



PARENT & STUDENT HANDBOOK OPERATIONAL POLICIES & PROCEDURES

Welcome to The Bilingual Child Academy. We are pleased to invite you to join us on your child's journey of growth and learning at one of our family-operated centers.

Our purpose is to provide the highest quality early childhood education in a secure, nurturing and stimulating environment. The Bilingual Child Academy serves the physical, emotional and intellectual needs of the preschool children and their families. We meet these goals with our age-appropriate curriculum, and our ongoing communication with parents.

This BCA Parent & Student Handbook has been designed to provide important information that parents need when enrolled in the dual-immersion childcare program. Please read it carefully, sign the acknowledgment form on the last page, and return to the front office.

Operating Calendar: Bilingual Child Academy is a year-around program. Each center maintains individual hours of operation Monday thru Friday. Each year we will provide a fiscal year calendar with holiday closures or teacher staff development days

PROPRIETARY NOTICE

The material contained in this handbook is proprietary to Bilingual Child LLC, Bilingual Child Stone Oak LLC [Bilingual Child Academy] known as BCA. Any unauthorized use is strictly prohibited. Any person, copying, duplicating, or otherwise using any portion of this materials without the written permission of BCA will be subject to prosecution to the fullest extent of the law.

Parent Handbook

In an effort to be kind to the environment, this handbook will be updated as needed and posted on our website. Should any of these policies and/or procedures be updated, revised, or otherwise changed, parents will be notified electronically.

The following packet contains detailed information about our center. Please take the time to read all the pages to help you better understand our program and philosophy. If you have any questions, please feel free to contact the school director.

Family and community involvement is important to BCA. Our website will be continuously updated with the parent handbook. Please check back readily. Also we encourage you to participate in our social media sites. Please ask your center office for any information on Social Media.

About Our School

The Bilingual Child Academy is a Dual Language Spanish Immersion center which offers infant, toddler, preschool and Pre-Kinder childcare and private school program. We are doing business as the "Bilingual Child Academy" (BCA), Bilingual Child LLC and Bilingual Child Stone Oak LLC. BCA opened its first location in the summer of 2011 in Hollywood Park and their second location in 2015 in the Stone Oak neighborhood of San Antonio.

Mission Statement

BCA is dedicated to providing language enrichment classes in a learner centered environment by implementing a carefully selected curriculum and creating a nurturing atmosphere where children of all ages can flourish both socially and emotionally in a global world. The children served by The Bilingual Child Academy will be surrounded with experiences that will foster physical, social, academic, emotional, cultural and cognitive growth to build a community of learners for the future.

Our Vision

Our Vision is founded on the advantages of growing up multilingual and promoting a community of bilingualism. We believe that children learn languages easily early in life, and knowing a second language is a huge advantage later in life. BCA is committed to providing children with an environment that fosters enthusiasm for learning and language acquisition in a hands-on, child centered, culturally rich environment. BCA's developmentally appropriate Dual language & immersion (English-Spanish) curriculum will help develop school readiness, exposure to cultural diversity, self awareness, and social and emotional well-being so that preschool children can feel capable, connected, important and independent. BCA's dedication to children extends to school-age learners who are at a perfect age to enrich their lives through language and cultural learning in order to build a community of learners, which extends beyond the world they know.

Philosophy & Goals

The goal of a quality nursery school and preschool program is to guide children in the growth of their total personality and physical development. Areas related are: physical (fine/gross), mental/cognitive, emotional and social development are all given equal attention when preparing a curriculum to fit the needs of each child. A child's self-expression, creativity and analytical thinking are worked out in play. Through observations, the teacher(s) may help a child succeed in areas where they do not excel. The teachers strive to aid each child in developing a positive image.

Owners

Dr. Natalia De La Vega, D.Ed. – Degrees and background include over 10 years of in classroom teaching experience from PreK through 4th grade and everything in between. She holds current TEA Teaching certifications in Early Childhood, K-4, Bilingual Education, ESL, and Gifted & Talented education. She holds a Bachelor's of Business Administration degree from Texas State University, and a Masters of Educational Administration from Grand Canyon University. She is the proud mother of two growing young men.

Pilar De La Vega Sorgente – Degrees and background include a Bachelors of Business and over 35 years in International Relations for a Fortune 500 company. Before that she worked in Mexico City for the Department of Education (DIF) opening schools in rural underdeveloped communities across Mexico. At the very start of her career as a young women, she was also a Preschool teacher in Cd. Juarez. She is fluent in three languages and she is the mother of Natalia Evans and wife to her supportive husband Antonio Sorgente our resident handyman.

BCA is a family run business, and we are glad to welcome you to our family!

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Our Curriculum

BCA is a learner and child-centered academic experience that gives each individual child the opportunity to move through a specially designed Dual Spanish Immersion environment. Utilizing a NAEYC accredited curriculum FROG STREET PRESS, an industry leader in Early Childhood curriculum, children will have a variety of play-based learning activities in which to participate. Teachers incorporate small group and large group circle time, guided activities, outdoor play/recess, and independent centers throughout the time they are with us. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child and become bilingual at a young age.

Goals of the Curriculum

Our Program is a language-learning Spanish Immersion program based on the additive principal of “adding” a new language, not taking away the child’s current/home language. In other words, we seek to reinforce a child’s native language (whether it is Spanish or English), as well as introduce a new language using a thematic approach with real world & hands on learning.

BCA is not religiously affiliated; however, **We maintain a Christian faith based campus.** Religion is not part of the regular curriculum. Bible stories and character development may be incorporated into the thematic teachings of each classroom when appropriate such as Christmas (Nativity and Jesus’s birth), Noah’s Ark, and Easter (The resurrection of Christ) for example.

Curriculum

Our primary curriculum across all age groups is Frog Street Press. We welcome you to explore more on this wonderful study based curriculum at www.frogstreetpress.com

Infant Curriculum:

Designed around the latest scientific early brain development research, Frog Street Infant curriculum is designed to build strong foundations for little ones ages 0-18 months. This child-centered program includes easy-to-use activities that:

- ✓ Equip caregivers to nurture the little ones in their care.
- ✓ Optimize key windows of opportunity for growth and development.
- ✓ Are designed with intention and purpose and organized around developmental learning domains.
- ✓ Feature Dr. Becky Bailey’s Conscious Discipline® strategies to enhance social and emotional development.
- ✓ All materials are available in English and Spanish.

Toddler Curriculum:

Designed around the latest scientific early brain development research, this year-round program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. Frog Street Toddler, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey’s Conscious Discipline® and includes 52 weeks of activity choices specifically created for children ages 18-36 months. Activity choices:

- ✓ Are organized around five developmental domains.
- ✓ Offer differentiated instruction options to meet the needs of all learners.
- ✓ Can be easily infused into daily routines, such as diaper changing, transitions, and outdoor play.
- ✓ Are designed with intention and purpose to move children forward in their development.
- ✓ All materials are in English and Spanish.

Preschool & PreK Curriculum:

Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement! Preschool and PreK classrooms will also incorporate Estrellita Phonics Program for phonemic awareness in both English & Spanish languages.

The cornerstones of the program are:

- ✓ An extensive integration of theme, disciplines, and domains
- ✓ Social and Emotional development includes Dr. Becky Bailey’s Conscious Discipline ®
- ✓ Differentiated instruction
- ✓ Equity of English and Spanish materials and instruction
- ✓ Joyful approach to learning

The curriculum itself aligns with Texas Guidelines in early childhood (Pre-K) preparedness for entry into kindergarten as well as NAEYC standards. Most importantly we seek:

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity

Instructional Standards

BCA seeks to promote growth in the following areas using the outlined curriculum, along with highly developed teacher training:

Intellectual development ~

- Language development: Spanish language development and the use of native language in clear phrases. Strong foundation in Native (home) language while building new language skills and vocabulary.
- Problem solving: Learning through exploration
- Personal growth: Show improvement based on appropriate developmental benchmarks
- Reading readiness: Develop eye movement from left to right, listen and understand stories, follow directions, and have conversations. Develop the ability to describe a story read out loud to them; recognize distinct sounds, rhymes, and familiar words; use drawings, scribbles, and shapes to express thoughts and ideas; Identify some letters of the alphabet, and begin to write name.
- Math readiness: Count to 20, classify and organize objects in groups by similarity, recognize and copy simple patterns, identify and name common shapes, and recognize that objects can be measured by height, length, weight, and time.
- Science readiness: Use the senses to explore the environment, express interest in and ask questions about nature, learn to use simple tools such as blocks and rulers.

