



# Parent Handbook

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## Welcome

Dear Families,

Welcome to La Casita Day School. We are honored that you have entrusted your child to us. We look forward to partnering with you in the early stages of your child's education.

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.

This Parent Handbook is designed to inform you with our program's policies and procedures. For the purpose of this handbook, "parent" is defined as the person who has legal responsibility for the care and welfare of the child. Please read this handbook in its entirety and use it as an ongoing resource.

Please feel free to contact me with any questions, comments or concerns,

Sincerely,

Irene Silva  
Director/Co-Founder

## Admission Policy

La Casita is dedicated to providing high quality early education and care for children who meet the minimum and maximum age requirements per program. See age requirements per Program. Eligible children and families are served without regard to race, color, national or ethnic origin, ancestry, religion or religious creed, disability or handicap, sex or gender, or any other characteristic protected under applicable federal, state or local law.

## Enrollment Process

### Academic year

Non-Refundable application fee must be received and application submitted through Brightwheel. Applications are reviewed in the order they are received. Prospective students will be asked to attend an assessment to determine readiness. Parent/Guardian will need to fill out all required state forms and submit immunization records before attending the assessment appointment. After assessment a determination will be made and be placed on the program waitlist. Student will be enrolled once Non-refundable deposit is paid, appropriate fees are paid and tuition agreement is received. Once program is filled application period will close.

### Camps

No assessments are necessary for camp programs. Please see the camp information sheet for details.

### Wait List

General Waitlist is used to communicate when there is an available spot in a program. Students on the general wait list will be invited to apply before the general public. A Program Waitlist is for students that have been through an assessment and is in process of paying tuition deposit.

## Tuition Policies

Tuition is payable in advance on the first day of each month and will be considered delinquent on the 2nd day of the month. A \$25 per day late fee will be added for late payments. If tuition, plus late fee, is not paid in full by the end of the 10th business day your child will not be able to return until full payment is received. No credit is given for missed days due to school holidays, vacations or illness. Families pay their contracted tuition amount regardless of whether they are in attendance and/or the day is a school holiday. You will still be responsible for tuition during any days absent. **Parents must provide a Ninety (90) day signed WRITTEN NOTICE to withdrawal or to make any changes in your child's schedule. Tuition will be collected during the 90-day notice period**

## Administrative Charges

- Extra time for after care: \$20 per hour when arranged at least 24 hours in advance.
- Late child pick-up: \$5 every 1-15 minutes. Please pick up on time. Late pick up policy will be enforced.
- Returned check fee: \$50 (Money order or cash only after 2nd returned check).
- Late tuition payment: \$25 per day (late fee if paid after the 2nd of each month tuition is due).

## Operating Information

Please see your appropriate program sheet that your child is enrolled in for hours of operations.

## Program Requirements

Please see your appropriate program sheet that your child is enrolled for program requirements.

## Academic Calendar

The yearly academic calendar keeps you informed of important activities, events, minimum days, celebrations, and school closures. Please see your appropriate program sheet that your child is enrolled for dates. **Please input dates in your personal calendar and set alarms.**

## Attendance & Absences

For your child to get the most out of his/her preschool program, please arrive by their scheduled time. Attending regularly will help your child get the most out of his/her morning routine. Children benefit most from a consistent schedule and being present when important concepts are being taught.

**Please let us know if your child is going to be absent by calling/texting us at 707-306-8381.**

Please note that you will still be responsible for tuition during any absent.

## Arrival

A sign in sheet or kiosk is provided each day. Please sign in appropriately each day your child attends using your full signature. **This is required by the state of California.**

When your child begins at LCDS, they will have:

- A place to store lunch boxes. If you pack food that needs to be kept chilled, please pack an ice pack.
- A student 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 a written consent from a legal parent or guardian. Please have them be prepared to show an 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 keep your child close and prohibit them from running out the door ahead of you.
- Please let a teacher know that you are leaving.
- Please check your child's mail slot and take-home backpack and lunchbox on a daily basis.

- Please prevent siblings from running into the classroom when picking up your child. This is disruptive to the class environment. Siblings must wait at the entrance for the student to come out.

## Parking

**Please bring your small children in with you when picking up your student. Leaving your child/children unattended in your car is against the law.** Use caution when picking up and dropping off. Keep your children close by holding their hand when you are crossing the street or on the sidewalk.

