



Parent Handbook

www.casadeamigospreschool.com

HOW PARENTS CAN HELP

1. Encourage your child to be creative.
2. Nurture your child in a positive, loving environment
3. See that your child gets a good night's sleep and has healthy eating habits.
4. Make sure your child leaves home happy. Their arrival at our preschool should be pleasant.
5. Take an interest in what your child tells you about things that are done at the center.
6. Read to your child every night.
7. Parents are encouraged to visit the preschool. The directors and teachers are always available to discuss the needs of your child. We have an open door policy.
8. Read the Parent Handbook carefully to help you understand the program.
9. Send a change of clothes to be left at the center in case of accidents. Please label all belongings.
10. Please remember that everyone at the **Casa de Amigos** is here to benefit our children. Their stay with us should be enjoyable as well as educational.

AGES: 3, 4 and 5 year olds

HOLIDAYS: We follow the Ascension Parish school schedule.

PRESCHOOL HOURS: 9:00 a.m. to 12:30 p.m. / August to May

ADMISSION REQUIREMENTS

Completed registration packet and an \$80.00 per child non-refundable registration fee and \$50.00 per child supply fee. **Child must be 3 years of age and completely potty trained at the time of registration.** Children not meeting these criteria will be placed on the waiting list.

HEALTH FORMS

A physician's report (shot card) is required to be on file at the time of entry and must be renewed annually. This form must include immunizations and must be signed by a physician. The center will need an additional statement each time a child receives boosters and other immunizations.

FEES AND TUITION

Weekly Tuition is payable in advance and due on **Monday**. It will be considered late if paid after 12:30 p.m. on Monday and a **\$5.00** per week late fee will be assessed. Monthly Tuition is payable by the **1st of each month**. Tuition rates are structured by the month, therefore refunds cannot be made for absences, early departures or early withdrawals. Tuition may be paid by check or cash. If paid by cash, please keep the receipt given as we will not be giving year end statements. Checks should be made payable to **Casa de Amigos**. There is a \$50.00 charge for NSF checks. If we receive any NSF checks, all future payments will have to be made in cash. After enrollment, no tuition adjustments can be made for holidays that fall during the week, illness, or absences.

A late fee of \$1.00 per minute is charged for children left after 12:30 PM by Casa de Amigos' clock. Parents who continue to leave their children after 12:30 PM will be asked to withdraw their children from the school.

AFTER HOURS DROP BOX

The after hours locked box is attached to the building near the double doors for weekend payments, field trip forms, notes...

VACATIONS

The preschool program closes during the summer months.

ENROLLMENT

Upon enrolling in Casa de Amigos Preschool, a child is considered enrolled until a two week written notice of withdrawal is given. When dropping out, all parents must give a two week written notice and/or payment for those two weeks. A child is also considered enrolled until tuition payments fall two weeks behind. At this time, you will be asked to pay your balance in full including late fees and/or remove your child from the preschool.

LEAVING AND PICKING UP YOUR CHILD

Drop off time is between 9:00-9:30 a.m. Kindly wait for a staff member to flip the door sign to **Open before entering the building**. Please walk your child (escorted by the hand) into the preschool each morning. Only those persons authorized on your third party pick-up form will be allowed to pick up your child. **Pick up time is between 12:00-12:30 p.m.** Please notify the office if someone other than the parents will be picking up your child. Everyone picking up students will be asked to present a valid picture id.

PARKING LOT

All children should be escorted (**by the hand**) through the parking lot to and from building. Parents should never allow children to dart out into the parking lot. Please check the rear of your car for children before backing up. Please **do not block the entrance or exit**. Please **pull all the way into the next available parking slot** and walk into the center to pick up your child. Please do not leave **unattended running vehicles**. Please do not leave **unattended children in vehicles**. Handicap parking is reserved for persons with handicap licenses **only**. Please refer to the parking map for further information. **Covered parking** is reserved for rainy days.

PERSONAL BELONGINGS & CLOTHING

Please mark all belongings with your child's name. This includes sweaters, coats, hats, etc. Casa de Amigos is not responsible for lost clothing. We suggest that your child wear comfortable, washable clothing that he/she can easily manage. Please bring an extra complete set of clothing in a Ziploc bag marked with your child's name. Children are required to wear **closed shoes** at all times (no flip flops, cleats, boots, or shoes with heels). Tennis shoes and socks are preferred.