Social Development ~

- Basic routine: Learn to follow a daily schedule
- Behavior skills: Learn good habits
- Playing skills (alone and in group): Participate in positive social interaction, cooperation, and individual time

Emotional Development ~

- Choices: Learn to make decisions.
- Free choice time in centers. Children will have choices of centers such as Kitchen, Sand/Water, Building, Dramatic Play (puppet theater), and a variety of other thematic choices in the Science & Social Studies learning tables. This important time allows them to build curiosity and take risks in a controlled environment.
- Curiosity and self-motivation: Learn through exploration and develop initiative

Physical development: (gross and fine motor) ~

- Gross : Large muscle play, outdoor time, dancing
- Physical movement: Circle time, dramatic play
- Balance: Build awareness of obstacles that can create loss of balance
- Fine: Small muscle play and activities that build dexterity with manipulation of fingers, later used for handwriting skills in school
- Eye-hand coordination: Development through the use of toys, books, and other learning tools.

ASSESSMENT & DEVELOPMENTAL SCREENINGS

- Children are assessed on developmental progress 3 times per year. The assessment windows are Fall, Spring and early Summer.
- Parents are provided their progress report copy to keep during these windows
- Assessments will evaluate these developmental goals: Language & Communication, Cognitive (Academic Skills), Physical Development (Gross Motor & Fine Motor), and Social-Emotional.
- Children may be assessed during a special window/time-frame under the following circumstances: Parent request, special transitions, for observation of developmental screenings, or IEP or a child who enrolled later and missed a window.
- Children are formally assessed by their Lead Teacher [with assistance from primary Assistant Teacher] individually and in small group during the assessment windows using the ChildPilot program under their age-group Progress Report.
- Children will be informally assessed during all regular classroom activities through picture documentation, portfolio observations, work samples, and teacher notes on daily reports.
- The purpose of assessments is to inform planning for overall program improvements. Teachers can utilize information on their

student's performance to make changes and modify curriculum to meet the individual needs of their students when possible.

- Informal assessments are also utilized to inform parents of any possible red flags or developmental delays in order to discuss with a developmental specialist if needed.
 - Parents may request to schedule a Parent/Teacher conference at any time.

POSITIVE Discipline STRATEGIES

Positive Measures To Produce Acceptable Behavior:

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

- ✓ Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.
- ✓ Ignore the misbehavior whenever possible... a teacher is ignoring the behavior, not the child.
- ✓ Involving the child in the classroom community through choices and consequences.
- ✓ Use the Safe-Place for some self reflection and "me" time to get in a calm state.

Conscious Discipline Model

Conscious Discipline® is a whole-school solution for social-emotional learning, discipline and self-regulation.

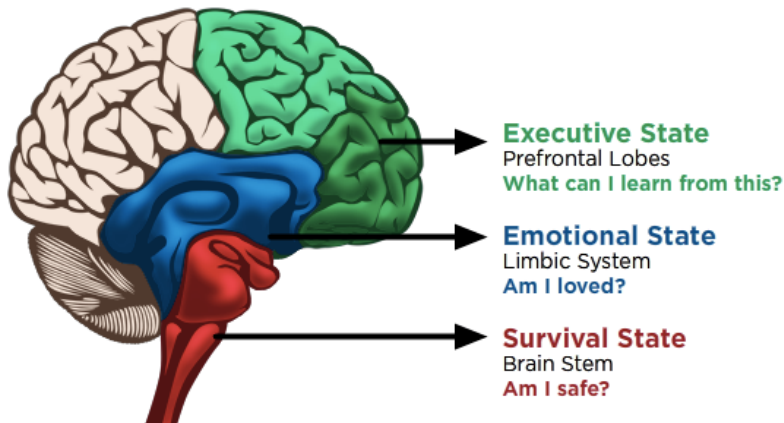
Conscious Discipline is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum, and addresses the adult's emotional intelligence as well as the child's. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. With Conscious Discipline, our teachers, students and the entire school culture will become a safe haven of cooperation, constructive problem solving and academic success.

Conscious Discipline is evidence-based, and was named as a national model for character education by the Florida State Legislature.

Conscious Discipline Brain State Model

Conscious Discipline uses a multidisciplinary approach to address behavior.

It surpasses behavioral approaches that teach specific behaviors, and offers a neurodevelopmental model of the brain based on and adapted from the work of Bruce Perry, Daniel Siegel, Allan Schore, Louis Cozolino, Joseph LeDoux, Paul MacLean, and Alexander Luria.



The Conscious Discipline Brain State Model becomes a frame for us to understand the internal brain-body states that are most likely to produce certain behaviors in children and in ourselves. With this awareness, we learn to consciously manage our own thoughts and emotions so we can help children learn to do the same. The goal of this model is not to turn into neuroscientists, but to provide a simplified brain model as a means for increasing our self-awareness so we can respond consciously to the needs of the moment.

Research, as well as life experience, tells us our internal emotional states dictate behavior. When we feel grumpy, we tend to become easily frustrated and curt with others. When we feel grateful, we tend to be generous and thoughtful. When we feel upset at our children, we see ourselves behaving, disciplining and speaking much like our parents did to us when they were upset. The Conscious Discipline Brain State Model helps us understand how all this happens and how we can change it.

Conscious Discipline empowers us to be conscious of brain-body states in ourselves and children. It then provides us with the practical skills we need to manage our thoughts, feeling and actions. With this ability to self-regulate, we are then able to teach children to do the same. By doing this, we help children who are physically aggressive (survival state) or verbally aggressive (emotional state) become more integrated so they can learn and use problem-solving skills (executive state). When we understand the brain state model, we can clearly see the importance of building our homes, schools and businesses on the core principles of safety, connection and problem-solving.

For more information for Teachers and Parents on Conscious Discipline please visit <http://consciousdiscipline.com>

Discipline Policy

Bilingual Child Academy maintains a zero tolerance policy regarding any forms of discipline or guidance, which involve harsh, cruel, or unusual treatment of any child. The following types of discipline methods **are strictly prohibited**:

1. Corporal (physical) punishment, including grabbing, squeezing, pinching, shaking, or biting a child;
2. Threats of corporal punishment;
3. Any punishment associated with food, naps, blankets/toys, or toileting;
4. Picking up, lifting, and/or dragging a child by hands or arms;
5. Hitting or tapping a child with hand or instrument;
6. Putting anything in or on a child's mouth;
7. Humiliating, ridiculing, rejecting, or yelling at a child;
8. Subjecting a child to harsh, abusive, or profane language;
9. Placing a child in a locked or dark room, bathroom, or closet, with or without the door closed;
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age; and
11. Inappropriate restraint of a child.

Staff members at Bilingual Child Academy are specifically trained in the use of positive guidance methods, and may only use discipline strategies that encourage the development of self-esteem, self-control, and self-direction.

Every effort is made to use positive discipline strategies. However if a child presents a danger to himself or others, and/or is destructive in class and the use of such discipline strategies are not successful in our environment, then a parent conference will be necessary for a struggling child in a group care environment.

** For information on Suspension and Expulsion please continue to our Suspension and Expulsion Policy.*

An Individualized Approach

Discipline strategies are individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward the goal of "self-discipline." In addition, we believe in establishing open, honest communication concerning every aspect of your child's development and in working as a team to achieve the desired results. If necessary, we will meet with you to complete a Behavior Modification Plan if the child's inappropriate behavior is deemed by us to be a safety concern or to be a disruption to the classroom environment. As a last resort, **we reserve the right to deny services due to aggressive and/or unsafe behaviors exhibited by the child or parent, or when a child requires one-on-one education.**

Meeting Challenging Behavioral Needs

When a child's on going challenging behavior must be addressed, our policy indicates that these steps are followed:

1. Assess the function of the behavior: Using teacher shadowing, observations & anecdotal notes to find patterns and/or causes of stressors.
2. Work with families and/or professionals (behavioral specialists, therapist) to develop and individualized plan to address the behavior.
3. Include *positive behavior support strategies* & Conscious Discipline as part of the plan.
4. Address if the challenging behavior requires One-on-One care for the successful growth and development of the child.
5. Determine if BCA is the best environment to support the child.

