make menu choices based on the products they provide. We have two-week food purchasing cycle, and serve fresh food and produce towards the beginning of the two weeks and shelf stable and frozen food towards the end of the purchase cycle.

Sample menu:

A.M.Blueberry Muffins
Cheese Cubes
Milk or WaterP.M.Graham Crackers
Snap peas
Apple Slices
Milk or Water

- Children eat breakfast between 7:30 and 8:30 am. La Escuelita stops serving school breakfast at 8:20 am and allows 10 minutes for children that arrive at that time to finish eating. By 8:30am breakfast service is finished and children move on to different activities or their assigned classroom. If your child will arrive after 8:20 am please ensure that they have eaten breakfast before arriving. If they have not eaten breakfast, parents are welcome to stay in the classroom and serve their child breakfast brought from home, and sign their child in after they are finished eating and are ready to join the group routine.
- Parents bring a box lunch from lunch from home.
- La Escuelita serves all meals using family style meal service. Children participate in the meal service by serving their own meal portions. All food is served at the same time, with no preference given to any particular food group. The goal is to help children build the skills for independent eating and hunger regulation.
- All food must be left in the refrigerator and labeled with the child's name and today's date. Food and bottles must go home at the end of the day.
- We post our menu in each classroom by the food service area and in the Sign-in book. Teachers highlight meals children have eaten. Parents must provide lunch or snack when a child cannot eat something off the menu. Please see our Box Lunch requirements below.

Box Lunch Requirements:

Please make sure that you adhere to the following requirements mandated by licensing and La Escuelita. We ask that you provide food that meets nutritional standards. Soda pop and junk food will be returned home.

- 1) Provide your child with a lunch box labeled with their name.
- 2) Provide a nutritious lunch and provide variety.
- 3) Please omit candy, chips, soda, or other junk food.
- 4) **WE ARE A PEANUT FREE SCHOOL.** We have children with severe life-threatening peanut allergies at the school. Please label lunch if you are using a peanut substitute.
- 5) Make sure all items in the lunch box are ready to eat: **Foods that need to be heated must be served in a thermos.** Please cut up fruit and vegetables and make sure they are appropriate size for the age of the child.
- 6) Lunch boxes need to be taken home to be cleaned and sanitized daily.

Food Allergies:

- 1) Parents are responsible in notifying us of any food allergies their child may have. We need a note from the child's physician stating which foods they are allergic to and indicate a substitute item of equal nutritional value in order to meet the need. This is required of us according to the USDA guidelines. Please ask us for the Food Allergy Health Care Provider form to take to the doctor for this purpose.
- 2) Names of children and their specific food allergies will be posted in the food service area of each classroom and in the kitchen for staff to read. This information is confidential.
- 3) Parents are also responsible for providing substitutions. For example, if a child is allergic to milk products, the parent would need to bring a non-dairy beverage to substitute when milk is served and when the menu lists an entree which contains milk products. The parents will be responsible to pack a substitute item.

Pet and Fish Policy:

We do not have pets on the premises. If a classroom were to decide to adopt a pet, we have a fish and pet policy that is located in the office and in the school policy binder in each classroom in the parent information area. The policies outline the types of pets that would be age appropriate and safe to have in the classrooms. It provides instructions for the care of pets, cleaning and hand washing procedures when coming in contact with pets. Parents would be advised in advance in writing if a classroom adopts a pet.

Due to safety and allergy concerns, pets from home are not welcome in the facility without prior clearance from the office.

Pesticide Policy:

We do not regularly apply pesticides to our facilities. We do have a pesticide policy located in the office and in each classroom in the school policy binder by the information center in each classroom. The policy outlines the types of pesticides that would be used, how they would be used and under what circumstances. Staff and families would be given a 48-hour written notice in the event the uses of any pesticides were necessary.

