



## Parent Handbook

# ¡Bienvenidos!

Welcome to The Ivy School! We welcome you and your child to our Spanish language immersion school. We will provide your child with an outstanding early childhood education enriched with immersion in the Spanish language. What a great gift you are giving your child!

The following policies are important in order to maintain a healthy, safe and positive atmosphere for your child. Please read the policies carefully and keep them in mind throughout the school year.

Thank you!

## General Information

### **Open Door Policy**

We have an “open door” policy and invite you to drop in at any time. Stop in and visit whenever you wish. However, early childhood education is very important to us, so we ask that you do not disturb the classrooms. Visit anytime, but please pre-arrange a time to visit inside the classroom.

### **Nondiscrimination Policy**

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

### **Our Motto and Philosophy**

*“Enlightening young minds for a brighter future”*

We strive to prepare our students for formal schooling through developing intellectual, cognitive, social and motor skills. Our learning philosophy is based on the principle that children learn best when they are having fun. Our classrooms are full of learning through materials, songs, games, circle time and interaction between the teacher and the student.

We implement this philosophy by creating an active learning environment – direct, hands-on experiences with people, objects, events and ideas. Children engaged in an active learning environment construct their own knowledge through their interactions with the world and the people around them. In a Spanish immersion program these interactions are driven by the Spanish language. Children experience and interpret the world around them in Spanish and eventually take full ownership of the second language.

The ingredients of an active learning environment include

CT Abundant Materials

CT Opportunities for manipulating or handling these materials

CT Children have a choice of what materials they will use and how they will use them

CT Children use language (Spanish, of course!) to describe what they are doing and

reflect on their actions

CT Teachers and parents, and other adults support children by encouraging and challenging their reasoning, problem-solving, and creativity.

Our goal as a school is to provide your child with an excellent early childhood education while also providing immersion in the Spanish language. We strive to prepare the children for formal schooling through developing intellectual, cognitive, social and motor skills while using the Spanish language.

## Enrollment & Charges

### Forms

The school must have all necessary forms completed and **on file before** the child will be admitted. This will help us comply with state regulations. These forms include Admission Information, proof of current vaccinations, Health Statement and Signature page for Procedures and Policies. Please keep this information updated for your child's safety.

### Updating Information

Please be sure to update information on the website as it changes. For the safety of your child, it is very important that we have current information. Please log in to your account and update information regularly.

## **Registration Fee**

A \$150.00 (maximum of \$200 per family) registration fee will be due upon enrollment each school year. Registration fees are not refundable.

## **Tuition Policy**

All tuition is due the first day of the month. Checks are accepted at the school. Tuition not paid by the 4<sup>th</sup> will result in a late charge of \$35.00 per child. If tuition is unpaid by the 15<sup>th</sup>, your child will not be permitted into the school until full payment, including late fees, is made. The tuition will remain the same every month, regardless of illness, holidays, family vacations or closures. **Please be aware that you will not receive a statement each month.**

## **Withdrawal Procedure**

Should you need to withdraw your child from our program, please provide the office staff with a written notice 30 days prior to the withdrawal date.

## **Returned Checks**

There will be a \$35.00 charge for all returned checks. Please pick up the check and replace it with a money order or cashier's check within 2 business days of being notified of its return. Your account will be put on a money order or cashier's check basis after two returned checks.

# Hours of Operation

## **School Hours**

The school year runs August to early June, with summer camps held in June and July. Our school follows the Leander ISD Calendar. Additionally, there may be teacher workshop days in the ISD during which we will still hold class instead of closing. Please be sure to pick up a list of our school closings.

Please note: If Leander ISD is closed due to bad weather, we will also be closed. In addition, if the ISD opens late, **we will open late**. In event of bad weather, check the local TV stations for information on ISD closings.

Office hours are Monday to Friday 8:30 a.m. to 2:30 p.m.

Preschool/Primary Program hours are Monday to Friday 9:00 a.m. to 2:00 p.m.  
Extended 7:30 a.m. to 6:00p.m

Please note that children cannot be dropped off earlier than 8:55am.  
*To ensure the safety of our students, all parents and students must enter the school from the main entrance. All visitors during school hours must sign in at the school office.*

### **Late Pick Up Charge**

Please be on time to pick up your child. Parents who pick up their children after 2:05pm will be charged a late fee of \$5.00 for each 5 minutes.

