La Escuelita
A Preschool Collaborative

Parent Handbook
2019—2020 School Year
La Escuelita
(Housed at San Juan Diego Academy) 1650 Godfrey Ave. SW
Wyoming, MI
Classroom direct line: (616) 965-9667
For Enrollment: (616)965-9667 or email dwindom@hispanic-center.org

Funded by the Early Learning Neighborhood Collaborative & housed at San Juan Diego Academy, La Escuelita is a free bilingual preschool providing high quality early education to ensure that all children in our neighborhood are ready for kindergarten.

These materials were developed under a grant awarded by the Michigan Department of Education
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Program Philosophy

La Escuelita’s program philosophy encompasses the vision and mission of its three partnering organizations: the Early Learning Neighborhood Collaborative, the Hispanic Center of Western Michigan, and San Juan Diego Academy.

Our philosophy of early childhood education begins with a child-centered approach. We believe that each child is a unique individual and we recognize that the early years are the most important years for learning, loving and gaining trust. We believe that by providing a warm, welcoming and caring atmosphere; and a committed staff that is passionate about providing a positive learning environment, we are encouraging each child’s development of initiative, independence, responsibility and self-discipline.

In addition, we believe that play has a central place in the child development curriculum. Play is the occupation of childhood. Through a variety of developmentally appropriate learning experiences, activities and multicultural materials, children will develop cognitively, creatively, physically, socially, and emotionally. It is through child-initiated, child-directed, teacher-supported play that children interact with and learn about their world.

We believe that a rich and stimulating learning environment is essential to an early childhood program. In our classrooms, you will find a learning environment organized into various interest areas, with materials designed encourage intellectual, social, emotional, physical and creative development. Materials and real life objects are selected to provide for the developmental range of interests and abilities for any one group of children. As the children grow and develop, teachers change the materials and experiences in the program to meet the need for increasing complexity and challenge.
Daily Routine

- Our daily schedule offers a balance between the following types of activities:
  - Active & quite times
  - Large and small group activities
  - Time to play alone and time to play with others
  - Indoor and outdoor play times
  - Self-selected activities and teacher-selected activities

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:45am</td>
<td>Students arrive/Breakfast/tooth brushing</td>
</tr>
<tr>
<td>9:45-10:00am</td>
<td>Large Group Meeting/ Music and Movement</td>
</tr>
<tr>
<td>10:00-10:10am</td>
<td>Planning Time</td>
</tr>
<tr>
<td>10:10-11:10am</td>
<td>Free Choice: students choose what area to work on. One teacher supervises the art table while the other teacher interacts with students at other centers</td>
</tr>
<tr>
<td>11:00-11:10am</td>
<td>Clean up</td>
</tr>
<tr>
<td>11:10-11:20am</td>
<td>Recall: Gather in small group settings, children choose work time experiences to reflect on, talk about, and exhibit.</td>
</tr>
<tr>
<td>11:20-11:40am</td>
<td>Small Group</td>
</tr>
<tr>
<td>11:40-12:15pm</td>
<td>Outside time/Gross motor play</td>
</tr>
<tr>
<td>12:15-12:45pm</td>
<td>Bathroom/ Wash hands/ prepare for lunch</td>
</tr>
<tr>
<td>12:45-1:45pm</td>
<td>Rest time</td>
</tr>
<tr>
<td>1:45-2:00pm</td>
<td>Wake up/ Bathroom</td>
</tr>
<tr>
<td>2:00-2:20pm</td>
<td>Snack</td>
</tr>
<tr>
<td>2:20-2:40pm</td>
<td>Large Group</td>
</tr>
<tr>
<td>2:40-3:00pm</td>
<td>Small Group ending in Planning Time/</td>
</tr>
<tr>
<td>3:00-3:30pm</td>
<td>Outside time and dismissal</td>
</tr>
</tbody>
</table>
School Hours & Operation

*La Escuelita* school year will run from *Tuesday, September 3, 2019 to May 21, 2020.*

**Classes will meet Monday through Thursday,** reserving Fridays for teacher planning. Class arrival time is at 8:30am and dismissal time at 3:30pm.

