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2020 Spanish Summer Camp Parent Handbook

For Ages 3-6 years old
Must be potty trained
Weekly Camps: 9:00 a.m. to 2:00 p.m.
After Care: 2:00 p.m. to 5 p.m.

What We Do

At La Casita Day School (LCDS) students will learn the Spanish language through the participation of a variety of activities such as math, science, gardening, cooking, storytelling, art, dance and singing. The emphasis is on individual and small-group exploration of the academic subjects and the arts in the Spanish Language. Our small class size allows for individualized attention, allowing students the freedom to ask questions and explore different subjects while engaged in the Spanish language.

Arrival

A sign in sheet is provided each day. Please note the time and sign in each day your child attends using your full signature.

When your child begins at LCDS, they will have:

- A hook for a backpack.
- A mail slot for your child's work.

Departure

Please make sure you sign your child out at the end of the day with a full signature. Your child will only be released to those that are on the pickup list or with special consent from a parent or guardian. Please have them be prepared to show a valid I.D. Upon your departure please make sure of the following: As soon as you arrive you are responsible for your child.

For your child's safety, please do not allow him/her to run out the door ahead of you.

Please let a teacher know that you are leaving. Please make it a habit to check your child's mail slot and file folder on a daily basis.

Parking

Please be careful when dropping off and picking up. Please do not leave your child/children unattended in your car. Use caution when leaving LCDS; **do not allow your child/children to run ahead of you.**

Program Appropriate Clothing

An important part of your child's experience is the opportunity to explore, experiment, try new things, and interact with the environment. "Hands-on" experiences are essential for your child's development of skills and self-esteem. The activities in the classroom and outdoors are often "messy" ones. Because we want all children to be able to participate in all activities, appropriate clothing is a must. Please send your child to school in clean comfortable clothes that will withstand active play and repeated washings. We usually use

"washable" paints for our projects, but we have found that sometimes even this type doesn't always wash out completely. We offer paint smocks, but never force a child to wear one if they are opposed to it. For safety reasons we request that crocks, cowboy boots, backless sandals, flip flops, wedge sole shoes and smooth sole party shoes be kept at home. Please have them wear comfortable shoes they can run in. Also, we will be spending time outside during the mornings, so please bring a sweater/jacket in case it is chilly.

Change of Clothing

We recommend one complete change of clothing (including socks and shoes), marked with your child's name, to be kept in their back packs for those occasional accidents or extra "messy" days. During the summer, the younger children will have the opportunity to play on water tables.

Latex Glove

We use latex gloves if helping children in the rest room & administering first aid. If your child has a sensitivity or allergy to latex, please let us know.

Items from home

Please keep all toys and electronics at home! Toys and electronics from home are often lost or broken causing unhappy children, and they create a distraction in the classroom.

Children's Photos

We like taking pictures of the children while they are at school. We believe it is important for the child's self-esteem to see themselves in their school setting with their friends. If you do not wish for LCDS to take your child's picture for these purposes, please let us know! We will be happy to respect your wishes!

Sunscreen

Please apply sunscreen to your child prior to arrival at camp. Should you want sunscreen to be reapplied by staff to your child a written note is required. During the summer months we ask that you provide a bottle of sunscreen for your child that will be kept in his/her backpack.

Discipline

We use natural consequences. For example, if a child knocks over another child's block building, he /she will be asked to help rebuild it. If a child is throwing sand in the sandbox, he/she may have to leave the sandbox for a while. We never use corporal punishment, embarrass children, or threaten them. We do not put children in "time out" although sometimes we may encourage them to sit down and take a break from whatever situation is causing them stress.

Biting

Some children may bite. We recognize this, and when the situation presents itself, we work very hard to remedy it as quickly as possible. When biting occurs, you will be notified and, if necessary, we will schedule a meeting with the parents to implement a plan of action. After this meeting, if the situation continues, the student will be un-enrolled.

Lunches & Snacks

Please pack a healthy lunch with fruits, vegetables, and snacks in easy-to-open containers that the students can manage themselves. **Please do not pack juice, yogurt, soda, candy, treats or glass bottles.** We will have water available for them at all times. On occasion we will have cooking lessons that will be part of snack time, so please let us know if your child has food allergies or other dietary considerations, so we can plan accordingly.