## **Arrival & Departure**

### **Sign In & Out**

Upon your child's arrival to school, please mark your child's attendance in the appropriate class folder. *It is the parents responsibility to mark their child as present on the attendance sheet upon arrival.*

If anyone besides the parent is picking up the child, they will need to show a license before the child can be released. The name of the person picking up must also be listed on the "release" section of the admission information in your child's folder.

Office hours are Monday to Friday 8:30 a.m. to 2:30 p.m.

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# Health / Medical Information

## Illness

Your children's health is of great importance. If your child becomes ill while at the school, you will be notified immediately to pick up your child. In such an event, your child will be removed from the classroom and will wait in a designated area (comfortably with a quiet activity) until you arrive.

**Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine)** in order to return to school. If your child has a rash with fever or diarrhea/vomiting, we can't allow them to attend class. Should your child require antibiotics, they must have been taken for a full 24 hours prior to their return to class. We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses.

## Medication

A written statement from the physician and/or parent must authorize all medication given to a child at the school. The medication log must be signed **each time** a child is to be given medication. All medication must be in the **original container**, indicating the child's name, type, date of prescribed medication, and dosage amount. All medication should be taken home daily. Over-the-counter medications sent by parents must be in their original container and must be given according to the labeled directions only. No medications can be measured in advance or put into other containers. Diaper rash medication will be applied by request only. A signed permission slip must be in the child's file.

## Injury

The staff will make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. We will notify you immediately in the event of illness or accident.

In case of a serious accident or injury, we will make every attempt to contact you immediately. If we cannot reach you, we will attempt to contact the person you have indicated on the forms to make the medical decisions for your child. Otherwise we will take your child to the nearest hospital.

## **Weather Policy for Outside Play**

Children must have an outdoor recess time every day unless it is raining, or the temperatures are below 40 degrees or above 98 degrees. During summer months, we will check the ozone daily and have the following policy:

If GREEN ozone, children go out in the morning and in the afternoon.

If ORANGE ozone, children will go out only in the morning, no afternoon outside time.

If RED ozone, children will not go out in morning or afternoon.

## **Hearing and vision screening**

All children who are 4 years old by September 1<sup>st</sup> of the school year must have a hearing and vision screening. We will coordinate this service at the school one time per year; however, parents will be required to pay the screening cost.

Parents can choose to have the screening done independently and then provide us with the results for your child's file.

# **In the Classroom**

## **Classroom Placement**

Your child will be placed in a classroom according to his/her age on Sept 1<sup>st</sup>. This guideline will be strictly adhered to. Thank you for understanding.

## **Behavioral Management**

Our discipline policy consists of positive reinforcement and guidance. We emphasize "choices" for the child to make concerning their own behavior. The use of physical punishment is never permitted. If needed, discipline will be in English, to make sure the child understands. The "traffic light" system will be used for children 3 years and older.

Please ask your teacher for details about the "traffic light" system.

If your child has consistent behavior challenges in the classroom, a conference will be scheduled to create a plan between home and the school.

In the event that your child is greatly affected by the transition from home to the school environment, the same steps will be taken to develop a home-school plan.

If behavior or transition challenges continue after a home / school plan has been created, suspension until the behavior is corrected will be a possibility. A meeting between the parents and school will determine the steps taken at this point. The Ivy School has the right to suspend a child from school either temporarily or permanently.

If your child is experiencing a change in the home environment that may result in changes in behavior at the school, it is important for you to notify the Director. The director or teacher will immediately notify a parent in the event of a behavior problem that coexists with such changes at home.

### **Potty Training**

Children in the 3 year old or 4 year old classrooms must be potty trained. Diapers are permitted in the 2-year-old classrooms only. If children are not potty trained, they cannot progress to the 3 year old class.

### **Uniform & Extra Clothing**

A uniform will be *required*. Blue or khaki color pants, shorts or skirts must be worn with a Ivy School shirt. We also offer a girl cut t-shirt, polo shirts, sweatshirts, white girl button down shirts and jumpers. Orders can be taken before school starts as well as throughout the school year.

Please Note that if your child arrives at school without a uniform, we will give your child a uniform shirt and charge your account for the shirt.

Each child will need one complete set of extra clothing at the school. *Please mark all personal items* for easy identification such as coats, sweaters, gloves, mats, etc.