*Challenging behavior: "Any behavior that (1) interferes with children's learning, development and success at play, (2) is harmful to the child, other children, or adults, [or] (3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (2nd Ed.), Pearson Education Inc., 2007, p. (4). Physical aggression (hitting, biting, shoving, whacking with toys), (5) relational aggression ["You can't play with us"], verbal bullying, tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.*

Examples of positive behavior support strategies: Removing materials or modifying the classroom environment that triggers challenging behaviors, or create a predictable daily schedule so children know what to do and when to do it.

The Bilingual Child Academy Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13-30 months of age, but diminishes quickly after age 3 yrs old. The safety of the children at BCA School is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs. Each incident of biting is approached individually and concerns will be addressed to meet the needs of both the biter and the bitten child. There is no "one-sized fits all" policy for biting. The staff members will maintain close and constant supervision, "Shadowing", of the child at all times in order to quickly redirect behaviors.

Children bite others (even siblings and parents) for many different reasons. Example: A child might be teething or overly tired, or frustrated. He/she might be experimenting or trying to get the attention of the teacher or his peers. Some children have poor verbal skills and are impulsive without a lot of self-control, and sometimes biting occurs for no apparent reason.

**** The center reserves the right to expel the student who bites at any time depending on frequency and severity of incident(s) regardless of age or how many times they bite. Administrators will do everything possible to keep children enrolled, however if the bite is severe enough or conditions under which the bite happen may be conducive to immediate expulsion.**

Just as any behavior issue regarding a child is confidential, the name of the child that is the aggressor is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. Informative handouts are given to parents regarding biting. Children who bite/hurt others twice in the same day will be sent home for the day.

Student Suspension or Expulsion Policy

Bilingual Child Academy strives to develop an individualized approach to each child's discipline and health needs - detailed in the above sections. We will exhaust all measures to ensure children can remain at Bilingual Child Academy providing that they do not pose a risk to other children or even to themselves.

Parents/Guardians will begin to receive incident reports through our ChildPilot program. In addition to the incident reports, the behavior may begin to warrant further documentation. Our administrators may send a Classroom Behavior Notice through a more formal email with explanation of incidents or concerns.

When and/or if we feel a child is at risk for suspension or expulsion from the center we will begin a process, which may include the following strategies:

- Implement a complete Developmental assessment to ensure placement is in correct room
- Documenting incidents [using ChildPilot and/or Classroom Behavior Notice]
- Teaching social-emotional skills using *positive behavior support strategies*
- Making environmental modifications where possible.
- Engaging in discussions with parents
- Parents may consider outside support services from behavioral professionals.
- Child can also be suspended or expelled due to health concerns which may be difficult to address in a group care environment. Such as, but not limited to: frequent untreated colds/infections, uncontrollable diarrhea, excessive nasal discharge or cough, etc. regardless of origin if it presents a hygiene and health concern to the class.

Circumstances, which may result in **immediate expulsion**, are:

- Excessive Biting which cannot be controlled regardless of shadowing and redirection techniques
- Hitting other children or teacher constantly which cannot be controlled regardless of discipline techniques
- Destruction of property
- Extremely difficult to control tantrums / Child hurts or hits themselves / Excessively loud screaming or crying which upsets the other children in the classroom
- Requires one on one attention to ensure safety of child or other children
- Child runs out of classroom/building [possess a safety risk]
- Parent/Guardian misconduct: Adults engage in language which causes a negative school/home relationship, using inappropriate language/ gestures towards staff, any legal disputes / custody disputes which involve the school/staff, adults arriving at school under the influence [* please see our Release of Children policy for more information on release of children to parents/guardians we suspect are under the influence]
- If the center director deems the situation is beyond our reasonable control, or if the child requires one-on-one attention continuously. If the child's behavior results in loss of property or increases cost of care [example: if one on one care is necessary] these additional costs may be added to child's account prior to suspension or expulsion.

Policies & Procedures

Communication

Daily communication between families and teaching staff is vital to a strong program. Our staff will communicate in a variety of ways to share information about your child and their program. Most regularly we will use the following methods:

- **Daily Reports:** Infants through Preschool teachers will complete a report to inform parents about a child's day. This may include information about how he/she ate, diaper or potty changes, naptime, and general mood. This report will also include needs to be re-stocked, such as diapers, wipes, or baby food. Our CHILDPILOT real-time electronic reporting makes communication a breeze. You can download the app from ChildPilot Parent to save pictures and reports in your history and communicate with the teacher. More information at www.ChildPilot.com
- **Bulletin Board:** We will post important notices on the bulletin boards located in the entry way.
- **Newsletter & Menu:** Sent via email monthly. It will include reminders of special events and the Director's letter. The newsletter is general in nature for the entire school, but will contain important information about the program.
- **Emails:** Sent out periodically for time-sensitive information or classroom news specific to a limited segment of the program or family.
- **Parent Conferences:** When there is a concern about a child's growth and development or classroom discipline, teachers or parents may request a conference with the child's teacher or director. If parents would like to request a meeting with a teacher, we ask that you give ample time in scheduling to meet with a teacher so we can plan on a replacement in the classroom, and teacher meetings are usually 25 minutes in length. If you are requesting a meeting with a Director, we ask that the request be made at least 1 day in advance.

Release of Children: Children will be released only to the custodial parents/guardians or contacts given by custodial parents / guardians on the enrollment forms (ChildPilot app) as able to pickup. If there is a change or a pickup outside of the normal routine, we appreciate a phone call, email, or coming to the office to inform our office staff of any changes in pickup. If staff has any concerns with adult picking up, we will contact parent/guardian to confirm if we can release child.

Please note that if the office or teacher has any concerns regarding the release of children to an adult whom the staff may deem a risk, we will not release until another adult on the enrollment paperwork can be contacted. An example of such an occurrence may be if staff suspects that the adult picking up the child(ren) is under the influence of a substance, which may impair driving or judgment. If no other adult on the enrollment can be contacted, office staff has the obligation to contact local authorities.

Parent Concerns: If you should have any concerns regarding the center's policies or your child, please do not hesitate to contact the Office. Hollywood Park (210)701-8461. Stone Oak (210)481-9172

Children with Special Needs

BCA makes reasonable accommodations for children with special needs, based on their Individualized Education Program (IEP) or similar assessment by a professional and as indicated on your Enrollment Form. Please note that "reasonable accommodations" do not include adjustments to the classroom's **child:teacher** ratio. If a child requires more than average teacher time, attention, and/or accommodations, the family may be asked to seek care elsewhere as BCA is not structured to have one-to-one education. In order for a child with Special Needs to grow & flourish, they must be at a center which supports, is equipped, and has staff who are specially trained to help the child meet their milestones.

***Allergies:** BCA must have an Allergy Alert plan from your child's medical professional on file for each food allergy. BCA will make every effort to accommodate special diets based on food allergies. In many cases the allergies may be so severe that for the safety of the child's health, the center may ask parents to provide their own foods from home where we can ensure that they are prepared in such a way that there is not cross-contamination.

*** Special Diet Preferences:** In many cases families have opted to have a special diet for their child, such as but not limited to: gluten-free, dairy-free, sugar-free, vegan, etc; In these cases, BCA will try to accommodate the child based on items we already have on menu. However, it is advised that families with dietary preferences provide meals for their own children.

Photo Use and Cameras

BCA staff often takes photos of our children in the classrooms and/or playground, especially for the ChildPilot app. While most of these photos are used solely for classroom projects and direct parent communications, some may be used on our website or social media accounts. In rare occasions we may use very cute pictures in marketing materials such as

brochures or flyers. If you prefer that your child not be included in these latter categories, please check the appropriate box on your **Enrollment Form**.

There are DVR Cameras in all classrooms. These are accessible for review of administrative personnel only.

