



Amiguitos!

preschool

PARENT HANDBOOK

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Amiguitos! Preschool



¡Bienvenidos!

We are so happy you've decided to enroll your child with us and we hope that we **exceed your expectations** for a rich, early development educational experience in a Spanish Immersion environment.

In order for our school to operate efficiently, in accordance with local safety and health standards and in fairness to over 100 families participating in Amiguitos!, we have put together this Parent Handbook and ask that you review it very carefully, within the first week of your child's enrollment.

There is much to learn and much to remember within these pages! We encourage parents to use this as a reference manual and to review its contents every 6 months or so.

Please don't hesitate to contact me at any time with questions you may have or with suggestions. We've grown so much in the past few years and we strive to maintain the highest standards of excellence for all our children.

Most Sincerely,

Aydé Manzano de Fork,
Directora

DISCIPLINE

Learning self-control is part of growing up. We know that all children occasionally misbehave and the staff in Amiguitos is prepared to do the following:

- re-direct the child to a more appropriate activity. If the child continues to misbehave, the child will be invited to go to the “Cálmate” (cool-off) area. The child will not be lectured, though he/she will be told that the behavior is not acceptable.*

CÁLMATE

It's an area in the same room where the teacher and other children are playing. The child can sit down and look at a book or just think until s(he) is lista(o) (ready) to adjust her/his behavior and join the group.

SAFETY

PICK UP

If an adult other than you is going to pick up your child, please have him/her sign the back of the registration form so that we can check the signature OR in case of an emergency, notify us through a note, phone call or in person. The adult whose signature is not registered will be asked to show proper ID.

LATE PICK UP: *Being late for pick up of your child is disruptive to our school. Staff needs to eat lunch so they can be ready for the afternoon program. We regret having to be punitive in this regard, but we are left with no other choice.*

If you pick up your child after 12:15 p.m. OR 5:15 p.m., you will be charged a fee of \$10 plus one dollar per minute for the first two occasions. On the third occasion we will ask you to meet with us to discuss this issue. If you are more than 30 minutes late and we are unable to reach you or the emergency contact, you will be charged \$50 and we will call Child Protective Services.

ACCIDENTS

We try to make school safe at all times, but children are children and accidents may happen. If they occur and we feel medical attention is needed, we will call you first, emergency contact next.

DRILLS

We have regular practice drills at Amiguitos! so that the children know how to act in a safe and orderly manner should a fire or earthquake occur.

TRANSPORTATION

Amiguitos! has no transportation available at this time. Parents are responsible for the safe transportation of their children.

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BIRTHDAYS

On the last Thursday/Friday of the month, we celebrate the birthdays of all students born that month. Parents who want to bring treats can communicate it to the receptionist who will gladly help connect the parents. **NO CAKES OR CUPCAKES, please.** You can bring pound cake with strawberries, strawberries dipped in chocolate, oatmeal cookies, fruit or other healthy treats.

DRESS CODE

The daily activities at Amiguitos! include dancing, painting, eating a snack and playing outdoors, so your child should wear comfortable, **washable** clothes. **Clothes can be any color, solid color. No graphics, lines, or print of any kind or size.** Amiguitos t-shirts are fine as long as they do not have any other graphics than the logo.

We ask that the children take their shoes off when they enter the school. They **must wear socks** (solid color only) to avoid minor injuries. **No flip flops allowed at any time.**

Accidents occur... so please **bring a complete change of clothes** (underwear, socks, top and pants) that fit your child, **put them in a plastic bag and write your child's name on it.** This bag will stay in the school all year and needs to be replaced immediately if it is used for an accident.

PLEASE label sweaters, jackets, hats, etc.

TOYS

We know that children love to share a new or favorite toy. However, we ask that your child keeps them at home for fear of loss or breakage. There may be times for "Me toca a mí" (It is my turn) when your child can bring a toy and talk about it. In this case, please make sure the item is labeled with your child's name. You will be notified ahead of time and in writing when we have this activity.

If your child loses something in the school, please contact us. We will be glad to look, but cannot be responsible for lost or damaged items.

LOST AND FOUND

We gather "lost" items and bring them out to the front entry area a few times a year. We will announce the dates in our newsletter. Items not claimed are sent to Good Will, so please check.

HEALTH AND HYGIENE

SNACKS

Children will have a snack at 10:00 AM (morning program) and 3:00 PM (afternoon program) The snack consists of 4 oz. of juice, fruit and cheese crackers. **If your child has a food allergy, please make sure you let us know.**

MEDICATION

We will only administer dated, labeled, prescribed medication or physician-prescribed, pharmacy-labeled over-the-counter medications if it is necessary.

