



**PARENT HANDBOOK  
POLICIES AND PROCEDURES**

Dear parents,

Welcome to Uno Dos Tres Academy, a Spanish Immersion Preschool and Child Care Center. I am so pleased you have chosen our school for your little one. The mission of Uno Dos Tres Academy is to provide every child the ability to learn and to become immersed in the Spanish language in a natural and comfortable manner; through play and other culturally appropriate activities.

I personally believe that children are unique individuals who deserve a loving and secure environment that promotes a sense of wonder and discovery in learning. I value an inclusive environment that respects the unique qualities of each child, and I put a lot of energy in parent involvement and community awareness. As the year begins, I would like to make a promise to you that I will dedicate myself to your child, and work towards instilling a true love for learning the Spanish language and culture.

Our teachers are here to provide a safe and nurturing environment for all their students. As a team of educators we believe in the unlimited potential of every child and know that children at Uno Dos Tres Academy have an academic jump-start for future school experiences. We are a group of educators who truly enjoy teaching Spanish— we love sharing the traditional music and songs of Mexico and Latin America. We love our traditions, food, culture, and we invite you to get to know a little about us! Just like you, we also place a lot of importance in early childhood development; we place our energy and our love in building an environment that you and your child will prosper in. Uno Dos Tres Academy is a lively place, full of happiness and knowledge—we are here to ensure that your child's preschool experience is a joyful one.

Beinvenidos a Uno Dos Tres Academy!

Karla Elias | Director/Owner

## **Why Immersion**

### **Why is an immersion program at the preschool level important?**

Enrolling your child at Uno Dos Tres Academy is beneficial because we use and apply the Spanish language in an emotionally supportive environment that stimulates all the senses. Studies show that young children who learn a second language enjoy many additional cognitive benefits, such as enhanced problem-solving skills, enhanced spatial relation skills, and heightened creativity. In addition, when children enjoy their environment and feel safe, they learn without even realizing it.

### **Is there any English spoken in the class?**

Yes. Uno Dos Tres is a bilingual school. Each teacher instructs at individual levels. Some classrooms speak 75% in Spanish, while other classrooms focus 100% in Spanish. The level is determined by the children's comprehension and comfort. Children are encouraged to speak Spanish; however, we understand that children develop at different stages, therefore, we do not push for a child to speak in Spanish.

### **How will my child understand what is going on in class?**

Your child will learn Spanish the same way they learn their first language. We use hand and body cues, stories, inflection, and facial signals to make clear what is being communicated. Throughout the day teachers incorporate; Spanish songs, games, circle time and group activities. Each teacher has their own individual approach, yet as a whole group—we focus on individualism and follow a child-center approach.

### **Is any prior exposure or knowledge of Spanish required?**

No. Children do not need to have prior exposure or knowledge of Spanish. We assume children coming to our preschool are being exposed to Spanish for the first time. We welcome and encourage children who have prior knowledge of the Spanish language; as they tend to be natural helpers in the classroom.

### **Do we, as parents, need to know how to speak Spanish?**

It is not necessary that parents speak Spanish. The teachers instruct your child with proper pronunciation and grammar. Of course, having reinforcement at home is always an advantage, but children with little or no reinforcement of Spanish at home are just as successful in immersion programs as those with native speakers at home. Teachers will provide parents with monthly vocabulary words and our monthly curriculum.

## **Uno Dos Tres Academy Mission Statement**

Uno Dos Tres Academy's mission is to provide your child the ability to learn and to be immersed in the Spanish language in a natural and comfortable manner; through play and other culturally appropriate activities.

## **Uno Dos Tres Academy Goals**

To provide possibilities for children to learn the Spanish language by discovering, exploring, problem solving, and allowing for open-ended opportunities.

To provide a high quality, safe and nurturing environment that ensure each child's right to learn and to participate.

- To appreciate the diversity and culture of each child, family and staff member.
- To recognize and respect the uniqueness and the potential of every child.
- To assist in the overall cognitive, social, physical and mental development of each child.
- To maintain an open door policy for communication between parents, staff, and children.