Parking

Parking is limited, and we kindly ask **that parents be respectful of others during the busy drop-off and pick-up rush times**. Please do not block other vehicles, drive-ways, entrances & exits. During party events or large attendance events, parents may have to use residential side streets. *Please be mindful of our neighbors' access to their driveways and mailboxes.* We encourage Teacher/Staff interactions at pickup and drop-off, however if you wish to have a lengthy discussion with the staff, it is best to schedule a parent/teacher conference at another time.

Disaster/Emergency Preparedness

In the event we have to evacuate the campus school personnel will contact the local police or fire departments (or any other local authority such as health department if necessary). Parents will be contacted immediately by our staff and given instructions on how and where to pick up their child. BCA has an emergency disaster plan in place, which may include moving children away from this campus to another location. In which case parents will be immediately notified via mass text/email message and through the ChildPilot portal app. Teachers have use of an iPad which has all relevant emergency contact information and communications.

There will always be staff members who are First Aid and CPR certified and prepared to handle an emergency on campus, and will remain with the children in their care at all times. BCA staff and students are required to participate in a monthly fire drills, and practice safe exiting procedures in order to practice the emergency plans in place.

- *BCA staff will administer CPR & First aid if deemed necessary by our trained personnel, and will call 911 immediately if needed. BCA is not responsible for the cost of the ambulance or hospital fees.*

What your Child May Bring From Home

Children will bring a backpack daily for their and school work and personal items. **Please do not allow your child to bring toys from home.** Violent toys, videotapes, guns and swords may not be brought to school. Toys from home cause a disruption in class, and may be lost or broken or could be a potential choking hazard. We have plenty of toys in class that all children can share and are safe. In the event your class/teacher has a special "share day" they will send out notification with instructions on what to bring. ** If you are cleaning out closets and getting rid of toys & puzzles, we do take donations that are in good condition and can be easily cleaned. No plush toys or toys with small parts.*

Dress Code

BCA Preschool and PreK students must wear a uniform shirt with logo, which are available for purchase with the office. A complete uniform consists of khaki colored pants or shorts (skorts or rompers also may be worn for girls), and navy blue polo style shirt.

Benefits of wearing a uniform:

- Cohesive group, children know they are a member of a special group which encourages character building.
- Enhance school spirit
- Lower long-term clothing costs
- Easier to dress children each morning.

Infant, Nursery, & Toddler students are not required to wear a uniform. Comfort and ease with toileting and diapering is key.

Children must be appropriately dressed when they arrive at school.

Because play activity are such an important part of the curriculum, clothing should be practical and comfortable. No open toed shoes, or sandals, jellies or cowboy boots are permitted. Little toes are easily hurt and children have a difficult time on the playground. We prefer sneakers type shoes with socks. We also prefer that children do not wear jewelry, as these are easily lost. If your child has changed clothing during the day, teachers will place soiled items in a plastic bag in your child's backpack. Please take home the soiled items and replace them the next school day. All clothing items must be labeled with the child's full name when possible.

Lost and Found

Please mark all personal items with your child's name. Jackets and cold weather clothing have a tendency to lose their owners. We will make every attempt to locate and return lost items. This task is much easier if your child's name is on the items. We cannot be responsible for any personal items that your child may bring to school if they are not labeled. Please leave toys at home! We will keep a lost and found bin in the office.

Open Door Policy

Covid-19 changed the way we handle visitors and our previous open-door policy. We are still maintaining our Covid visitors and guests policy which was set in place in March 2020. During this time, we are doing all of the student drop-off and pickups at the entry and limiting entry. If you wish to visit your child's class, we will ask parents to let the office know first so we can facilitate a visit in the classroom. Parents/Visitors must wear a mask during their visit at BCA and spend no more than 10 minutes in the classroom.

Medications

All medications must be logged in with the office. Parents/Guardians must sign a Medication Dispensation form. Please do not place medications inside backpacks, these are easily accessible to children in the classroom.

Topical Ointments, Insect Repellent, Sunscreens, and Diaper Ointment Policy

Not all non-medicated ointments/topical sprays require a Medication Dispensation Form or parental consent. Topical ointments can include: Neosporin/ antibiotic ointments, Calamine Lotion, Benadryl/ Antihistamine/Cortisone lotion, Arnica gel/cream, Burn Relief cream, Natural (Tea Tree oil/Rosemary oil) Nit Treatment hair sprays, Diaper Cream, Baby Powders, Sunscreens, or Insect repellent to name a few.

*We kindly ask parents to spray their own child with Sunscreen or Insect Repellent at home before arrival at school.

Diaper Ointments: §746.3501 Minimum Standards for Diaper Changing Standards, States the following; do "Not apply powders, creams, ointments, or lotions unless you obtain the parent's written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use.

Topical Ointments: General use is permitted without Parent Permission because it is not a Medication. Section §746.3801 of the Minimum Standards refers to "Medication" in the following way. It says Medication means:

- (1) A Prescription medication; or
- (2) A non-prescription medication, excluding topical ointments such as diaper ointment, insect repellent, or sunscreen.

Permissions required for Topical Ointments are not required, EXCEPT for those used in Diaper Changing. Ointments and powders used for Diaper Changing do require parent consent. Parents are able to provide these items. Once parents provide their own item - **labeled with the child's name, then permission is implied.**

A parent can address whether the child has a skin allergy with the center office; in the event a rash develops after use of any creams, sprays, or topical ointments, ointment will be washed off with soap and water and child will be monitored for changes.

Procedures for applying: All Topical Ointments, insect repellents, sunscreens, and/or diaper creams and other first aid ointments will be applied following the manufacturers labeled instructions. If parent instructions differ from the label instructions, BCA staff will follow the manufacturers instructions.

** Please visit the Licensing section of this Handbook on page 16 for the link to the Minimum Standards for Childcare.*

Health Checks

A health check / health scan – is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury upon arrival, or in response to changes in the child's behavior since the last date of attendance. Staff may conduct a quick health scan/temperature screening upon arrival or ask parents about any health concerns before joining the class and to clarify any injury, which may have occurred before arrival.

First Aid

Procedures for First Aid:

- (1) Assess the seriousness of the injury. (Call 9-1-1 if deemed necessary)
- (2) Secure child injured to a safe location to begin first aid procedures. Ensure safety of other children.
- (3) In 99% of instances, First Aid is not a serious matter. Most cases are simple non-life threatening injuries that occur commonly to children. Here are the first-aid procedures for the most common occurrences in a childcare setting:
 - a. Cuts or Scrapes: Stop bleeding by applying pressure with clean gauze or paper towel. Wash area with soap and water, may apply antibiotic ointment or antiseptic wash. Apply band-aid
 - b. Deep cuts: Cuts which do not stop bleeding right away, or cuts that may require stitches. Pressure will continue to be applied until a parent can pick up child to take to the doctor. If parents are not available, and the cut or bleeding is deemed severe enough, child will be taken to local emergency room.

- c. Fall/Bruising with no bleeding: Area is washed/cleaned, ice is applied in 10 minute intervals. Arnica or bruising cream may be applied.
 - d. Bite with no open cuts: Wash the area thoroughly, apply ice in small 5-10 minute intervals, Arnica or bruising cream may be applied to reduce swelling and bruising.
 - e. Bite with open cut: Wash area thoroughly with soap and water, apply ice in small 5-10 minute intervals. Apply band-aid. Assess if antibiotic ointment or bruising cream is necessary.
 - f. Bug-bite: Wash area thoroughly, apply ice if necessary, (remove stinger if necessary), apply antihistamine or bug-bite or calamine lotion if necessary to reduce swelling or itching. Monitor for further changes to bite area. Repeat if necessary.
 - g. Head bump: Head bumps are considered high risk. Parents are notified immediately. Apply ice for 5-10 minute intervals, monitor child for changes. Monitor for vomit, dizziness, swelling or any other physical changes. Keep applying ice. If child continues to act normally – then continue to monitor and normal activity may resume.
 - h. Allergic Reaction to skin: Area is washed, teachers will assess for further skin irritation. Parents will be called to inquire if Benadryl may be dispensed. Antihistamine topical cream may be applied.
 - i. Allergic Reaction general: Allergic reactions are serious and may require immediate medical attention. Benadryl may be administered. If the child has an Epi-Pen this will be administered immediately. 9-1-1 may be called.
 - j. Fracture: All fractures or suspected broken bones are considered high risk, parents are notified immediately. Assess child; keep child comfortable in a stable position minimize movement of child until a parent or guardian is able to pick up and take to the emergency room. If a parent or guardian will not arrive at a reasonable time, child may be taken to the emergency room by school director.
 - k. Other Serious issue not listed: Call 9-1-1 follow routine CPR & First Aid procedures
- (4) After all the appropriate first-aid procedures are completed, teachers will complete an INCIDENT REPORT to send via email to parents. Parents may be called by front office staff if incident is deemed to necessitate a call for follow-up.
- (5) Children with non-serious injuries will continue with normal activities and will continue to be monitored. First-aid may be repeated, topical ointments may be applied in course of the day.