## 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 absolutely essential for your child's development of skills and self-esteem. The activities in the classroom and outdoors are often "messy" ones and often will damage or stain clothing. Because we want all children to be able to participate in all activities, appropriate clothing is a must. We recommend purchasing clothing at thrift stores. **For safety reasons and ease of transitioning from classroom to outdoors, we require students to wear tennis shoes with Velcro straps they can independently put on and take off by themselves. Children grow quickly, so please make sure thier shoes fit comfortably at all times.** Also, we will be spending time outside, so please bring a sweater/jacket in case it is chilly.

## Change of Clothing

We request one complete change of clothes with all items marked with your child's name/initials (shirt, pants, underwear, sox and shoes), and a gallon size Ziploc to be kept in a backpack. Place all these items inside a second gallon size Ziploc bag labeled with student's name on the outside of the bag. Items not marked with name/initials that are left behind will be donated to the thrift store.

## Items from Home

**Keep ALL personal items at home**, such as accessories, toys, glasses, hats, electronics, watches, etc. Items from home can get lost or broken, causing unhappy children and a disrupted learning environment.

## Sunscreen

During sunny days we ask that you apply sunscreen on your child before sending them to school. If you want your child to have extra sunscreen applied during school hours, a written note is required. Sunscreen must be supplied and labeled with the students' name.

## Lunches and Snacks

Students are required to bring a healthy lunch and snacks for the entire day, such as lean meats, whole-grain bread, fruits, vegetables, or nuts, in easy-to-open containers and lunch boxes. Please practice opening containers at home to be sure they can manage by themselves. If your child runs out of food, we will contact you to deliver more. We suggest that you pack a lunch box and a separate brown paper bag with snacks. If your child has an extended day, please pack extra food. Please use plastic containers and keep glass bottles at home. Please keep yogurts, juice, soda, candy, or sugary treats for the home only. They are not allowed at school. Lunchables usually have juice or candy in them, so please keep these at home also. If you send applesauce, please send squeezable packs only. If you pack something that needs to be kept chilled, please include a cold pack. We do not have a working microwave, so pack lunches that do not need to be heated. 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.

## School Supplies

School work supplies will be provided in the classroom. Please make sure your child has a backpack to carry a change of clothes, lunches/snacks, and schoolwork. There will be a list of garden supplies and materials list given out at the beginning of the school year. Your contribution is greatly appreciated.

## Fieldtrips/Guest Artist

During the year we plan various ways to enhance your child's learning experience. Giving children opportunities to experience real life, hands-on learning is offered by taking children on field trips or by inviting guests into the classroom. Both field trips and in-house guests are planned around 1) the developmental level of the children, and 2) the children's interests and experiences. Parents and community members are always welcome to share family traditions, talents, hobbies, demonstrations, and information. These sharing times are to be arranged in advance. There will be additional fees for fieldtrips. We will notify you in advance as to what the cost will be.

## Celebrations

LCDS encourages the celebration of life, friendship and appreciation all through the year. Although traditional holidays are celebrated, we also plan other fun activities that integrate special "child centered" events during the year. Some of the ways we can celebrate with you and your child are based on children's interests, birthdays, and transition celebrations.

## Día de Los Muertos

Day of the Dead (Spanish: Dia de Muertos) is a Mexican holiday celebrated throughout Mexico, and by people of Mexican ancestry living in other places, especially the United States. It is acknowledged internationally in many other cultures. The multi-day holiday focuses on gatherings of family and friends to pray and remember friends and family members who have died and help support their spiritual journey. In 2008, the tradition was



inscribed in the Representative List of the Intangible Cultural Heritage of Humanity by UNESCO. We will be celebrating Day of the Dead Nov 1<sup>st</sup> and 2<sup>nd</sup>. If this celebration conflicts with your personal or religious beliefs, we recommend that you keep your child home. Please be aware that there are no tuition refunds if you choose to do so.

## Birthdays

We enjoy celebrating your child's birthday. Parents may bring a healthy treat such as a fruit and/or veggie to share with everyone. Please arrange this in advance.

## Parent Conferences

During the school year, your child's teacher will hold conferences. This is an important time for us to communicate your child's successes with you and develop a plan of action for continued success.