**Drop off:** Students are dropped off *no earlier than 8:25 am* on Leestma Street, at the back entrance to San Juan Diego Academy. Parents get in line at the curb. Teachers will open the back door for the parent/guardian and child. The parent or Guardian will walk in with the child and *sign in every day.*

**Pick up:** Parents park on Leestma Street or Lee Street and enter the school at the Leestma Street entrance. *Students must be signed out each day* no later than 3:30pm. Only parents or an approved adult will be allowed to pick up a child. If not picked up by 3:30pm teacher will call parents.
Admission & Withdrawal

Criteria for admission and withdrawal

Admission Policy:
- Requirements for the age of the child
- Specific geographic requirements, if required.
- Organization affiliation requirements, if required.
- Income requirements, if required.
- Documents that must be completed and submitted before acceptance such as an immunization record, the Child Information Card, etc.

Withdrawal Policy
- EHS programs cannot expel or unroll a child from Head Start because of a child’s behavior
- If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance. If the child’s attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion

La Escuelita is an open-enrollment preschool. Parents may withdraw their child from the program at any time. We ask that upon withdrawal, parents notify the Lead teacher.
Short term exclusion

Each child must have a current health appraisal with immunization history signed by a physician on file within 30 days of enrollment. It is the parent’s responsibility to maintain current health appraisal and immunization records for their child. It is also the parent’s responsibility to let the director know that their child’s immunizations have been updated.

In the event your child becomes ill at home or while at the site, it is necessary to keep your child out for a complete 24 hours after all symptoms or signs of illness have passed. This policy includes, but is not limited to:

- fever 101 degrees or higher
- rash
- vomiting or diarrhea
- sore throat with fever and/or swollen glands
- runny nose with green or yellow mucus
- eye discharge.

Fever-free means **without medication** for fever reduction. If your child is prescribed an antibiotic from his/her physician they should be kept at home for a full 24 hours after the first dose.

Unusual behaviors will be monitored closely and parents will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Unable to stay awake
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

If children develop any symptoms that require them to be picked up from school we follow the following procedure. We will call the parents first and then the emergency contact if the parents are not available. Please keep us informed of any emergency numbers or contacts that may change during the course of the year. As a rule of thumb, if the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.
Communicable disease

If you notice your child having symptoms or signs of one or more of the following communicable diseases they may not come to school. Contact your doctor and report the illness to us. We are required to send home to all parents a letter stating that their child may have been exposed to a communicable disease (no names will be given out).

- Chicken Pox
- Measles
- Conjunctivitis
- Scabies
- Whooping Cough
- Mumps
- Lice
- Rubella
- Scarlet Fever

Once the child is symptom free, or has a doctor’s note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

First Aid Kit

First Aid Kits contain basic first aid supplies (no medication) and are located in each classroom, each kit’s location will be clearly labeled. When leaving the classroom, staff will take the first aid kit along. Our staff is required to wear gloves whenever dealing with any bodily fluids. This includes, but not limited to, blood, vomit, and fecal matter. All first aid supplies are restocked as needed.

Medical Emergency

In the event of a serious injury requiring medical attention, one staff member will remain with the injured child, call 911 and then contact the parent. The other teacher will stay with the remaining children. If the parent is unavailable, the emergency contact person will be notified. Please update all emergency numbers and emergency contacts if they change throughout the year.
Hand washing

Moisten hands with warm water and apply liquid soap. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and the back of hands. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands. Dry hands with clean, disposable paper or single-use cloth towel. If the water faucet does not shut off automatically, turn it off with the disposable paper or single-use cloth towel.

Hand Sanitizer is not a substitute for hand washing, for children or adults. Upon arrival for the day, after breaks, or when moving from one group to another.

Before and after:
- Preparing food or beverages
- Eating, handling food, or feeding a child
- Brushing or helping a child brushes teeth
- Giving medication or applying a medical ointment or cream in which a break in the skin (e.g., sores, cuts, or scrapes) may be encountered
- Playing in water (including swimming) that is used by more than one person
- Diapering/toileting

After:
- Using the toilet or assisting a child use a toilet
- Handling bodily fluid (mucus, blood, vomit)
- Wiping noses or eyes
- Handling animals or cleaning up animal waste
- Coming in from outdoors
- Playing in sand, on wooden playsets, and outdoors
- Cleaning or handling the garbage.
Cleaning, Disinfection and Sanitization
Teachers will implement proper and frequent cleaning and disinfecting practices to provide a clean environment for children and limit the spread of disease. The cleaning process consists of three steps; soap solution, water and then a bleach water solution. All solutions are made daily.