Parents, please notify the office if you do not wish for any or specific topical ointments to be applied to your child during regular first-aid procedures.

Opportunities for Family Involvement

- **Celebrations and Birthdays:** Seasonal holidays, cultural celebrations, and birthdays are special days for our children and their families. In order to broaden our children’s cultural experience, we encourage you to talk to your Center Director about sharing your family’s unique traditions. If you would like to provide food for a special day, please make sure that your food is commercially-packed, with all ingredients clearly listed, so we may safely accommodate our children with food allergies or dietary restrictions. PLEASE NOTE: We do not allow any peanut product, including peanuts, peanut butter, or food cooked in peanut oil, because of the high incidence of severe peanut allergies among children.
- **Special Events:** Individual centers sponsor a variety of events for children and family participation, including book fairs, “Storybook Characters Day”, “Thanksgiving Feasts” and others. These events will be noted on your center’s annual and monthly calendars. Special Events with visitors may be limited while we continue with health protocols due to Covid-19 and variants, and in accordance with local and federal health authorities and advice.
- **Classroom Visitors:** Do you (or a family member) have a special skill, hobby, or talent that you would like to share? For example, we have been visited by a mother who is a radiologist and she brought amazing x-rays of our bones, a father who was a geologist and brought unique rocks and geodes, and a grandmother who played the cello and played for the children! Whatever your special gift, we would love to have you share it with your child’s class. Please contact your Center Office for more information.
- **Parent Helpers:** Due to strict licensing, background check and health policies, we currently do not accept outside visitors to be helpers in the classroom. When and if this changes, we will update our Handbook.

Licensing Information

Local & State Inspections

Each Bilingual Child Academy center is state licensed. Each center is also monitored and inspected by state and local agencies from DFPS, fire inspectors, and health inspectors. The inspections are comprehensive and focus on quality of care, facility maintenance, staff qualifications, health and safety guidelines, nutrition, record-keeping, and child to staff ratios. Parents are able to review these inspections at the center. Each center will post all previous inspection reports. All Childcare centers must follow a set of Minimum Standards. These are the standards set by the State of Texas Department of Health & Human Services in running all aspects of a Childcare. To view the minimum Standards, please go to the following webpage - https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp Go to the section - [Chapter 746 Child-Care Centers](#)

Local Child Care Licensing Office

BCA holds a child care license from the Department of Family and Protective Services. In the event you wish to contact them, their number is (210)337-3999, and they are located at 3635 SE Military Dr., San Antonio, Texas.

Child Abuse & Neglect Policies:

NAEYC and State Licensing requires all staff to be trained and receive information regarding signs of child abuse and neglect of children. It is our responsibility as child advocates being the voice of children who have no voice. As such any adult who has contact with children has an obligation to report any suspected abuse or neglect confidentially to the Hotline. Teachers and Staff can report in good faith without fear of any disciplinary action.

Child Abuse Hotline: Please contact 1-800-252-5400 or visit www.dfps.state.tx.us for more information.

If a staff member is suspected of abuse, BCA will begin procedures, which include contacting the proper authorities to conduct an investigation. These procedures will protect the rights of both the accused staff person and the children in the program. BCA will not make public any details of the accusation or investigation

Minimum Standards for Child Care Centers

Parents are welcome to review the minimum standards for child care centers at any time. These standards are located in a binder in our front office/reception. Please ask a staff member or teacher if you need to review these at any time. The most recent licensing report is posted in the entry area of our main building for your review.

Physical Facilities

- Classrooms provide at least 35 square feet of usable space per child.
- Playground and outdoor learning areas provide at least 75 square feet of play space for each child outside at any one time.
- All facilities meet Americans with Disabilities Act (ADA) accessibility requirements
- Nursing mothers can use the Infant Room chairs to nurse comfortably as needed.

ENROLLMENT & Required Information

Our enrollment policies are based on non-discriminatory policies and laws. We do not discriminate on the basis of religion, color, race, gender, sexual orientation, age, national origin, disability, or any other factor prohibited by law. Children are admitted to our program as openings are available, based on the order of their enrollment application and receipt of the designated registration fee.

Confidentiality and Children's Records

All information contained in your child's records is privileged and confidential. Parents or guardians may have access to their child's records at reasonable times upon request. Please contact your Office Manager should you wish to add or update any information contained in your child's records. Updates might include such information as: changes of address, telephone, employment, and/or names of persons authorized to pick up your child. Your child's records will be kept for the minimum time specified by your state's licensing regulations. Should you require a copy of your child's file, an administrative fee may be charged.

Required Enrollment Information

All forms provided to you upon acceptance MUST be completed before your child may attend. To enroll (or re-enroll) your child, you must complete and sign the Enrollment Form, as well as any other local and/or state- specific forms required by licensing regulations. Those forms/information include, but are not limited to, the following:

- **Enrollment Information Packet**, which includes basic information about you and your child, and which will be given to you upon registration.
- **Tuition Agreement**: which must be completed and signed. PLEASE NOTE: BCA reserves the right to change or modify fees and/or policies with a two-week notice. BCA reserves the right to deny services due to aggressive and/or unsafe behaviors exhibited by a child or parent. In rare cases, this denial of service may be immediate if the behavior is deemed unsafe for staff, our children, other parents, or school property. Tuition is due BEFORE services are rendered.
- **Current Immunization Records, Health Professional Statement, & Hearing/Vision Screening** (for 4 year olds and above only on hearing/vision). Please update all records whenever your child has new vaccinations.
 - Children must have a record of a Hearing & Vision Screening within 30 days of their 4th birthday. Most pediatricians will do a basic screening at the 4 year well exam if asked to.
 - Bilingual Child Academy is an IMMUNIZATION / VACCINE ONLY center. **We do not accept non-vaccinated children for any reasons.** We do not accept the Exemption Affidavits for any reason. We are a private school and reserve the right to deny services for the well-being and protection of all the children at our center and to minimize immunization preventable disease outbreaks at our center. We can accept a pediatrician recommended delayed schedules, only if the delay is within 12 months of the regular immunization schedule and parents plan to continue with regular vaccinations.

What your child will need when they start:

- Uniform for Preschool & Prek students only
- Nap mat or Kindermat and Small blanket or pillow which will go home every other week to wash . Please do not bring large or bulky pillows or blankets. Only items that will fit in your child's cubby area.
- Complete change of clothing in a large zip lock, labeled.
- Hygiene: Small toothbrush & toothpaste in a bag (make-up cases work nice with plastic liner)
- Children in diapers: Package of diapers and wipes with child's name and a tube of diaper ointment.
- School supply list – please consult with teacher or office manager on specific classroom needs for your child.

Court Orders/Legal Disputes

- **Custody Disputes**: If there are **Court Orders** affecting the custody of your child or pickup schedules, you must furnish a certified copy of the court order, signed by the presiding judge. While BCA will ensure that we are in compliance with the court order on file for your child, it is our policy to remain neutral in all custody matters.
 - Your center may not be used as a visitation site, nor will we be responsible for determining compliance with parent visitation schedules.
 - **BCA will not take sides or issue suggestions on custody hearings.** Please visit the Custody Disputes & Subpoenas section below for more information on court hearings.
- Parents must provide a copy of any custody order and photo of non-custodial parent.
- If the non-custodial parent insists that the child be released to them, the caregiver will:
 - ✓ Calmly state the daycare's release of children policy
 - ✓ Ensure all children and staff are safe
 - ✓ Contact custodial parent
 - ✓ Call authorities if parent tries to leave with the child
 - ✓ Will not become involved in any physical alternation to keep child at center, it is best to let the authorities handle these types of situations.