### **About Our Classrooms**

**KOALA CLASS** | Children entering the Koala classroom must be 12 months before their first day of school. Our Koala Classroom is for our youngest Spanish learners. At this age of development children are learning to walk, talk and most importantly learning how to build positive relationships with others. Your little one will go from a wobbler or a toddler, to a skilled walker and runner. In language skills, they will go from saying a handful of words to knowing anywhere from 100 to 500 words and stringing together basic sentences! Another great change that occurs at this age is their interest in spending more time socializing with their peers and teachers.

As teachers we are here to provide constant interaction while giving each child lots of individual attention! We understand childhood developmental stages and design our classroom based on your children developmental area. We provide exciting choices that are fun and hands-on. As you walk into our classroom you will find your little one exploring with play-dough, finger paint, pouring and dumping, obstacles to climb, vehicles to ride, and songs to sing at music to dance to.

Our goal in the Koalas classroom is to provide your little one with a welcoming, stimulating and exciting atmosphere. We focus on having a transparent relationship between parent and teacher, and work towards instilling an open relationship filled with trust, communication, and parent involvement.

**MARIPOSAS CLASS** | Children entering the Mariposas classroom must be 23 months before their first day of school. Mariposas Classroom is for our young Spanish learners. At this stage of development children are learning skills such as; taking turns, engaging in make believe play, using simple words to communicate their likes and dislikes, and showing more interest in group games and activities. You will see throughout the months that children at this age start forming special bonds with their teachers and peers. A great change that occurs during this stage is the child's ability to begin to express themselves through games, simple words, baby-sign language and the natural progression of their social-emotion development. This age is an exciting time for parents and teachers!

Young Toddlers are experiencing huge cognitive, social-emotional, and communication strides, which ultimately assist them in exploring and mastering their new classroom and schedule. During this stage, toddlers are able to sort objects by shapes, colors, and sizes; they are developing fine and gross motor skills, as well as, imitating the behaviors of their peers.

Our goal in the Mariposas classroom is to give the opportunity for each child to develop through their own personal learning style. Our teachers provide age appropriate experiences that are designed to aid social-emotional, cognitive, and language development.

Throughout the day children are free to explore and discover their environment, through play based activities and through one-on-one interactions. We are here to foster each child's natural curiosity, while also encouraging their personal ideas and self-esteem to fully blossom!

**OSITOS CLASS** | Children entering the Ositos classroom must be 3 years old before their first day of school. Children entering this classroom must be fully independent in using the toilet before they enter. Our Ositos 3-year-old classroom builds on the foundations set in the Mariposas classroom, and integrates the learning centers, and learning areas that are age-appropriate for young preschool students. Our teachers focus on expanding communication skills, social-emotional skills, and continue building cooperative peer to peer relationships. As children continue to learn more about themselves and others, you will see your child start to form healthy and enduring bonds with their peers. Younger preschoolers are becoming autonomous, they are engaging in more collaborative play and fantasy play. Over all they are getting to know what they can and cannot do, and we are here to support their complete positive development!

Our goal in the Ositos classroom is to establish a balance between routine experiences and opportunities for exploration and play based learning. You will find children engaged in teacher-lead activities, circle time, group games and self-directed play. Teachers provide children with techniques on how to navigate challenges and build a repertoire of problem-solving skills.

We model positive communication skills, teach age-appropriate negotiation skills and show children how to be self-aware of our personal space and environment. In this class you will see your child starting to master the Spanish language, build strong relationships, and challenge themselves to become academically competent individuals.

**PATITOS CLASS** | Children entering the Patitos Pre-Kindergarten classroom must be 3 years old by September 1st. This is a mixed aged classroom with older 3 year olds, who must be fully independent in using the toilet before they enter. Our pre-kindergarten classroom is designed to provide an enriching academic curriculum for children ages 3 - 4 year olds. The curriculum is designed to foster pro-social skills, social-emotional development, and provide each child with an early head start to kindergarten! Teachers in the Patitos classroom make regular adjustments to the materials and activities, and to the structure of the classroom to further enhance each child's interest and individual learning styles. Children have daily opportunities to engage in self-directed play, the writing center, art center, dramatic play area, math manipulatives, teacher-lead circle time, teacher-lead group activity, as well as have time to relax and read books!