Emergency Evacuation
In case of an emergency where children need to be evacuated from our premises, staff will take attendance of all the children, and moved to a designated relocation space. Once a safe place is secured, parents will be contacted. Children can be released to parent or authorized person as soon as it is safe to do so.

Fee Policy
The program will not charge eligible families a fee to participate in the ELNC EHS-CCP program; including special events such as field trips. Additionally, all wipes, diapers, formula, and food are provided.

Discipline Policy
Positive methods of discipline shall be used to help children gain inner controls. The purpose of discipline at ELNC (SITE) is to help children develop self-control and to become responsible for their own behavior. We are always guiding and directing children toward acceptable behavior by offering them choices and opportunities to make decisions.

If a child continually exhibits disruptive and unsafe behavior that is not resolved through appropriate positive behavior management strategies; the teaching staff will meet with the program director and parents to develop an action plan that addresses how to best serve the needs of the child. All reasonable attempts will be made to work with the child and the family to resolve the behavior issue. The teaching staff will keep the parents informed of the progress being made. Referrals to community resources may be suggested when appropriate.
Snacks and meals

ELNC serves daily breakfast in the morning, lunch for the full day classes, and a snack in the afternoon; through the federal Child and Adult Care Food Program (CACFP). Copies of the weekly meals are posted in the classrooms.

If a child requires diet modifications for health reasons, we must have written approval from a physician or registered-licensed dietitian. ELNC will make every attempt to accommodate special dietary needs. However, if a child requires a special diet for medical reasons, beyond what ELNC can provide, the parent must provide food from home. Parents must provide healthy alternatives based on the USDA My Plate. Any food or beverage brought from home must be approved and labeled with the child’s name and date. In addition, parents must sign a statement that is not responsible for the nutritional value of the food brought from home or for meeting the child’s daily food needs.

Please make us aware of any food allergies that your child may have. A list of children and their allergies is posted in the kitchen area.

All foods brought into the classroom must be nut free, approved by the teaching staff and store bought with the ingredients listed. This includes treats/snacks for birthdays.
Confidentiality:
ELNC Confidentiality Statement

ELNC preschool teachers and staff are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a preschooler or parent. Your information is private. The federal privacy regulations protect your identifiable information. If you authorize us to use your information, we will protect it as required by the law. In order to better serve you, ELNC contracted an external institution to provide an evaluation service. There will be an opportunity for you to sign a consent form to grant us permission to allow ELNC to use information collected about you for research and evaluation purposes, and ELNC to share your information with other organizations who are involved in the ELNC program improvement process.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer, and lender.
Parent Handbook Receipt and Acknowledgment of Licensing Book

We hope this handbook has covered all of your concerns and questions. If you have any questions, please don’t hesitate to call us. We value your input and suggestions.

Please acknowledge that you have received this handbook by signing the following statement, and returning it to the Preschool Director.

I have received and reviewed a copy of the ELNC (SITE) Parent Handbook. I agree to:

- Comply with and support of the ELNC (SITE) policies and procedures.
- Drop off and pick up my child in a timely manner; and call to report tardiness or absence.
- Adhere to the sick child policy and the 24-hour “symptoms-free” rule.
- Keep all telephone numbers, emergency information and other enrollment information current.
- Attend all parent conferences and/or meetings requested by the Teacher.
- Discuss my concerns and keep open communication lines with my child’s teacher and the preschool.
- Respect all ELNC (SITE) staff.

I am aware that this center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. I am aware that the notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I understand that failure to comply by ELNC (SITE) policies and procedures may result in my child’s enrollment termination.

________________________  ___________________________
Parent or Legal Guardian Name   Signature
La Escuelita Holiday Breaks & Observations

2019-2020

September 3 ........................... First Day of School

September 6 ........................... Open House

November 27-Nov 28 .............. Thanksgiving Break No school

December 2 ............................. Return to School

December 24-January 3 .......... Christmas Break No School

January 7 ............................. Return to School

January 21 .............................. Martin Luther King Day No school

April 3-9 ................................. Spring Break No school

April 13 ................................. Return to School

May 21 ................................. Last Day of School / Graduation