Subpoenas

Clients of Bilingual Child Academy should consider whether or not they want to issue a subpoena for any staff (Teacher or Directors) to testify in court for any reason. The process is always expensive to the family, and there is no guarantee that what BCA Staff will say will be of benefit to the family's case. This is why the decision to subpoena a staff member should be seriously considered.

If a BCA staff member is subpoenaed to be in court regarding a custody dispute or other issue with the family, this will necessitate that they clear their schedule to be "on call" for the court appearance. The charge for this is a minimum nonrefundable fee of \$500 payable for each person that is called in advance, regardless of whether the staff member(s) actually end up testifying or appearing in court, or how many minutes they are there. This nonrefundable fee will apply to the first five hours of their time out of the center, then at a rate of \$50/hr for Office Administrators and Directors and \$25/hr for Teaching staff for each hour thereafter. Expenses they may incur such as parking, making copies, travel time, and time spent preparing will be charged at the appropriate rate and are in addition to the nonrefundable initial fee. If any staff member is required to be on call beyond the first day then a second nonrefundable fee will be charged.

If a BCA client wants the staff member to speak, meet, or correspond in any way with their, or another, attorney, the client will be billed for the hourly time. *Email read receipt of this Parent Handbook plus your family's signature on the enrollment paperwork, serves as your agreement of this policy.

Notification of Withdrawal

If you must withdraw from our center, for any reason, you are required to provide a written **two-week notice** by completing the Notification of Withdrawal form, available from your Center Director or Office Manager. If proper notification is not given, you will be responsible for the payment of a fee equal to two weeks tuition. If you are unable to obtain this form, a formal withdrawal email can suffice.

Re-Enrollment

Should you wish to re-enroll your child, new enrollment information must be submitted, along with the applicable registration fee, provided an opening is available.

Termination of Services

Bilingual Child Academy reserves the right to terminate services to any student/family that is deemed disruptive to our educational environment or if the school/home relationship is deemed broken. All parent complaints are expected to be approached and addressed in a mutually respectful manner. If at any time a parent or guardian becomes irate or disrespectful to any member of the team, they may be asked to leave the premises and are subject to un-enrollment of their student.

Schedules, Arrivals & Departures

Calendar

The Bilingual Child Academy is a **year around program** open Monday thru Friday. We will close for major holidays and a limited amount of staff development days each year. School calendars are available for your review on our website. Calendars may be subject to change due to weather closures or unforeseen events out of our control.

- All upcoming pre-determined Closures will be communicated via our monthly newsletter and email reminders.
- Unforeseen closures will be communicated via email and possibly text as soon as possible

Hours of Operation

School Hours

- Hollywood Park Hours: 6:00AM – 6:00PM
- Stone Oak Hours: 6:30AM – 6:30PM

Director Hours: 8:30AM – 5:00PM

Office Administrator Hours: 10:00AM – 3:00PM

Sign-In and Sign-Out

Every child must be signed in and out from the center using the ChildPilot app and QR Code found at front entrance. State licensing standards require centers to keep a record of child attendance. We ask for parent cooperation in this area.

Tardiness

- Our school program, curriculum & instruction begins at 9:00am. It is best if students in the Toddler through PreK program arrive by this time, as to not miss any instructional material.
- Preschool & PreK students must arrive by 9:30am each day unless there is a special reason such as Doctor's/Dentist appointment.
- Babies and Toddlers must arrive by 10:00am each day, unless there is a special need for the day for late arrival.

All curriculum and instruction begins at 9:00am in classes with curriculum. We do not want the children to miss any instruction. If all the children arrive ready to begin their program at the designated time, the transition is much easier for the children and the teachers. Late arrivals cause disruption to learning times and classroom routines.

* Consult with office staff if you have any questions about appropriate drop-off and pick-up windows.

Special Pick Up

Please inform us with a note or email (from email on file) if someone other than those you have originally authorized will be picking up your child. A phone call, email or message through ChildPilot is an acceptable form of communication. The authorized person must be over 18 years of age and present a photo ID.

Severe Weather

BCA will follow the NEISD severe weather policy. If NEISD closes due to bad weather, BCA may have a delayed morning start, early close, or close entire day; please check the morning news, BCA Facebook pages, and email for this information.

Absences, Sick Days, and Vacations

We cannot give credit for missed days due to sickness or absences. Upon your 6-month anniversary families will receive a one week vacation credit for their anniversary year and each year thereafter. Remember you are not paying for time in attendance, but for the spot.

Daily Arrival and Departure

For your child's safety, please escort them, preferably holding hands, while in the parking areas and entry; and deliver them to a staff member, make eye contact with BCA Staff to ensure they see your child and there is a safe hand-off. The same routine should be followed when picking up your child. *[2020 update – currently all pick-up and drop-off is done at the entry reception areas. If and/or when this changes back to classroom pickup/dropoff, there will be update to this handbook with new instructions on procedures.]*

Late Pick Up

Please make every effort to pick your child up on time for the program which they are enrolled in. If something prevents you from being on time, you should:

- 1) Arrange for one of your authorized persons to pick up your child
- 2) Notify the center if there will be a late pickup or another person picking up your child.

If your child is not picked up by the Center Closing Time, and you have not notified the center, the following steps will be taken by the center:

- 1) We will attempt to contact you and/or your authorized persons.
- 2) If we are unable to reach you or any of your authorized persons within thirty (20) minutes after the center's closing time, Office Administrators will call Child Protective Services or any other authorities deemed necessary.
- 3) If authorities are contacted, they will be given the emergency contact information listed on your Enrollment Form.

*Under no circumstances shall BCA Staff take your child home.

* If there is no pickup, 30 minutes after closing, BCA Administrators may still contact CPS regardless of communication.

Late Pick up Fees

- Late arrival, during center hours: \$5.00 per hour
- Late arrival, after center closing: \$10 plus \$2.00 for each additional minute after closing.

Medical & Health Policies

BCA is committed to providing a safe environment for our children, parents, and employees. All persons on our property must adhere to acceptable safety practices and standards. Each center is treated and tested by Dis-In-Fx A Germ-Safe™ facility and Disinfect Care companies which provide professional commercial disinfection services. Teachers maintain high cleaning and daily disinfection of their classroom. Regardless of all the cleaning that is done, children may contract communicable diseases through child-to-child contact.

Communicable Disease

We value your child's health and recognize the importance of preventing infectious diseases, particularly in a child care setting. If any child in our care is diagnosed with a reportable communicable disease, as specified by your center's state

licensing agency, parents/guardians of the other children will be notified. If you would like additional information about reportable diseases in your state, please contact your Center's office.

Illness: Signs and Symptoms

Please do not send your child to school if he or she exhibits any of the following conditions and/or symptoms:

- ⇒ Any reportable condition that the local health department or your child's physician has determined to be contagious. In this instance, your child may return upon receipt of a physician's or medical evaluation release note;
- ⇒ **A fever:** widely considered to be a rectal, ear or temporal artery temperature of 100.4°F by most health-care professionals.
- ⇒ Nasal discharge that is green or yellow;
- ⇒ Constant, deep, or hacking cough;
- ⇒ Sore throat with swollen tonsils or glands, white spots in throat, or throat that hurts when swallowing;
- ⇒ Stomachache accompanied by vomiting, abdominal cramping, and/or diarrhea;
- ⇒ Signs of conjunctivitis, such as redness or discharge from one or both eyes, eyes that are pink or burning/itching;
- ⇒ Diarrhea or vomiting;
- ⇒ Complaints of ear pain,
- ⇒ **Head lice and/or eggs.** Although not a communicable disease, it is highly shared from child to child.
- ⇒ Undetermined rash. May be signs of Hand, Foot, Mouth (rash or blisters on hands/feet/mouth)
- ⇒ Pink Eye – or eyes that are swollen, red or crusty

If any of these signs or symptoms appear while your child is at school, he or she will be kept separate from the group; and you will be contacted to arrange immediate pickup. In many cases, children will not be allowed to return until 24 hours have passed without symptoms.