Policy on Medication:

La Escuelita will disburse prescription medication if medication is in the original container with the physician's instructions for administration on the label. Medication will be placed in the Medication Container in the classroom or in the school's refrigerator. Waddlers and Toddlers medication will be stored in the medication cabinet or refrigerators in designated containers.

Do not leave medication in lunch boxes, backpacks or anywhere that may be accessible to children. A medication form (available at the sign in sheet area) must be completed indicating time, dosage, and duration of medication. We will not disburse medication without written consent. It must specify dosage, the start & end date. This is inclusive of diaper ointments or any other type of topical medication.

There are certain groups of non-prescription medications or natural medicines that can be administered. Parents must provide all medication inclusive of Tylenol.

Medication must remain in its original packaging and have the properly marked utensil for dosage. We will require a physician's prescription indicating dosage for children if indicated on the label.

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Non-narcotic cough suppressant
- Decongestant
- Ointment or lotion intended specifically to relieve itching or dry skin
- Diaper ointment: As with all medications, label directions must be followed. Most diaper ointment labels indicate that rashes that are not resolved, or reoccur, within 5-7 days should be evaluated by a health care provider.
- Sunscreen for children over 6 months of age;
- Hand sanitizers for children over 12 months of age *and*

ALL MEDICINE must be in the original container labeled with the CHILD'S name with clear instructions for use. Medication must indicate dosage by age. It is suggested that parents request the pharmacists prepare two containers when the prescription is filled (one for home and one for child care.)

OR

Send the container with the pharmacist's or manufacturer's label to child care and keep a supply in self-labeled container at home. Physician's sample medications can only be given if accompanied by written directions from the health care provider for administration including:

- Child's first and last names
- Date the prescription was filled
- Dose, duration and method of administration

For medications, which are to be given for more than a one month duration (e.g. for asthma, epilepsy and other long-term conditions), the parent authorization form will be signed monthly or when prescription is changed. These policies also apply to homeopathic medicines. **Parents must sign all medication authorization forms both prescription and non-prescription for medication to be administered by staff.** Parents must pick-up unused medication from the storage container. If not picked-up, it will be properly disposed of.

Daily Health Practices

- Staff will conduct a daily health check of children when they arrive at the facility. La Escuelita will reports communicable illness to the nurse and the local Health Department. We will follow their recommendations in terms of excluding children and notifying all parents in order to protect all the children.
- The daily health check will also include a check for injuries; such as bruises, welts, burns, scratches, etc. Please report injuries that occur at home upon dropping off your child, parents will receive an incident report from staff for unreported noticeable injuries. that the injury did not occur at the center, this will also be recorded in the classroom incident/injury log. Children that come to the center with frequent unreported injuries will be referred to Child Protective Services as per mandated reporting guidelines; this may be done without notification to the parent.

- Parents and visitors need to wash their hands as soon as they enter the classroom if they plan to interact with the children in our classrooms. It is recommended that parents wash their hands with their child when transitioning into the classroom. This is the best way to model the most effective universal precaution to communicable illnesses, hand washing.
- Children will be assigned to wash their hands upon arrival, after toileting, before meals and/or after their learning activities.
- Staff or parents in the classroom will wash hands after diaper changes or toileting, coming into contact with body fluids and before food preparation.
- Small toys will be disinfected on a daily basis. Larger equipment will be disinfected weekly.
- There are sufficient mat covers to change linen as needed. Soiled linen is sanitized and washed on a weekly basis by the center.
- Diaper changing guidelines are posted at each changing station. Cleanliness in the changing area is extremely important. Staff will wash hands before and after each diaper change, and disinfect the diaper pad. Soiled clothing and plastic pants will be placed in a plastic bag. Soiled clothing must be removed by parents daily. We request that only staff change diapers for our children, while they are in the center. Staff members will check the child's diaper with the parent at pick up, if a child is soiled at pick up time, the attending teacher will change your child, we need to ensure the diaper changing area is disinfected properly. If your child soils themselves before leaving the facility please use the diaper changing table in the restrooms and properly clean the area and dispose of the diaper when finished.