Refund Policy

A 50% refund will be given for cancellations made prior to two weeks before camp start date. Cancellations made less than two weeks prior to camp start date will not receive a refund.

End of Service Policy

There are situations that could cause a child's enrollment to be terminated. They include but are not limited to: (1) The experience is too stressful for a child. (2) A child's behavior is interfering with the safety and security of other children. (3) A child has displayed inappropriate behavior that does not improve with adult supervision. (4) Any inappropriate conduct by child's parent(s) directed towards staff or children.

Health & Safety

Because we want your child and others to remain healthy, we take preventative measures with our staff and children. Our staff has completed CPR & First Aid training. Our facility is constantly being cleaned and measures taken to prevent the spread of infection. Our children are taught and assisted in washing and preventing the spread of germs to others while in our care. Children will receive a daily health check by the staff every morning upon arrival. If your child is too sick to participate in regular activities, he / she must stay home. This includes the ability to play outside even when the weather is cool. If your child has shown signs of being ill within 24 hours, your child should stay home and rest. They must be illness free for 24 hours without the use of medication. Whether your child should stay at camp is left to the sole discretion of the camp staff. If your child should become sick at camp, it is mandatory that he/she be picked up right away. We do not provide care for sick children. Possible reasons a child needs to go home are: frequent diarrhea, vomiting, temperature of 100 or more, or anything that prevents the child from participation in regular activities.

If your child has an accident while at school that we believe needs medical attention, we will contact you immediately. When children play, it is inevitable that they will get an occasional "ouchie." For minor cuts, scrapes and bumps, etc., we will apply necessary first aide and complete an accident report that can be found in your child's file folder at the end of the day. * We use latex gloves when administering First Aid, if your child has a sensitivity or allergy to latex, please tell us upon enrollment. *

Please call if your child will not be attending camp due to illness. If someone in your household comes down with a contagious condition, PLEASE notify us immediately.

Examples of contagious conditions are:

COLDS, MUMPS, IMPETIGO, CHICKEN POX, FLU, PINWORM, STREP THROAT, RINGWORM, SCABIES, MEASLES, PINK EYE, HEAD LICE, ETC.

If your child has head lice their hair must be free of lice and nits (lice eggs) before returning to camp. **If your child has a severe food or environmental allergy, you must notify the camp upon enrollment.**

Medications

Our staff can administer medication according to the following guidelines. If it is non-prescription medicine, it must be given according to the label directions for the appropriate age and weight for your child. Prescription medicines must be current and administered according to the written label. All medications must be in their original container and labeled with your child's name. If your child takes a daily vitamin have them take it at home. Please note that cough drops, and chap-stick require a written consent form. Please request a medication form if needed. Please give all medications to the Director or a Teacher upon arrival. Do not leave them in your child's backpack, cubby or lunch box.

Emergency/Disaster Procedures

Fire drills and earthquake drills are conducted once every six months as required by state law.

Confidentiality

All information acquired from applications will remain confidential. Information that is obtained about your child, family, and any special needs shall also remain confidential. These things will not be discussed in public or amongst staff members in an inappropriate manner.

Complaint Procedure

We are available to hear your concerns and suggestions. Please don't hesitate to contact us.

Parent's Rights/Personal Rights

As a parent you have the right to enter and inspect our facility, in which your child is receiving care, without notice to the provider. Entry and inspection is limited to normal business hours while your child is in camp. Each child receiving educational services from our camp shall have the rights which include, but are not limited to, the following: To be treated with dignity in his/her personal relationship with staff and other persons. To be provided with safe, healthy and comfortable accommodations. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

Mandated Reporter

In California, certain professionals are required by law to report known or suspected child abuse (California penal code 11165-11174) All staff members and teachers are considered "Mandated Reporters" of child abuse. The primary intent of this reporting law is to protect the child and to provide help for the family. The types of abuse that must be reported include physical abuse, sexual assault and exploitation, willful cruelty and unjustifiable punishment, neglect and unlawful corporal punishment, injury and mental suffering. Mandated reporters must make a report immediately. A written report must be forwarded within 36 hours to the Child Protective Services or to a local law enforcement agency.