The main goal in this classroom is to support each child's positive growth and development. We are here to provide an enriching academic curriculum that allows all the children to feel capable to move on to the next level in learning. Our teachers observe and work with each student on a one-on-one basis to fully support each child's individual academic and social needs. Basic literacy skills, pre-writing skills, and pre-math skills are all taught at an individualized level, so that children have the upper hand when transitioning into kindergarten. In this class you will see your child eager to spell their name and enthusiastic about the concept of learning Spanish!

**LECHUZAS CLASS** | Children entering the Lechuzas Older Pre-Kindergarten classroom must be 4 years old by September 1st. In our Lechuzas Older Pre-Kindergarten classroom the curriculum is designed to further build on social-emotional and cognitive development, as well as fine tune kindergarten readiness academic skills. You will find a variety of learning centers in the classroom that correspond with the developmental areas of an older preschool group. These defined areas allow children to explore educational materials with the guidance of the teacher, individually or with peers. The language arts area and math area are made to mature your child's ability to further maximize their learning development, promote independence and provide the skills to successfully master pre-reading, pre-

writing, and pre-math skills. The Lead Teacher makes monthly observations and alters each learning center based on the curriculum, and the individual needs of the children.

Our main goal in the Lechuzas classroom is for your children to have fun, learn and to become competent individuals when they graduate from Uno Dos Tres! The teachers are able to incorporate a variety of activities into their curriculum, while incorporating the monthly theme and focus on fine-tuning developmental areas. Children will have daily opportunities to engage in self-directed play, explore the writing center, use an array of mixed-media from the art center, act-out rolls in the dramatic play area, examine the math manipulatives, and have a scheduled teacher-lead circle time, and teacher-lead group activity.

### **Discipline Policy**

Here at Uno Dos Tres Academy we believe in respecting every child's space, property, and action. We utilize supportive and fair discipline techniques that help children acknowledge the behavior, make choices about the solution and be responsible for consequences. We want children to learn to make appropriate choices by themselves and not rely on adults to control their behavior for them. Children at the center are respected as individuals and are shown to respect others. Our teachers use clear, simple statements about what is appropriate and model the behavior they encourage in the children. We do not use time-outs, or any form of time-outs.

### **Guidance Policy**

Uno Dos Tres Academy believes in assisting children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach and encourage techniques of discipline that are fair, consistent and respectful of children and their needs. Guidance is required to ensure order, prevent injury, and to ensure that a child's activities are not infringing on the rights of others. We believe that it is important to provide a positive atmosphere so that children are being respected and they themselves are respecting the space, feelings, and actions of others.

### **Guidance Strategies;**

- ❖ We as teacher are here to explain to the children what behavior will be acceptable and explain the reasons for the limits, doing so in a positive way.
- ❖ We focus on the child's behavior, rather than on the child.
- ❖ We give children time to respond to the expectations.
- ❖ We reinforce and model appropriate behavior.
- ❖ We are willing to listen and respond in a fair and supportive manner.
- ❖ We anticipate potential difficulties and redirecting children if needed.

### **Termination Procedures:**

We use the following steps to work through aggressive behaviors:

1. Teachers document a child's behavior using an (OUCHI) incident report.
2. After 3 (OUCHI) incident reports, the parents, teacher and director will meet to discuss the situation and to develop a plan of action. (Antecedent and Consequence)
3. We schedule a date to further discuss the effectiveness of our observations.
4. If the school cannot meet the child's needs, and the aggressive behaviors continue, we schedule a date of withdrawal.

### **Open Door Policy**

Uno Dos Tres Academy has an open door policy, which means that parents and legal guardians are allowed to visit the center and their child's classroom at any time of the day (when their child is present). We welcome and encourage your visits! Please schedule a time with your child's teacher or the director!

### **Student Drop Off and Pick Up**

When dropping off and picking up your child always escort your child in to the classroom and connect with the teacher verbally and with eye contact. There is a sign-in sheet that will be filled out by the main teacher. The school is locked between the hours of 9:00am-5:45pm. Please ring the doorbell and wait for a teacher to open.

### **Wait List policy**

There is a non-refundable Wait List fee of \$75.00. The fee will place your child on the appropriate wait list for their classroom. If a space becomes available, you will have 48hrs to accept the opening, and provide the school with the Parent Contract and Discounted Enrollment Fee of \$125.00.