Policy and Procedure for Excluding Children from Care for Illness

Children with any of the following symptoms are not permitted to remain or be accepted into care. Staff members follow the same exclusion criteria as children.

- Fever of at least 100.5 ° F as read under arm (axillary temp.) using a digital thermometer
- Vomiting: 2 or more occasions within the past 24 hours
- Diarrhea: 3 or more watery stools within the past 24 hours or any bloody stool
- Rash (especially with fever or itching) not related to Diaper rash, heat or diagnosed skin condition.
- Eye discharge or conjunctivitis (pinkeye): until clear or until 24 hours of antibiotic treatment
- Sick appearance, not feeling well, and/or not able to keep up with program activities
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
- Consistent diaper rash: If a child has diaper rash for more time than we are allowed to treat with over the counter diaper rash ointment
- Lice or scabies: Head lice: until no lice or nits are present. Scabies: until after treatment

Child Health Care Plan: If your child has a diagnosed health condition that presents itself with symptoms similar to our exclusion list please provide the center with a doctor's note excusing this condition to avoid your child being excluded from care. For Example: eczema, irritable bowel syndrome, acid reflux with vomiting, etc.

Procedure for excluding children:

- 1) Children with any of the above symptoms/conditions are separated from the group and cared for Administration staff in the office. Staff informs the supervisors/director concerning an illness in the classroom. Supervisors/director will determine if child needs to be excluded.
- 2) Parent/guardian or emergency contact is notified to pick up child. Parents will be called and given three hours to make arrangement and pick up their child.
- 3) Upon picking up the child parents will sign and Illness Exclusion form acknowledging that they are aware that the child cannot return to childcare until they are symptom free for 24 hours or with a medical note indicating that they are not contagious.
- 4) If it's a diagnosed communicable illness the Public Health nurse will be notified. Parents are responsible for reporting to the director and staff when their child has been diagnosed with a communicable illness and provide a note from the doctor as to when the child can return to the center. We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by Email, posted notice and letter with reference of the illness. Individual child confidentiality is maintained.
- 5) Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.
- 6) In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. We maintain confidentiality of this log.

Safety Practices:

In Case of an Accident or Emergency:

Minor injuries will be treated and the child will be allowed to remain in the classroom. All minor injuries will be recorded in the Childcare Log found in each classroom. Parents will receive an accident report form with relevant information.

In the event of a life-threatening emergency, staff will call 911. Parents will be notified immediately. They will be instructed as to the course of action taken. A staff member will remain with the child until a parent or an authorized emergency contact person can assume responsibility. In case of a medical emergency, children will be transported either by private car or ambulance to:

**Children's Orthopedic Hospital
4800 Sandpoint Way, Seattle, WA 98105
(206) 526-2000**

In the event of an illness or injury that is not life threatening, first aid will be given by attending staff. Parents will be notified and we will follow parent instructions as to the best course of action in order to provide medical care.

Emergency Evacuation Drills: La Escuelita conducts fire drills and earthquake drills at least once a month. Drills are recorded in the office. Class evacuation plans are posted in the classroom and office. Please see the attached list for Emergency supplies for the children, we ask that parents please provide these items in case of a natural disaster that would require children to remain in our care for an extended period of time.

Disaster Plan: The disaster plan for La Escuelita is located in the office and in each classroom in the school policy binder in the parent information area. Upon a natural disaster, the out of state contact person would be Jose & Theresa. Masso (714)401-2824.