### **Personal Belongings**

**Children should not bring personal toys from home, as the school cannot be responsible for these items.**

*We cannot replace lost articles.* When you bring your child to school, all parents are asked to place the student's belongings in the designated space and to not lay them down for the teacher to put away. It is very hard to remember every child's coat, sweater etc. Parents are responsible for putting the child's name on clothing, mats, coats, and each item that enters the center. *We cannot be responsible for lost items.*

Please remember to check to make sure you have all your child's items before leaving the school. This will help decrease the number of items lost.



## **Naptime**

After lunch a nap or rest period is provided for all preschool children. Please provide a plastic rest mat for your child. Mats can be purchased at Wal-Mart or similar stores for about \$13.00. A reversible blue / red mat is the most common type. Mats and personal blankets or other personal items must be taken home each day. A **small** blanket with child's name is optional.

## **Food**

Everyone will be required to bring his or her own lunch from home and a healthy morning and afternoon snack. If sending perishable items, please place ice in the lunch, as we are not able to refrigerate or heat lunches. Special treats will be provided periodically, so please provide written notice of any food allergies. **The Ivy School is not responsible for nutritional values of snacks/lunch or for meeting the child's daily food needs.**

## **Conferences**

Parent / Teacher conferences will be held in the Spring Semester. Conferences are also held as needed or requested by the parents and/or teacher. Please check at the front desk for the conference dates at your school.

## **Emergency Drills**

By law, emergency drills are held periodically in order to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Fire drills are practiced monthly.

## **Emergency Preparedness**

**In the event we have to evacuate school we will meet at Colonial Grand at Canyon Creek Apartments at 9501 Ranch Road 620 N Austin, Tx. 78726 512-331-1818**

**Director will move students and we will travel by foot. Each staff member will be responsible for head count before and after we arrive at safe zone. Director will do a final head count after arrival. Director will use school cell phone to inform authorities, Child Care Licensing and Parents.**

## **School Pictures**

School pictures will be taken at least once a year. There is no charge at the time of the session, and purchase of these pictures is optional. We encourage everyone to purchase a class picture as these are memories for life!

## **Home – School Communication**

Your child will be provided a folder to carry information between home and school. Please check your child's folder daily for schoolwork and important information. Your child's teacher will also check the folder daily for notes from home.

**VERY IMPORTANT: PLEASE MAKE SURE TO SEND THE FOLDER TO SCHOOL EACH DAY.**

## **Parent Information and Involvement**

### **Parent Involvement**

We invite and encourage parent involvement in our school! Our volunteer coordinator is responsible for collecting volunteer's names at the beginning-of the year parent meeting as well as throughout the year. Classroom parties, fundraisers, and special events are a great way to volunteer at our school. Shortly after the school year begins the volunteer coordinator will have a meeting to create volunteer committees. Specified "room moms" will help the volunteer coordinator arrange events and assist the teachers and/or office.

Volunteer time in the classroom is also welcome. However, we will need to adhere to the "Spanish language only" policy for the classrooms. Let us know if you speak Spanish and would like to help In the classroom.

### **Candy in the classroom**

The Ivy School values the health of the children and would like to encourage healthy habits for the students. Therefore, candy in the classroom will not be given to the children by The Ivy School. We also ask parents arranging parties to please limit sweets. Some good alternatives are: gold fish, pencils, erasers, bounce balls, etc.

### **School policies**

In the event of a policy change, a note will be sent home explaining the new policy. If you have any questions or concerns about a policy or procedure, please feel free to discuss this with the director when you are at the school or to schedule a time for a private conference.

### **Licensing Information**

We are licensed by the state of Texas. Therefore, there are standards to which we must abide. To view a copy of the standards or the most recent inspection

report for our school, please ask the director. This information will be available for your review at all times.

You can also contact the Texas Department of Protective and Regulatory services at 1-800-252-5400 or visit the website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) . The address for the DFPS is 701 W. 51st Street Austin, Texas 78751.

### **Tax Statements**

According to the Internal Revenue Service, a childcare expense for working parents is tax deductible. Your payments and our tax ID number are available on request.

I have been given and have read the **Procedures and Policies 20\_\_ – 20\_\_** for The Ivy School and agree with the terms. I understand that any change in policy will be given to me in writing.

Name of Child Enrolled \_\_\_\_\_

Printed name of Parent \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that my child's information (address, home phone and email) will be listed on the class roster and given to the families in my child's class for contact information purposes only. My signature below confirms my consent.

Signature \_\_\_\_\_

Many pictures will be taken throughout the year and used in scrapbooks, newsletters, end of the year DVDs, and marketing. My signature below confirms my consent to have my child in the photographs.

Signature \_\_\_\_\_