### **Student Release Procedures**

When your child will be arriving later or leaving earlier than regular class time, or leaving with someone other than a parent, the teacher or director must be informed in advance and the person must be written on the health and emergency form. Any persons unfamiliar to the teachers need to show picture identification.

### **Individual Parent/Teacher Conferences**

Parent/Teacher conferences are held in December. Naturally, our staff members are always happy to meet with parents. Should a need arise to meet before or after conference times, please speak to your child's teacher or the Program Director. During the conference we will discuss Ages and Stages Questionnaire and Uno Dos Tres Progress Report.

### **Back to School Night:**

Each September we will have a Back To School Night for all our families and children to attend. We invite you to take advantage of this opportunity, and see the world your child inhabits every day. You will have a chance to meet all the wonderful staff that work with your child, meet other parents, sign up for conferences and see the work your child has accomplished thus far. It really is one of the best ways to begin the new school year!

### **Chico de la Semana:**

For one week during the school year each child will be selected as the "Chico de la Semana". The purpose of this week is to celebrate the child. On the first day of their week your child may bring a poster board with pictures of their family. In addition, each day of their week your child can bring in a show and tell item, favorite snack to share with classmates, family members to read a story to the class, etc. Parents will be notified in advance of their child's week.

### **Outdoor Safety Policy**

Uno Dos Tres Academy will provide children with the opportunity to engage in physical activities and develop their gross motor skills by providing ample "outside time." Parents are recommended to dress children according to the weather. If weather is too severe teachers will have physical activities planned for that day and time. \*Please have children wear appropriate walking/running shoes. No flip-flops,

strap-less shoes, or shoes that do not fit properly. Sunscreen will be applied to children when the temperature is 75 degrees. When the temperature is above 90 degrees' children go outside for no more than 10 minutes. When the temperature is below 35 degrees' children go outside for no more than 10 minutes.

### **Field Trip Policy**

Uno Dos Tres Academy will provide each family with a monthly newsletter listing all the important dates to remember. The information will also be posted on classroom Parent Board's. Field trips can consist of going on neighborhood walks, going to neighborhood parks, visiting community workers, e.g., dentist office, ice cream shop or going to the Zoo, OMSI, Children's Museum and the Pumpkin Patch. Depending on the type of field trip, Uno Dos Tres Academy will request permission from parents and provide them with important information regarding; transportation, time, duration, location, a meeting point and parent volunteers. There is a Transportation Fee of \$15 per student.

### **Inclement Weather Policy**

In the case the weather proves to be unsafe, we will inform families via email or via a recorded message on the school answering machine. We follow the Portland Public School District Inclement Weather Policy. If PPS is closed due to hazardous weather, we will also be closed. If PPS is scheduled to have a 2-hour late opening, we will open at 9:00am. If PPS has an early release, we will close the school 2 hours early. You can also check on the PPS's website for the school inclement weather report.

### **Classroom Expectations and School Wide Rules:**

Teaching classroom expectations are just like any other teacher-lead activity. In order for children to succeed, rules must to be part of the curriculum and reinforced on an ongoing basis. As we start the year, you will see teacher's incorporating lesson plans that focus on rules and routines. Please help us by talking with your child at home, and reminding them of the importance of following rules at school.

**We Keep our Hands to Self**

**We have Listening Ears**

**We Use Walking Feet**

**We Use Inside Voices**

**We Clean Up and Put Our Toys Away**

**We Show Respect for the Environment**

### **Snack & Lunch Policy**

Children can bring a cold lunch from home. Cold lunches can be stored in your child's classroom refrigerator. Please remember to write your child's name on their lunch box, as well as, on all other containers. We provide a morning and afternoon snack. Our snacks are based on the USDA guidelines. If you would like to bring a snack to share with the entire classroom it must be store bought and pre-washed.

\*If your child has a food allergy or food preference (wheat, dairy, gluten free, etc.) please provide the school with a supplies of appropriate snacks/drinks for your child. You can either pack extra goodies in your child's lunch box every day, or bring in a monthly supplies of snacks.