Our emergency meeting location will be:

**Greenlake Community Center
7201 E Greenlake Dr. N.
Seattle, WA 98115
(206)684-0780**

Parents must adhere to the following in case of an emergency:

1. Do not call the center.
2. Do not come to the center, unless you are close and radio indicates there is no danger in traveling city streets. Children will be released only from a designated dismissal area and only to authorized family members or their representatives by a designated staff person.
3. Community disasters will be reported on the radio. Be sure your family has a transmitter radio. Listen to it for directions.
4. Be assured that the child care providers and other center personnel are giving your child any emergency care that may be needed. They too are listening to the radio and will be hearing the same instructions as you.
5. The safest place in case of a disaster is off the city streets, out of the way of emergency and rescue equipment.
6. If the building in which the Community Child care Center is housed has been designated as one of the community disaster emergency stations, your child will probably be safer here than anywhere else.
7. Do not wander through the evacuation site. Remain at the dismissal area and wait for your child to be brought to you by designated staff.
8. A designated staff will wait for parents at the assigned dismissal area. (Rainier Community Center). The staff will locate the children while parents stay at the meeting place. Family members will need to provide identification and sign the child out.

Lock Down Emergency Procedures:

The following procedures will be followed if a lock down of the center were necessary in order to insure the safety of the children and staff. The police and fire department in our area are aware of our location and will be notified of lock down procedures.

1. The administrative staff will announce a lock down procedure once informed of any threat to the safety of the center.
2. All staff and children will be informed of the lock down and informed as to where to stay. All hallways, restrooms, and offices will be cleared.
3. We will check at all sign in sheets in each classroom.
4. Once all classrooms are safely secured and everything is in order, parents will be informed by email or phone of the emergency lockdown situation. It is pertinent during a lock down that parents refrain from calling the school in order to keep phone lines open for school use.
5. Once the threat has subsided and we get an all clear from the police/fire department, parents can pick up their children if they desire.
6. No one is to enter or leave La Escuelita during a lock down. The key entry pads will be disabled in such an emergency.

Neighborhood Safety:

Our center is located in a rich diverse urban environment. We have developed strong relationships with the community in which we live and a mutual respect for the urban culture that surrounds us. We have developed an understanding of the many problems this community deals with and the social political nature of these problems. We develop policies and procedures to ensure the well-being and safety of the children when exploring the neighborhood. However, if we perceive that there is a danger in the neighborhood that may threaten our children, we will inform parents and limit the outdoor excursions until we are satisfied that the area is safe. We have established a working relationship with the Fire Department and Police Department in our neighborhood in order to keep abreast of issues of concern that may impact our children and we keep them informed as to our concerns in terms of their safety.

Restraining Order Policy:

Sometimes families go through significant changes and need to make decisions based on their family's need for safety. If your family finds itself in a position where a restraining order is filed against someone that has access to your child; please present a copy of your restraining order to the office along with a picture of the individual that is prohibited from contacting your child. Once a legal restraining order is presented to La Escuelita we will abide by the guidelines of the restraining order. In case the situation changes, we will require a letter from the court legally revoking the specifications on the restraining order. Until that time, the person that was indicated in the restraining order will not be permitted on the premises regardless of the current state of their relationship with the child registered. We understand that all families have times where they may enter into conflict, however we have the duty of ensuring your child has a worry and conflict free place, where the issues they may be facing at home will not interfere with their growth and learning at school. We also have the obligation to ensure the safety of other children registered.

Child Abuse and Neglect:

La Escuelita is required by Washington State Law and Licensing requirements to report immediately to the police or Child Protective Services any incident when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. We may not be able to notify parents when the police or Child Protective Services are called about possible child abuse neglect or exploitation. This will depend on the recommendation of Child Protective Services. The CPS reporting guidelines are available for your review included in the Classroom Policy Notebook.

OTHER DETAILS...**Show and Tell:**

Depending on the teaching team's routine, children who are 3 years and older may have show and tell on an assigned day during the week. Show and Tell is a wonderful social emotional development activity, and promotes children's language development as well. It is a time that allows them to bring special items from home to share with their friends. We would appreciate it if children bring items that are relevant to the theme they are focusing on for the month.