POTTY TRAINING

Children are required to be **completely potty trained** and wearing regular undergarments (this includes ability to wipe and re-dress independently) before entering the preschool. Any child determined by our staff as not completely potty trained will be asked to withdraw until such time that it is determined by our staff that the child is completely potty trained. We are not equipped nor licensed to change diapers. Please note registration fees are non-refundable.

HEALTHY SNACKS

We do not serve breakfast or lunch. However, we do provide milk, juice and a healthy snack daily. Please check our menu.

BIRTHDAYS & BIRTHDAY PARTIES

Because a birthday is such a special day in a child's life, we invite you to participate by supplying special refreshments such as cupcakes, cookies and/or drinks. Please advise the office of your plans ahead of time so that the school day can be structured accordingly.

BITING

In the best of families and in the best of child care programs, sometimes biting occurs. This can happen any time young children are together. We try to prevent biting by modeling kindness, gentleness and empathy and by keeping the children supervised and busy. In spite of preventive efforts, sometimes bites still happen. If biting becomes a continuous, ongoing problem, we reserve the right to ask that the child be removed from the Center indefinitely.

PRESCHOOL CURRICULUM

We strive to guide your child's mental, physical, social and emotional development. Our preschool program will have a positive effect on each aspect of your child's life. Our program is structured to prepare children for school while allowing them to enjoy their preschool years. We believe that all children should experience success and feel good about themselves. Our curriculum is compiled from the best of several sources. Our framework is based on the grade level expectations set forth by Louisiana Department of Education for Pre-K.

Louisiana Standards for Pre-K Curriculum Overview

- Math: Number concepts, 1-to-1 correspondence, numeral recognition, sequencing, geometric concepts, spatial concepts, shapes, positions, directions, order, patterns, and sorting
- Physical Science, Life Science, Earth, and Space
- Social Studies: Community, economics, and geography
- Music & Movement appreciation, and expression
- Visual Arts appreciation, collage, paint, stamp, and clay
- Dramatic Arts
- Health & Physical Development
- Language & Literacy: Listening, speaking, vocabulary, print concepts, environmental print, emergent reading, and writing
- Social Emotional: Self Esteem, cooperation, self-control, family, and diversity

Our goal is to prepare students socially, emotionally, physically, and academically for the entrance into Kindergarten.

HighReach Learning Curriculum

We also incorporate some aspects of HighReach Learning Curriculum. HighReach correlates to a vast majority of the grade level expectations set forth by LA-4Pre-K Standards.

Spanish Immersion Program

Our preschool is unique in offering a Complete Spanish Immersion Preschool Program. Most preschool programs simply teach numbers and color words. Through music, song, movement, fingerplays, and art our Spanish program is designed to be a mirror image of the Louisiana Standards for Pre-K program. For example, if the student is learning about hibernating animals in English, the same concepts will be taught in Spanish.

- * *Research shows that children who study languages are more imaginative, better with abstract ideas and more flexible in their thinking.*
- * *Students of foreign languages also score statistically higher on standardized tests, such as the SAT.*
- * *Experts say, the earlier children learn a language -- ideally, as toddlers -- the better. Between ages 3 and 5, children are like intuitive little sponges that can absorb up to five or even more languages at a time. (Pittsburgh Tribune-Review, Sept.19, 2006)*

OPEN DOOR VISITATION POLICY

Parents are always welcome at Casa de Amigos. We encourage you to visit with us and your child. However, if your child is experiencing separation anxiety quick departures make for a much smoother transition. There is to be no smoking in our building, parking lot, or playground areas.

DISCIPLINE

Children will always be given several verbal warnings to correct undesirable behavior. If the behavior continues, a teacher may give a child an age appropriate "time out". If these methods of correction do not change the child's undesirable behavior, parents will be requested to schedule a conference. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons. When a child is removed from the group for disciplinary reasons, he/she will never be out of the sight of a staff member. **If disruptive behavior becomes a continuous, ongoing problem, we reserve the right to ask that the child be removed from the Center indefinitely.**

MEDICINE

Teachers are not allowed to administer medication. No child is allowed to bring medicine into the school this includes chap stick, & nail polish. Casa de Amigos cannot be responsible for medicine brought in by a student.