Covid, Colds, Flu and other contagious respiratory diseases spread easily through air particles, To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the symptoms listed for that disease.

If these symptoms of possibly contagious conditions or other conditions deemed contagious are observed in your child during the day, you will be called to come pick up your child immediately.

The child may not return to school until he/she is symptom-free for 24 hours, unless there is a doctor's note stating the child may return sooner. If there are any lingering signs of illness, i.e. glassy/watery eyes, listless, and/or drowsiness, etc., please keep your child home an additional day. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities. Their immune systems may still be weak and re-entering the school environment may retrigger infection or sickness.

**We do not have an on-campus Baby-Well program or a Nurse on staff. If your child is sick, they must remain at home.*

If possible, please inform the office if your child will be absent due to illness. This helps us ensure that we can keep contagion to a minimum in our classes.

Medications

BCA recommends that you dispense medication to your child before or after the school day. (Most physicians can provide a prescription for 12-hour dosages of medication.) If medication must be dispensed at the center, BCA will use the following guidelines:

- Medication must be signed in on the daily medication log, **located in the front office**, and given to a member of our management team at the front desk. Additional forms may also be required by your individual state licensing agency. Do not leave medications for your child with a teacher or in their backpack.
- Prescription medications must be in their original packaging or container and be clearly labeled with dispensing/dosage instructions and your child's first and last name.
- Nonprescription, or "over the counter," medications can only be administered according to the label instructions, including recommended age-appropriate dosages. Nonprescription medications must be in their original packaging or container and be clearly labeled with your child's first and last name and the date it was brought to the center. No OTC medications will be given for longer than two (2) weeks without written permission from a physician.
- If your child requires ongoing medication, please complete the BCA Medication Dispensation Form, available from the front office. Additional forms may also be required by your individual state licensing agency.

- Topical medications, such as diaper ointments, or teething gels, may not require physician approval but may, if a parent provides these items then permission is implied.
- If your child has an adverse reaction to medication, we will document his or her symptoms and call you for immediate pick up.

TB Test

TB testing requirements vary from county to county. At the present time our local health department does not require TB testing of children or staff. If this changes we will notify parents.

Head Lice

This is a very common occurrence in young school children. Although yucky by nature, this has nothing to do with cleanliness. They are very easily transmitted by children who have a limited capacity to understand the nature of personal space. Random lice checks are conducted by office personnel. If lice are found on a child, the following steps are taken:

- Parents are notified and child must be picked up from school.
- Child's head must be treated with a product formulated to remove head lice.
- Nits must be removed with a special nit comb included in product.
- The child will be excluded from school the following day.
- Upon returning to school state health laws require examination of hair and scalp by office personal before returning to school.
- A handout of additional information regarding lice is given to parents at the time of pick-up.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears. *Please be assured that we will do everything possible to prevent infestation in our center. But the most important help comes from home.

Hand washing

Handwashing is like a "do-it-yourself" vaccine. It involves five simple and effective steps--Wet, Lather, Scrub, Rinse, Dry--you can take to reduce the spread of diarrheal and respiratory illness so you can stay healthy. Regular hand washing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. www.cdc.gov/handwashing
CLLC emphasizes stringent hand washing and sanitation procedures (such as "covering" a cough), both as a part of our daily routine and as a specific part of our curriculum, beginning at age two.

Health Check

When appropriate, staff may conduct periodic health checks prior the child's admittance to the classroom and/or throughout the day. A health check is a visual and/or physical assessment taken in order to identify potential concerns—such as signs or symptoms of illness or injury-- about a child's health. (Please refer to the previous section, "Illness: Signs and Symptoms," for a basic "health check" list.)

Medical Emergencies

If there is a critical illness or injury, which requires immediate attention of a physician, we will:

1. Contact Child's parents to receive instructions on next steps and/or discuss if child needs to be picked up.
2. Administer first-aid treatment or CPR if appropriate.
3. Contact the physician identified in the child's record if needed.
4. Contact emergency medical services or take the child to the nearest emergency room if needed.

**** By enrolling in our program, parents and guardians release Bilingual Child Academy and individuals from liability in case of an accident during regular activities related to attending a school child care program, as long as the center and staff have taken normal safety procedures. Our center does not have insurance to cover for Medical payments to children. Each family must have their own accidental insurance coverage**

Medical Emergencies and Accidents

In case of an accident, care for the injured child is our first priority. If the emergency requires immediate attention, we will call 911. (Your emergency medical permission and preferred treatment facility is listed on your Enrollment Form.) If the injury requires treatment, but is not serious, you will be called to pick up your child and take him or her to your physician. Minor incidents or accidents, such as a splinter or skinned knee, will be treated, documented, and reported to you on the day of occurrence.

Breastfeeding: Moms can breastfeed babies in the nursery classrooms and staff will do their utmost to give them privacy. Moms that conduct breastfeeding in the classrooms, must wear a face mask.

Meals

Good eating habits and positive attitudes toward food should be established at an early age. At The Bilingual Child Academy, we provide nutritionally balanced snacks and lunches. Milk & Water is provided with every snack or meal, not sugary drinks. Hot school lunches and snacks are available for all students. Reasonable accommodations are made for allergies or special needs. [*For special needs please see Children with Special Needs]

For those children who bring a lunch from home, please note that **BCA is not responsible for the nutritional value of the lunch from home**. If your child has an allergy or cannot tolerate certain foods, please contact the teacher/office in order to ensure this matter is given its full attention and all appropriate personnel are informed.

Meals and snacks will only be served to children ready for table food. Infants on formula, breast milk, cereal, or baby food puree must bring these foods from home.

Infants not on full table foods are fed according to your instructions and foods provided from home; BCA does not provide food for the infants in our care who are not on all table food. Please complete the Infant Feeding Schedule and update it as needed or every thirty (30) days, whichever comes first. Please let us know, as your child begins to eat “table food,” if you would like her or him to participate in our snack/meal program.

- Breast Milk must be labeled with infant’s full name AND date & time that breast milk was expressed.
- Written policies ensure staff discards any unfinished and unrefrigerated formula or breast milk after one hour. Staff will make every effort to try to re-feed before the one hour mark to minimize waste.

Peanut-Free Center: Please do not bring any peanut or nut products to school. This is a peanut free school

Toilet Training

Children typically begin potty training between the ages of 24 months-36 months. Two year olds are typically in early stages of potty training, which is expected. A major part of the Two’s curriculum is potty training children and we ask for parents help at home.

Preschoolers 3 yrs. + must be able to use the potty independently with hygiene support from teacher, to be accepted into our preschool three year old program. However, we understand that accidents do happen, and we encourage you to keep a change of clothing either in your child’s backpack or talk to your child’s teacher about storage at school. However, if accidents persist, BCA may ask for a parent conference to discuss solutions.

Quiet Time

Specific age groups will have a scheduled time to relax and recharge. Small blankets may be provided for this time if your child needs a special “lovey.” Children who do not nap will be offered books to look through or other quiet activities. Ask your Center Director if you have other questions regarding quiet time.

Infant Sleep under 12 months

Infants sleep in a certified CPSC crib with a fitted sheet only. When infants arrive, they must be removed from car seat, not be left asleep in car seat. Non-walking infants cannot sleep with a blanket/quilts, soft toy, pillows, pacifier with a toy attached, crib bumpers, or wrapped/bundled in crib or rest equipment. There must be sufficient air flow around the baby in the crib. Infants are placed face up in a crib to sleep. If a baby is rolling and turning on their own, it is fine to leave them on their tummy. Teachers and caregivers may begin to help baby fall asleep in a bouncer or swing with a small blanket, however as soon as they fall asleep the infant must be transferred to a crib. If for medical reasons, an infant needs to sleep in a sitting position [bouncer or swing], then BCA requires a medical exemption [Office can provide appropriate forms for your doctor].

Safety Policies

Gang-Free Zone

A gang-free zone is a designated area around the specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The specific locations include day care centers. The gang-free zone is within 1,000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Field Trips

BCA does not provide field trips outside of the school.

Water Activities

The Bilingual Child Academy has no pool, however we may have fun water activities with the use of sprinklers and wading pools, during hot summer weather. Children are able to participate only with parental consent and signed permission form.