### **Tree Nut & Peanut Free Policy**

We are a Tree Nut & Peanut free school! All foods provided by the school for the children during snack time are nut-free. All foods sent in by parents for their children to share with classmates MUST be nut-

free, as well as store bought. Foods that parents pack for their individual child for lunch must not contain nuts. (Almond Milk is okay to bring)

### **Celebrating Birthdays at Preschool**

If you bring in a treat for your child on their special day, please make sure that it is entirely peanut-free and store bought, or we will not be able to serve the item. We also ask that you arrange a time with your child's teacher. Below you will find popular snacks for birthdays:

Fruit salad  
Dried fruit  
Fresh veggies  
Ice Cream (w/cones)  
Sorbet  
Sugar free cookies  
Bite size cupcakes  
Cookies  
Popsicles  
Frozen Yogurt  
Pirate Booties  
Organic 100% apple juice

\*Please no soda, carbonated drinks, or hard candies – we will not be able to serve these items.

### **Supervision Policy**

Supervision for all of the children enrolled in Uno Dos Tres Academy is very important for us. Our teachers incorporate developmentally appropriate guidance and supervision skills, while inside the classrooms, while using the bathroom, during transitions and while at the park.

**Bathroom Supervision:** While children are exiting their classrooms to use the bathroom, there will be a teacher supervising them at all times. A teacher will stand near the entrance of their classroom to supervise both the children in the classroom and the child (ren) who are using the bathroom.

We use the following skills and guidelines while supervising all our children.

**Positioning** is a skill that requires being able to see all of the children. Teachers position themselves in the classroom and while outdoors to see as many children as possible. All children are monitored by sight or sound at all times. Positioning is use during every activity throughout the day.

**Scanning** is a skill that involves regularly monitoring the classroom and playground to see children's involvement and what is happening. Teachers use this method of supervision to ensure children are engaging appropriately within the environment.

### **Uno Dos Tres Academy Philosophy**

Uno Dos Tres Academy follows a Developmentally Appropriate Philosophy, that is, the program will be guided by the needs of the children that it serves. Children are taught in a manner that matches the way they develop and learn. Children are challenged just beyond the level of their present ability and are given constant opportunities to practice newly acquired skills. Along with opportunities to learn through play and social interaction, children are provided with the skills that will allow them to excel in the Spanish language later in life.

Following are the five guidelines for Developmentally Appropriate Practice that Uno Dos Tres Academy follows;

**Create a caring community of learners.** Developmentally appropriate practices support the development of relationships between adults and children, among children, among teachers, and between families and teachers.

**Teach to enhance development and learning.** Early childhood teachers strive to achieve a balance between guiding children's learning and following their lead.

**Construct appropriate curriculum.** The content of early childhood curriculum includes the subject matter, social or cultural values, parents' input, and the age and experience of the children.

**Assess children's learning and development.** Assessment of individual children's development and learning is essential for planning and implementing appropriate curriculum

**Establish mutually beneficial relationships with families.** Developmentally appropriate practices evolve from a deep knowledge of individual children and the context within they develop and learn. The younger the child, the more necessary it is for care givers and teachers to acquire this knowledge through relationships with children's families.

### **Uno Dos Tres Academy Curriculum**

Uno Dos Tres Academy uses a thematic approach to design the curriculum. Our staff incorporates the theories and beliefs of Dr. Gardner's 7 Intelligences to ensure that we are meeting the academic needs of every child we serve. We adjust themes, classroom materials and make necessary classroom arrangement on a monthly basis to enhance student's interests. Children's daily routine is comprised of a combination of self-directed play, child-centered activities and teacher-lead activities.

**Language:** We focus largely on auditory and vocabulary skills in all of our classrooms. Children have opportunities to learn cooperative language skills through story time, labeling materials, openly expressing their feelings, and communicating with peers and staff. Teachers speak Spanish 75% of the time and incorporate Spanish into all daily activities and routines. We understand that children learn on their own pace, therefore; our teachers foster each child's individual needs.

**Creative Arts:** We give every child the opportunity to stretch his or her imagination! We want every child to be able to express their feelings and ideas through the use of mixed media. You will always find in your child's classroom; paint, crayons, markers, scissors, rulers, recyclable materials, play-dough, and an assortment of tools for creative arts. Each day children at Uno Dos Tres have time for creative arts. We believe this activity should be accessible throughout the day. You will be amazed of their spectacular masterpieces!