ILLNESS

If your child becomes ill during the day, we must ask that you pick your child up immediately (within 30 minutes). Illnesses include: fever, nausea, diarrhea, ear infection, lice, scabies, thrush and unexplained rashes or any symptom of contagious illness. A child can not return to Casa de Amigos until he/she has been free of fever, diarrhea, or vomiting for 24 hours as stated in the Department of Health state regulations. The Department of Health and Casa de Amigos consider fever to be 100 degrees oral or 101 degrees rectal. The only exception to the 24 hour rule is a note from the doctor stating that the child is not contagious and the date the child may return to school.

If your child returns with the doctor's permission and does not feel well and requires one-on-one care, we will have to call you to come pick up your child.

TOYS/Personal Items

Our preschool is well equipped with toys and teaching aids. We ask that you not allow your child to bring toys and or personal items from home. If your child chooses to bring a toy or personal item from home, we cannot be responsible for it if it gets lost or broken.

ANTI DISCRIMINATION POLICY

Casa de Amigos will not discriminate against any child based on race, color, creed, sex, national origin, Ancestry, physical or mental challenges. We accept all children lovingly, for as long as we can meet their individual needs.

ABUSE AND NEGLECT

We are required by law to report all abuse and/or neglect in accordance with Louisiana Revised Statutes 14:403 of the child Protection Agency at (225)644-4603 or the State Child Protection Agency at (225)342-9930.

EMERGENCY CLOSURES

We will close the preschool in an emergency situation when Ascension Parish School Board closes the public school system for weather conditions, snow, hurricane threats, or other natural or man-made disaster in our area. This will be announced by local or state authorities, parents will be called. The school will close within two hours of the announcement. ***No refunds or make-up classes*** will be provided.

UNRESOLVED COMPLAINTS

For unresolved licensing complaints, you may contact The Louisiana Department of Social Services at 225/342-9905.

ADDITIONAL INFORMATION

We reserve the right on our sole discretion to establish and modify from time to time criteria for accepting applications, administration of policy and grounds for expulsion of enrolled children.

Accounts placed for collection with an attorney, or collection agency will be charged the collection fee.

CALENDAR & HOLIDAY CLOSURES 2010-2011

Holidays Observed (full tuition due) Tuition costs have holidays included. We close because we follow the Ascension Parish School holiday schedule so you can travel and/or all of the children will stay on the same schedule. Tuition is due the day or week prior to each holiday.

Opening of preschool **Monday, August 16, 2010**
Closing of preschool **Friday, May 13, 2011**

HOLIDAY CLOSURES

Labor Day	September 6, 2010 (Monday)
Thanksgiving Week	November 22-26, 2010 (1 week)
Christmas/New Year's	December 22, 2010 - January 4, 2011 (2weeks)
Martin Luther King Day	January 17, 2011 (Mon.)
Mardi Gras Day	March 7-8, 2011 (Mon.-Tu.)(2 days)
Easter Week	April 22 - April 29, 2011 (1 week & 1 Day)
Last Day of preschool	May 13, 2010 (Fri)
<i>Ascension Parish Last day of School</i>	<i>May 23, 2011 (Mon)</i>

2010 SUMMER CAMP TBD

May Session TBD	9:00 am - 12:30 Noon	Preschool ages
June Sessions TBD	9:00 am - 12:30 Noon	All Ages
July Sessions TBD	9:00 am - 12:30 Noon	All Ages

PARTIES: (Exact Dates & Times TBD) Halloween Costume Party, Thanksgiving Party, Christmas Party, Easter egg hunt.

FIELD TRIP CLOSURES

1. September: TBD
 2. October: Mrs. Heather's Pumpkin Patch (Hammond, LA)
 3. November: Louisiana Arts & Science Museum/or Young Chef's Academy
 4. January: Prairieville Animal Hospital, Dr. Hidalgo (Prairieville, LA) *
 5. February: TBD / Visit from Dentist
 6. March: Mrs. Heather's Strawberry Patch (Albany, LA)/ Rose Hill Habitat, Gonzales
 7. April: Baton Rouge Zoo
 8. May: Gonzales Jambalaya Park *
- Trips with an asterisk mark are short (30 minute) excursions. On excursion days the center will either open late or close early. The center will be closed on all other field trip days.

Field Trip Policy/Center Closure

From time to time through out the school year Casa de Amigos will schedule educational field trips which will require the center to close on those days. It is our policy that each child must be transported by their own parents to and from the destination. It is also our policy that **parents must make alternate daycare arrangement for students not attending** the field trip since the center will be closed. No tuition refunds or deductions will be made for students that do not attend the field trip.