Toys from Home:

We provide sufficient materials in our center that are age appropriate, bias free and that foster positive social interaction and self-image. We appreciate children keeping their personal toys at home. It's difficult for children to share their special treasures with so many friends. Toys that are brought from home will be placed in a special basket not accessible to children and be available for parents to take home at pick up. Toys that promote gender stereotypes, racial stereotypes or violence will not be welcomed in the classroom and will be placed in the office to be sent home.

Classroom Donations:

We welcome donations from our families with open arms and have an ongoing wish list that parents may refer too when looking for materials to donate. We ask that all donations be brought to the office so that the administrative staff can check the material for age appropriateness and safety before introducing the material to the classroom. We ask that the materials being donated be in working condition and clean. We welcome children to bringing age-appropriate CD's or books to share with their classroom. We do have a non-violence policy and anti-bias policy in our center, we will not allow materials in our center that in any way fosters aggressive behavior or promotes stereotypes.

Birthday Celebrations:

All families are welcome to have a birthday celebration for their child in the classroom. In order to plan a celebration in the classroom, please fill out the Classroom Celebration Form, office staff will be able to provide this form. If you plan on including food in the celebration, please include what you will be bringing and the ingredients on the form. We have many children with severe allergies, differing dietary needs and want to promote healthy eating habits here at school. Please refrain from bringing sugary cake, ice cream, candy and other forms of junk food. The director will approve and make modifications (if necessary) to the request, and inform the staff. in writing, as to what will be served and special arrangements. We ask that parents please give the center one week notice before the planned celebration. On the day of the celebration, parents and guest must sign in at the office. Nutritious snacks and cooking activities that

involve the children are more than welcome. Balloons are considered a safety hazard and cannot be a part of the celebration. Piñata's are an outdoor activity, check in with the teacher to be aware of your child's outdoor schedule since all classrooms share the yard. If you plan on bringing a piñata, please bring a stick and a rope along with the piñata. Please do not fill piñatas with candy and toys that are considered choking hazards, promote stereotypes, or commercialized violence (i.e. Barbie, Disney Princesses, G.I. Joe, water guns).

Holiday Celebrations:

La Escuelita uses a culturally relevant anti-bias curriculum which means that we look at holiday celebrations in an inclusive manner. We honor the traditions of families in our program, and more specifically children in the classroom. This means that our approach varies from year to year depending on the cultural makeup of each classroom. Classroom teachers and admin staff will decide on how to approach each holiday depending on the classroom demographics. Parents are welcome to share their traditions with the class throughout the year, however we ask that parents refrain from planning classroom celebrations without the invitation from classroom teachers and consent of the administrative staff.

Religious Activity:

The curriculum at La Escuelita does not include any specific religious instruction. However, in honor of the many cultures and beliefs that we have in our program, the teachers may choose to include specific traditions and celebrations that hold important cultural or symbolic significance to them, or the children and families of the classroom. Throughout the year we have various cultural and performance events that may include material related to our curriculum themes. This may also reflect the traditional arts and cultural practices of the cultures represented in our center. Some of those traditions and practices may be derivative of a religious practice. Our Preschool and Prekinder children study various biographies of community leaders whom have different religious backgrounds that influenced their work as community social justice leaders.

Visitors:

All visitors must report to the office and sign into our visitor's log. Visitors are not allowed to enter classrooms without an appointment or consent from the director. Visitors need to respect class routines. Children visiting classrooms need to respect class routine, rules, and classroom materials. Parents are not allowed to provide their door code to visitors without permission from the administrative office first.

Transportation:

Parents provide their own transportation to and from La Escuelita.

La Escuelita will provide transportation for field trips or emergencies. The means of transportation may include public or chartered buses, staff, and parent volunteer vehicles. Any vehicle providing transportation must include seat belts and/or child safety seats. All drivers must have a current license, medical and liability insurance and the vehicle must be in safe operating condition. The appropriate staff ratio will be maintained while transporting children on field trips. While transporting children on field trips first La Escuelita requires that the driver or other attending adult have First Aid or C.P.R. training.