**Dramatic Play:** Most children learn best when left to play on their own. This is why we follow a child-centered approach when developing our daily classroom schedule. Your child will be able to act out various occupations, learn about the community, self-identity, and learn about the world around them. Each month our teachers will work on developing new themes that children are interested in. Don't be surprised if one week your little one is exploring the solar system, then she is a local fire fighter from station 20!

**Manipulative:** In the classroom eye-hand coordination and perceptual skills are extremely important. We foster this skill through age appropriate and developmentally appropriate materials and activities. We use building blocks, lego's, pegs, geometric shapes, Lincoln logs, and a varieties of manipulative that assist with fine-tuning fine motor development. Each classroom incorporates different materials for little hands. In the Mariposas class you will see large soft blocks, in the older classroom you will see children using smaller moldering tools to create intricate structures.

**Math:** Each classroom provides age appropriate math manipulative to introduce your child to the concepts of counting, sorting, recognition of shapes and basic math principles. Our teachers teach math in a practical manner, when children are ready and when children can learn on their own speed. You will notice that math is a simple concept when introduced in a preschool setting!

**Science:** Our children are introduced to science and nature by exploring their environment. They learn about the world in which we live through a variety of experiences. Our teachers teach science in an age appropriate manner, bringing the outside world indoors. You will see us planting gardens, bringing little creatures into the classroom as pets, and carrying out investigations using mixed media. Some days you will see us making flubber, Obleck, Slim or tie-dye shirts. While other days, we like making piñatas, planets, rocket bottles, or floating devises!

**Music and Movement:** Through the use of Spanish music and songs we will develop your child's rhythm skills, listening skills, and expand their vocabulary. Children will learn through repetition and by using their whole bodies.

We have songs for you to practice at home with your little ones!

**Anti-bias Curriculum:** We value the diversity and culture of every child, teacher and family in our preschool. We learn about each other's culture, traditions and holidays through music, games, pictures and food. Each child will have a chance to be, "Chico de la Semana." This is a great opportunity for every child to share about their family! You are also welcomed to come and share!

### **Illness Policy**

Uno Dos Tres Academy cannot admit or retain in care a child who has one of the following symptoms, or combinations of symptoms or illness:

- Fever over 100+ degrees Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea with unusual color to the skin
- Severe cough
- Skin or eye lesions or rashes that is severe, weeping, or pus-filled (pink-eye)
- Difficulty breathing or wheezing
- Complaints of severe pain
- Lice or nits
- Unidentified rash

Children will be accepted to return to school after 24 hours have passed from the first dose of medication, or once they have been free from all symptoms for 24 hours. If your child becomes ill while at school, you will be notified first. If a parent cannot be reached, we will contact a person from your child's Emergency Contact list and Authorization to Pick-up list. If a child is sick or is too tired to participate in class activities, we will observe your child before we contact you. Please keep phone numbers and contact information current on your child's Emergency Contact Form. You can do this by notifying the Director or Lead Teacher of any changes.

\*If a child is sent home due to vomiting or diarrhea, he/she will not be able to return to school until 24 hours have passed since that last occurrence.

\*If a child is sent home due to a temperature over 100+ they will be able to return to school once the temp is below 100F.

If medication needs to be given during the day parents must fill out a Medication Form and notify the Lead Teacher. Medication must be clearly labeled with the child's full name, expiration date of the medication and legible instructions. Medication must be in original container.

### **School Closure Dates (2016/2017)**

There are 3 weeks off during the school year, plus 13 days off due to holidays and teacher planning days. There is no refund for scheduled breaks, holidays, sick days or other absences during the school year.

### **Emergency Plan**

In accordance to state regulations for child care centers, we are required to practice Fire Drills and other emergency drills once a month. Please take some time to read through our Emergency Plan. If you have any questions, concerns or would like to participate in one of the drills, please feel free to let me know. In case of a major emergency, (ex. fire, earthquake, etc.) other disaster, students may be evacuated from their classrooms, to a designated meeting place. Depending on the magnitude of the incident, the school may be closed until further notice. Teachers do not leave the school or evacuation meeting place until all children are accounted for. Parents are the first to be notified of an emergency.

Students will be evacuated to the playground. There we will wait to be released to a parent or authorized designee. (The second designated meeting area is across the street at the empty parking lot. Teachers will carry with them the children's health and emergency forms and will use the contact information on these cards to call families for early pick up.