Release of Children: Children will be released only to the custodial parents/guardians or contacts given by custodial parents / guardians on the enrollment forms as able to pickup. If there is a change or a pickup outside of the normal routine, we appreciate a phone call, email, or coming to the office to inform our office staff of any changes in pickup. If staff has any concerns with adult picking up, we will contact parent/guardian to confirm if we can release child.

Tuition Policy

All about Tuition

Current tuitions are assessed based on a yearly cost of care per child, payroll, food, supplies, and overhead costs. This cost is then divided into a monthly/ weekly tuition calendar. Families pay a fixed tuition, which is for the spot not attendance.

Cost of Living Adjustments

A 3-4% cost of living adjustment may be assessed yearly in July. Please be aware that our goal is to keep tuitions as low as possible. However our rents, payroll, and costs of supplies and food often go up and these costs are out of our control. In order to maintain standards of care, we must adjust to reflect these changes.

Smart Tuition

Smart Tuition is an automatic debit of your ACH bank account or credit/ debit card with the account on file through ChildPilot portal app. Tuitions are posted on Fridays, and auto deducted on Mondays. All tuitions are due BEFORE services are rendered.

Late & Returned Payments. Tuition is due and payable before services are rendered. A service charge of \$25.00 may be added to your account for late tuition payments. Dishonored checks will be assessed an additional fee depending on the bank fees assessed to the center. Enrollment will be terminated at the discretion of the school for non-payment of tuition.

Late Pick-Up Fees

- Late arrival, during center hours: \$5.00 per hour before closing
- Late arrival, after center closing: \$10 plus \$2.00 for each additional minute after closing.

Summers, Un-enrollment, or Change of Schedule

BCA is a year around program (tuitions are based on yearly enrollment).

As a special service to district teachers, we allow school district teachers to withdraw their children during summertime, for the duration of the school district Summer Program. To hold a child's spot for the Fall, **a re-registration fee of \$100 per child is required by April 1st of the current year PLUS 2-weeks pre-paid tuition.**

Families who wish to switch from full time to part time or need to leave over the summer, are able to do so by paying the re-registration fee. **We cannot guarantee a full time spot will be available** in these cases. Families wishing to un-enroll must give the center a mandatory paid two-weeks notice.

What to Expect When Starting a New Program

Separation from the Parent

The process of separation from the parent as the young child enters and attends a new nursery school or preschool is one of the most important accomplishments of the preschool child and a major milestone in Social Emotional development. Typically children begin to show signs of separation anxiety around 12 months, it will begin to diminish at 36 months. As children mature, they begin to identify themselves as independent personalities. In separating from you, your child is learning:

- To develop an interest in the activities of the preschool
- To feel comfortable with others at preschool
- To understand that his/her parent will come back and pick him/her up
- To understand that all parents leave their children and come back for them
- To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child

It is important to point out that sooner or later, after the initial successful adjustment at school is made, all children want to explore the limits of not going to school. This can occur suddenly, but it usually lasts only a short time. When this occurs, here are some suggestions, which may help you handle the situation:

- Place an emphasis on what the child is doing at school rather than what your activities are while he/she is in school
- See that the child is involved in a specific activity or is in the hands of a teacher before you leave him/her
- Tell the child when you are leaving. Avoid prolonged good-byes, and don't just disappear.
- Ask the teacher for help in separation. We expect the crying and usually the tears are for the parent's benefit. Come up with a routine upon arrival that is quick and to the point.

Suggestions for Parents:

~ Keep to a schedule and routine in the morning. If you are rushed and stressed your child will feel it.

~ Ensure your child has enough sleep at night. Good sleep & nutrition ensures they are not grumpy and sleepy in the morning.

What to expect the first few days of school:

Give them a sense of what to expect

It's the rare child who isn't at least a little anxious about starting preschool. Resist the temptation to say things like "It'll be the most fun you've ever had," or "There's nothing to be afraid of," and never belittle your child's fears or concerns. Instead, help calm their fears with information. Talk to them about what to expect when they get to school — where they'll be going, what they'll be doing, and who will be in class with them. Before school begins, visit the classroom together at least once, preferably when other children and their future teacher(s) are there. You can also read stories about starting school. Some good ones to try are *Franklin Goes to School*, by Paulette Bourgeois; *Starting School*, by Anne Civardi and Stephen Cartwright, and *Starting School*, by Janet Ahlberg.

Come up with a good-bye ritual

If this is the first time your child will be away from you, he/she may worry that you're not coming back, or that you'll get lost and won't be able to find your way back to the school to pick them up at the end of the day. Invent a special parting ritual — such as a high-five, or saying something like, "I'll be back to get you soon, long before we see the moon" — that you do each time you drop them off. During the first few days, allow extra time to get them ready and out the door in the morning, too. The more calm things are at home, the easier the separation will be; And though you might be tempted to sneak out without so much as a wave when you drop them off, don't do it! They will only be more distressed when they realizes you're gone. Instead, make a point of saying good-bye. **Don't drag it out** or let on that you might be upset, too. Just do it matter-of-factly and confidently and they'll learn to do the same.

You will be amazed how quickly upset children get happy once they are engaged in class. Also they will be proud of themselves for being such a big boy/girl. Really praise your child for achieving their great milestone, as well as yourself for giving them the gift of independence.

Additional Parent Resources

Please do not hesitate to contact us if you have any concerns regarding your child's growth and development—whether school-related or not. The following list contains family website resources that you may find helpful:

- Curriculum: www.FrogStreet.com
- Conscious Discipline: <https://consciousdiscipline.com>
- Estrellita Phonics Program: www.Estellita.com
- <http://www.cdc.gov> provides a wealth of user-friendly materials on such topics as healthy living, disease control, developmental milestones, and emergency preparedness.
- <http://www.choosemyplate.gov> offers nutrition information for parents, as well as games and songs for children.
- <http://www.2.ED.gov/parents> sponsored by the U. S. Department of Education, topics on this website range from early childhood education to planning for college
- <http://www.preventchildabuse.org> offers information on preventing child abuse as well as positive discipline tips for parents.
- <http://childwelfare.gov> provides a wide variety of local, state, and national links to parenting and family topics
- <http://www.families.naeyc.org> posts a wide variety of articles on subjects of interest to parents of young children

In addition, the following resources are included in this handbook:

Can't find the information you want?
We are happy to assist you in locating any resources that you may need.

CHILD CARE WAIVER & Emergency Form

Name of Student 1: _____ DOB: _____

Name of Student 2: _____ DOB: _____

Name of Student 1: _____ DOB: _____

Parent's Name: _____ Contact Phone No. _____

Parent's Name: _____ Contact Phone No. _____

Emergency Contact in event
Parent cannot be reached: _____ Contact Phone No. _____

Special Medical Notes regarding your child(ren): _____

I/We understand the content as described in the provided BCA Parent Handbook 2018 update. I/We understand that periodically the handbook may be updated. In which case we will be notified via email and the new handbook will be available on the school website www.BilingualChildAcademy.com

I/We, the undersigned, are the parent(s)/guardian(s) of the above named child/children and we agree, in taking advantage of the child care service provided by Bilingual Child Academy [BCA], to release and hold harmless Bilingual Child Academy, its officers, agents, and employees, from any and all claims, demands, suits, costs, and charges, in connection with or arising out of the child care service, including, but not limited to, bodily harm or injury to our child; **except** only for loss, harms or injury occasioned by gross negligence or intentional misconduct by BCA and/or its officers, agents, and employees. I/We authorize BCA to administer, or cause to be administered, at my/our sole cost and expense, medical treatment and/or medication to the above name child/children in the event of any emergency.

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize BCA or person in charge to take my child to the nearest emergency room, and I give my consent for any and all treatment for my child when the child is in the care of a physician.

Please initial one choice below:

____ I have received an email PDF copy of this Parent & Student Handbook and I further understand that it is available on the school's website at www.bilingualchildacademy.com * **Thank you for helping us conserve paper!**

____ I wish to receive a hardcopy of the Student & Parent Handbook at a cost of \$5.00 assessed to my family account.

Acknowledgment:

Signature of Parent/Guardian: _____ Date: _____

Printed Name of Parent/Guardian: _____