Conflict of Interest:

La Escuelita Bilingual School views the following as a conflict of interest that can negatively impact the services we provide, and the ability of parents and employees to maintain an objective and impartial relationship.

a) Employee Client Personal Relationships:

La Escuelita prohibits employees from engaging in romantic or personal relationships with clients outside of the school. Employees or clients may pursue said relationship upon termination or resignation of employment or services to the client.

b) Employee Client Business Relationships:

La Escuelita prohibits business relationships with our clients outside of La Escuelita. Employees are not permitted to care for client's children outside of the school or enter into any contracted or paid position with a client's family. La Escuelita employees are prohibited from transporting client's children outside of the school unless the employee is directly related to the client. La Escuelita employees may not solicit clients to care for their children upon termination/resignation of their employment with La Escuelita for a period of 6-months after resignation or termination.

EMPLOYEE INFORMATION:

La Escuelita has a hiring process that ensures we have qualified staff in the classrooms. The staff is required to have a Child Development Associate Certificate, an AA, or BA in the field of Bilingual Bicultural Education depending on their job requirements.

The Early Childhood Classroom teacher works as part of a team in the classroom promoting the cognitive, social emotional, physical, bilingual, bicultural and cross-cultural development of children in their care. This may include care for infants, waddlers, toddlers, preschool, Prekinder and school age children. An ECE Classroom teacher takes the responsibility for one the following team positions: Classroom Management Teacher, Student Assessment Teacher, or Curriculum Development Teacher. These roles have specific requirements but the work load and style of implementation is defined and delegated by the teaching team under the guidance of their supervisor. The Teachers are responsible for implementing the dual language educational program developed by La Escuelita (LE). We ask teachers to promote partnerships, encourage and engage parent participation in the school program. Teachers are expected to develop respectful and collaborative relationships with all staff working in the center.

Teachers are hired for the academic school year from September to June. They are evaluated for rehire based on their evaluation, professional development, performance commitment goals, punctuality and attendance and ability to work collaboratively with families and the school community. They are rehired with continued benefits and rate of pay.

Work requirements are specified by each positions job description. All work requirements must be completed before the employee's 6-month probationary period ends. Some work requirements have a different timeline for completion and those are specified below.

- **Registration in MERIT:** An employee must register with The Department of Early Learnings MERIT system as an employee/volunteer of La Escuelita. This will allow La Escuelita access to the employee's electronic file that is registered with the state of Washington. Information that La

Escuelita will be able to access includes employee's STARS I.D. number, Criminal Background Check, work history and education and training record. This registration must be completed within two weeks of employment.

- **Infant, Child (Pediatric) and Adult First Aid and CPR:** This certification is required prior to employment so that personnel can be prepared to administer First Aid or CPR in case of emergency. An employee/volunteer whom does not have this training certification cannot be left alone with children.
- **HIV/AIDS and Blood Borne Pathogens Training:** All employees must learn how to interact and properly clean up blood in case of emergency. This certification is required within 90-days of employment.
- **Food Handlers Permit:** All employees and volunteers involved in preparing or serving meals will have a current Food Handler's Permit, as specific in the job description, and issued by a county health department.
- **STARS Training:** All employees are required to take the 30-hour Child Care Basics STARS Training within their first 90-days of employment, which covers the basic guidelines for working with children and the licensing guidelines in the state of Washington. Ten hours STARS training is required yearly for continuing employment, these training hours ensure that staff members are up to date on newly implemented best practices.
- **Educational Requirements:** Personnel working in the classroom are required to have a CDA, A.A. or B.A. in Early Childhood Education. If the employee does not have a degree in Early Childhood Education they are required to take the CDA program that is offered through La Escuelita. All staff is required to receive training towards La Escuelita's curriculum process, this training will be provided by La Escuelita.
- **Criminal Background Check:** In compliance with the requirements of the Department of Early Learning (DEL) we require a criminal background check of all-prospective employees and volunteers. The Criminal Background application must be submitted within two weeks of employment and employees cannot be left unsupervised until we receive a declaration of clearance from DEL. Applicants must also fill out a disclosure statement concerning conviction of any crime against persons or any civil adjudication of sexual assault, physical abuse, or exploitation of any minor. Criminal background checks to protect the employer, employees, the work environment, vendors and the general public. Job offers and volunteer opportunities are contingent upon the outcome of the criminal background investigation and disclosure statement. Employees that are still in process for their background check are not permitted to be left alone with children.
- **Child Abuse and Neglect Reporting:** All employees are required to watch *Making a CPS Referral: A Guide for Mandated Reporters* and understand the book "*Protecting the Abused and Neglected Child – A Guide for Recognizing and Reporting Child Abuse & Neglect*". This video informs all licensed childcare providers that they are subject to the mandated reporting requirements of Washington Administrative Code (WAC) 170-295-6040 or School Age WAC 170-151-420, which states that I must immediately report and instance when I have reason to suspect that child physical, sexual, or emotional abuse, child neglect, or exploitation has occurred.