## 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, and Pediatric Health & Safety trainings. Our facility is constantly being cleaned, and measures are 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 sick, he/she must stay home. If your child has shown signs of being ill or has had a fever within the past 48 hours, your child must stay home and rest. They must be illness free for 48 hours without the use of medication. Whether your child should stay at school is left to the sole discretion of the school staff. If your child should become sick at school, 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 stay home are coughing, sneezing, runny nose, 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 aid. \*\*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 school due to illness. If someone in your household comes down with a contagious condition, please notify us immediately. Some 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 school. If your child has a severe food or environmental allergy, you must notify the school upon enrollment.

Please support your children with these items:

1. Assist them with washing their hands frequently and thoroughly with soap and water for at least 20 seconds, and especially after using the restroom and before eating. (sing Twinkle Twinkle Little Star, The Alphabet Song or Happy Birthday twice)

2. Instruct them to avoid touching nose, mouth, and eyes.
3. If your child has a cough or is sneezing, please work with them at home to cough or sneeze into a Kleenex.

Please help us keep everyone healthy:

1. If your child develops respiratory symptoms, please keep them home, and we recommend you consult your doctor. Please keep your child home until their cough and runny nose has cleared.
2. If your child has a fever (100 F or above orally) please keep your child home until they're fever free for 48 hours without medication. If they have a fever, they are contagious, regardless of any other symptoms they have.
3. Please notify us if you have travelled internationally within the past 14 days where COVID-19 is spreading or if anyone in your household has been in contact with anyone with Covid-19.

## Medications

Our staff can administrate 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. Chap-stick require a written consent form. 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. In the case of a natural disaster and our building becomes unsafe, our evacuation sites are Piner High School, 1700 Fulton Rd, Santa Rosa, Ca, (707) 528-5245 and The Church of Jesus Christ of Latter-Day Saints, 1725 Peterson Lane, Santa Rosa, Ca, (707) 525-0399. In the case of a power failure or no access to water parents will be called to pick up their child.

## Code of Conduct

### 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. If behavior issues impact other students or cause damage to the school the student will be referred to a behavior specialist who will work with the school and parents to come up with a plan to improve behavior. If behavior does not improve, the student will be

unenrolled. Parents are responsible for covering any damages to school property caused by a student.

## Biting

Some children may bite. We recognize this, and when this situation presents itself, we work with the student to change the behavior as quickly as possible. We will notify the parents, and if necessary, we will schedule a meeting to implement a plan of action. It is possible that the student will be referred to a behavior specialist who will work with the teacher and parents to come up with a plan to improve behavior. After this meeting, if the situation continues, the student will be unenrolled.

## End of Service Policy

There are situations that could cause a child's enrollment to be terminated. They include, but are not limited to:

- The experience is too stressful for a child.
- A child's behavior is interfering with the safety and security of other children in the classroom.
- A child has displayed inappropriate behavior that does not improve with adult supervision.
- Any inappropriate, disrespectful or aggressive conduct by child's parent(s)/guardian(s) directed towards staff or children.
- If the student disproportionately requires more time from the teacher than other students due to behavior on a consistent basis.
- Tuition repeatedly paid late.
- Deviating or avoiding compliant procedure. (See Complaint Procedure section)

When appropriate, your child's teacher will meet with parents, and implement a behavior plan to address a child's specific needs. In most situations the meeting and implementation of a behavior plan will occur prior to any decision to end service. However, the final decision of whether a child can stay in our school or not will be left to the sole discretion of the school director.

## Compliant Procedure

To create and foster a peaceful and harmonious environment for the students, staff and parents, we require that all parents are to following these steps in sharing any concerns. We truly value your voice. Deviating or avoiding this procedure can be terms for unenrollment of the program.

1. Schedule a private conversation with the teacher to address concerns. (A parent who skips this step will be re-directed to the teacher.)
2. If a concern is not resolved after the private conversation with the teacher, then schedule a private conversation with the Director.

## 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.

## Parent's Rights/Personal Rights

Under normal circumstance, as a parent you have the right to enter and inspect our school without notice to the provider. But due to COVID-19 restrictions, entry of parents or any other adult is not allowed. When COVID-19 restrictions are lifted, entry and inspection are limited to normal business hours while your child is in school.

Each child receiving educational services from our school 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 at LCDS 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.