Parents are asked to follow the instructions listed below to ensure the safety of their child.

If you are within city limits, turn your radio to a station that provides up to date emergency announcements, including school closures and other important information.

Teacher Procedures;

In case of Fire: Site-director is responsible for pulling alarm/calling 911. Teachers will keep children calm, children will line up quickly and quietly at the door, while the teacher scans the classroom for other children, counts children and gets the sign in log, then quickly and quietly exits the building and gathers in the designated location. The second teacher will check all rooms in the school for children.

In case of earthquake: Site-director is responsible for pulling alarm/calling 911/parents. If we are inside the school, we will keep children inside until earthquake is over. Teachers will direct children to move away from windows, shelves and heavy objects, and to position themselves under tables. Teachers and children will drop knees, clasp both hands behind neck, bury face in arms and make our bodies as small as possible. We will remain in this position for at least one minute. After the quake is over we will evacuate the school. If we are outside, the teachers will gather all the children and as a group we will assume the position of on knees, clasp hands behind head and curl up our bodies as small as possible.

In case of lock down: Site-director is responsible for calling 911. In a calm manner, teachers will immediately exit their classrooms, and evacuate to their designated area. Teachers will take with them the sign in sheets, emergency backpack and emergency cards. Teachers and children will enter the designated areas, turn off the lights, lock door and drop to knees, clasp both hands behind neck, bury face in arms and make our bodies as small as possible. Designated staff will call 911. Site-director will do a walk through to ensure all children and staff are accounted for. Parents will be notified to pick up children once police have authorized a release.

In case of acute illness of a child: Site-director is responsible for calling parent. The teacher will take the child's temperature and isolate the child if the temperature is 101 or higher, we will call parents for early pick up and have the child isolated until parents arrive. We do not give any medication without a written permission from a parent. If the temperature is below 100, we will have the child rest in assigned area and observe the child for any changes, if the child continues to feel sick after 30 minutes we will call the parents.

### **Tuition Policy**

Tuition statements are emailed on or before the 1<sup>st</sup> of each month. Tuition is due by the 5th of the month. A late charge of \$25.00 will be assessed to past due accounts not paid by the 5th, along with a daily charge of \$5.00 thereafter. Late pick-ups are subject to a \$1.00 late fee for every minute that you are late. Pick up time for the All-Day program is 5:45pm, pick up for the AM program is 12:30pm.

### **Please note**

- \*Uno Dos Tres Academy is a year round school.
- \*There is a one-time non-refundable enrollment fee of \$200.00 per child.
- \*There is a yearly re-enrollment/materials fee of \$50.00 per family. Due end of April.
- \*A sibling discount of 10% per month is offered on the oldest child's tuition.
- \*A 5.5% discount will be given to families who pay their full year's tuition upon enrollment.
- \*A 3.0% tuition discount will be given to families who pay bi-yearly.
- \*A 2.5% tuition discount will be given to families who pay 10 months in advance. (September-June)

<p>Koalas/Mariposas Toddler Classrooms 1 year - 3 years</p> <p>Full Day Schedule   7:00am - 5:45pm 5 full days 1200.00 4 full days 1100.00 3 full days 975.00 2 full days 750.00</p> <p>AM Schedule   8:00am - 12:15pm 5 AM days 800.00 4 AM days 750.00 3 AM days 700.00 2 AM days 500.00</p>	<p>Ositos/Patitos/Lechuzas- Preschool Classrooms 3 years - 5 years</p> <p>Full Day Schedule   7:00am - 5:45pm 5 full days 975.00 4 full days 925.00 3 full days 850.00 2 full days 625.00</p> <p>AM Schedule   8:00am - 12:30pm 5 AM days 750.00 4 AM days 700.00 3 AM days 650.00 2 AM days 500.00</p>
<p><b>One-time Additional fees:</b> Additional Full-Day 7:00am-5:30pm \$50.00 – Koalas/Mariposas Class \$40.00 - Ositos/Patitos/Lechuzas</p> <p>Extended Mornings 12:30pm-5:30pm \$25.00 – Koalas/ \$20.00 - Ositos/Patitos/Lechuzas</p> <p>Additional Half-Day 8:00am-12:30pm \$25.00 – Koalas/Mariposas \$20.00 - Ositos/Patitos/Lechuzas</p>	