- **New Employee Orientation:** All employees receive a “New Employee Orientation” conducted by the Program Supervisor within the probationary period. Prior to employment the applicant will be required to read all school policies, do a classroom observation and shadow a senior employee for a period of a week before working independently.
- **Probationary Period:** All employees will enter a position under a probationary status for a period of six months. The purpose of the probationary period is to allow the employer/supervisor to observe potential and actual employee strengths and weaknesses, and to determine satisfactory work as the employee becomes accustomed to the job requirements and responsibilities. La Escuelita, through staff meetings, provides ongoing comment and dialogue regarding work performance. At the completion of the probation period employees will either be hired on permanently or terminated.

Staff Professional Development:

La Escuelita Bilingual School is a teacher training institute. We have full time permanent staff and teachers who are also training with us as they complete their teaching practicum. All staff undergoes annual evaluations and on-going observations to assist them in their professional development. La Escuelita has additional support services from an Early Childhood Development Specialist that provides technical assistance on site through Childcare Resources. A nutritionist and consulting nurse from the Department of Public Health is also available to provide technical assistance and training. La Escuelita is committed to also working with our staff and with the greater early childhood community to develop bilingual bicultural teachers that:

- 1) Are fully bilingual, bicultural, and bi-literate; are extremely resourceful with excellent problem-solving and collaborative leadership skills; and are prepared as agents of change and advocates for children and families.
- 2) Continually assess the social, political, and cultural contexts within which children and families live, grow, and develop; are aware of how culturally based social interactions shape development; and model strategies for supporting children in resisting bias, rejecting negative cultural messages, and developing their own sense of cultural self.
- 3) Recognize parents as first and primary educators of their young children; are aware of culturally specific child rearing and educating practices; and enter into dialogue and partnerships with parents.
- 4) Know the processes associated with children developing their first and second languages; are aware of the impact of racial discrimination on linguistic and intellectual development; and establish culturally democratic learning communities in which children are not forced to choose between academic success and their cultural community, but instead develop critical, creative, and culturally relevant thinking skills in both languages.
- 5) Are familiar with bilingual culturally relevant models of education; assess language and cultural backgrounds of children, parents, and staff members; observe the play and interactions of children; and design and implement program models that respond to the specific linguistic, cultural, and developmental needs of children, families, and staff members.
- 6) Understand the role of culture and language in people’s lives; understand culturally relevant anti-bias approaches to education; and build curriculum based on the lived experiences, generative themes and interests, cultural and linguistic histories, and observations of play and interaction of the children and families in their programs

-Soy Bilingüe, 2003

In-Service Training Closures:

Over the course of the year we close the center on selected Fridays to offer our staff six paid in-service trainings. These trainings serve as part of our professional development program and as a benefit that we offer to our staff to further their education. During our in-service closures teachers are provided trainings that they can count towards their STARS professional development hours that are required by the Department of Licensing. They also provide an opportunity for our teaching teams to meet and work on their classroom environment and child assessment files. One of the in-service closures is dedicated to Parent Teacher Conferences; this will provide parents the rare opportunity to speak with all of your child's teaching team members. Please check the annual calendar for the in-service closure dates and Parent Teacher Conferences.

COMMUNITY CODE OF CONDUCT

Family participation is essential to our beliefs and mission here at La Escuelita. Meeting new parents, making new friends and establishing working relationships with staff are one of the benefits of parent participation. Ensuring that communication between all community members is clear and concise is one way to keep our school running smoothly and efficiently. Therefore, this code of conduct has been designed to create an environment of harmony in our day to day activities. We want to make sure that all members of the community are held accountable for their actions; therefore, we have laid out the following principals to follow:

Guiding Principles:

- Respect for self
- Respect for others
- Respect for the learning environment

General Guidelines:

Safety: Comply with all policies and procedures of the center included in the policies outlined in the Classroom policy notebook, Health Plan and Parents Handbook. Be aware of emergency evacuation procedures.

Ethical Conduct: Always act in the best interests of children, their families and members of the La Escuelita community. As a member of this community recognize that each member has a contribution to make. We are all important to the group and respect other community members

Support: Work in a cooperative and positive manner. Support the vision and mission statement of La Escuelita. Volunteer readily when my services and abilities will be useful to the group and I have the time required to complete the job. When I have, undertaken responsibility carry through with it until it is successfully completed.

Communication: Use courteous and acceptable verbal and non-verbal language. Refrain from profane, insulting, harassing, aggressive or otherwise offensive language.

Respect: Value the rights, religious beliefs and practices of individuals. I understand and support La Escuelita's commitment to social justice, cultural relevancy, anti-bias practices and bilingual education.

Confidentiality: Comply with the centers policy around confidentiality. Respect the confidential nature of information gained or behavior observed while participating in the program in relation to other children and adults.

Children's program: If participating in the program seek guidance and direction from staff. If unsure ask staff for further information. Behavior guidance of the children is the responsibility of staff, immediately refer any issues or concerns related to managing children's behavior to the administrative team.

School Environment: La Escuelita is a sacred space where children and teachers build relationships and learn from each other daily. I respect that the classroom is the professional space of the teachers, and will abide by the rules of the classroom when welcomed into this space. I will be an appropriate model on how to have positive social interactions with my child, family members; other children and families; and all staff members while in La Escuelita facilities or events.

In relation to children:

- Be a positive role model at all times
- Always speak in an encouraging and positive manner
- Listen actively to children and offer empathy, support and guidance where needed
- Treat all children with respect and dignity
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff)
- Things of a personal nature for a child other than your own, such as toileting and changing clothes should be done by a staff member.
- Adults are responsible for all children not enrolled who accompany them ensuring they do not inhibit or disrupt the program in any way.
- Be aware of routines and guidelines for children's play with the center, abide by them and seek advice when unsure.
- Parents/Guardians will be responsible for their children's behavior when attending after-hour activities at the school. Including cleaning up after their children and leaving areas as they were found.

In Relation to other adults:

- Present my ideas as clearly and as constructively as possible.
- Think before I speak and remember that due to culture, language, and circumstance what is obvious to some may be invisible to others.
- Give encouraging and constructive feedback rather than negative criticism.
- Be careful not to make irresponsible statements, repeat confidential information, or stir up feelings that are antagonistic to good group work or undermine the principals and mission of the school community
- Suspend judgment until facts are known and base decisions on objective information
- Refrain from public criticism of children and adults at the center. Under NO circumstances should a child, parent or staff member approach issues in a confrontational manner. If you have a concern, follow the grievance procedures outlined in the program handbook
- Be aware of my privilege and how it may adversely affect those that do not have the same privileges

NOTES:

(Please bring your handbook to your orientation and write any pertinent questions and their answers for future reference)