IMMUNIZATION RECORDS

Oregon Law requires every child in a school to have up to date shots unless he/she has a medical or religious exemption. The forms must be filled out and submitted by **second week of attendance.**

HAND WASHING

We will ask your child to wash hands before eating and after bathroom visits. Please remind them at home that this will be requested from them.

ILLNESS

MOM AND DAD, KEEP ME HOME IF...

I am vomiting (two or more times in 24 hours).

I have a rash, lice or nits (body rash, **especially with a fever** or itching).

I have diarrhea (3 or more watery stools in 24 hours).

I have an eye infection (thick mucus or pus draining from the eye).

I have a sore throat (with fever or swollen glands).

I am not feeling very well (unusually tired, pale, lack of appetite, confused or cranky).

I have a fever (temperature of 100F or more, taken under the arm, AND sore throat, rash, vomiting, diarrhea, earache, or just not feeling well).

PLEASE CALL OR EMAIL BEFORE 8:30 A.M. IF YOUR CHILD WILL NOT BE ATTENDING AMIGUITOS! FOR THE DAY

PARENT INVOLVEMENT

You can visit Amiguitos! Preschool anytime.

The Latin culture is family oriented and this idea extends to school.

We encourage you to join us during field trips.

We encourage parents to celebrate special holidays with us. We will not only celebrate American, but Mexican holidays as well. You will be asked to participate in some cultural events and your ideas and comments are always welcomed.

Your children will be given two evaluations during the 10-month program. We will share our observations with you through parent-teacher conferences and with written reports. Of course, we will be glad to meet with you any other time at your convenience. Please schedule an appointment.

If you have talents and skills that you would like to share with us, please let us know. You don't have to speak Spanish to share. We will provide the translation!

Occasionally, we will ask for your help with special projects

*To keep you informed of our activities, we will have a monthly newsletter or you can **visit our website for updates and news.***

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CHECKOUT MATERIALS

*The more Spanish the children hear and practice the better it is for them. If the children can hear language in a context that is familiar to them, they learn faster because the input is comprehensible. That is why Amiguitos! offers **books** in Spanish that you can take home.*

Checkout days are Thursdays and Fridays when you drop off the children. Please return books within 2 weeks. Once a book is returned, you can check out a different one. If you damage a book, you need to replace it.

NOTE

Public libraries have books and tapes in Spanish and you can find flash cards, games and books in Spanish at the Learning Palace, Powell's and Barnes & Noble bookstores.

FIELD TRIPS

Amiguitos! schedules two field trips a year. Please check our calendar for dates.

- ❑ *Amiguitos! pays for the students.*
- ❑ *Parents and siblings pay for their own.*
- ❑ *Remember that we rely on you for transportation.*
- ❑ *Flyers with pertinent information will be emailed and posted on our news bulletin board (by the reception) a week or two before the field trip.*

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CELEBRATIONS FOR DATES AND DESCRIPTIONS CHECK OUR WEBSITE

<i>September</i>	<i>Grito de Independencia de México</i>
<i>October</i>	<i>Día de las Brujas</i>
<i>November</i>	<i>Días de los Muertos</i>
<i>December</i>	<i>Posada</i>
<i>January</i>	<i>Los Santos Reyes Magos</i>
<i>February</i>	<i>San Valentín</i>
<i>April</i>	<i>Pascua</i>
<i>April</i>	<i>Día del niño</i>
<i>June</i>	<i>Festival de fin de año</i>

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What Can I Do To Make My Child's New Language Experience More Successful?

Tell your children how proud you are that they are learning Spanish.

Do not expect your child to start speaking Spanish the first few days, and do not try to force her/him to do so. Each child will be ready to use Spanish in her/his own at their own individual pace.

Never force, but do encourage the use of Spanish at home. If children see that the parents value the Spanish language, they will have a positive attitude toward using it.

Please **avoid** asking your children to translate; they are too young to understand this concept.

Avoid comparing your child's progress to that of other children.

If your child seems anxious or nervous at the beginning, be understanding. Immersion is a new experience and the children need time to adjust. However, if the anxiety continues, please discuss it with us. By the end of September all children should be adjusted to the routines and their new language environment.

The Latino community in Oregon is growing. If you have opportunities to expose your child to the language and culture, do so!

Encourage your child to teach you Spanish! Most children love to play "teacher" with their parents and siblings. And this is a great idea since we remember best what we teach!

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EL BOSQUE

El Bosque Amiguitos! (wooded nature trails) is for all the students to enjoy. We teach the children that we can enjoy nature but we must respect it. We show them pictures and talk about what we can and cannot do in the Bosque. We take the children there when the weather is good.

*The students and their parents are invited to enjoy it after school. However, we must ask you to **supervise your children at all times**. We cannot be responsible for your children once you have signed them out. Please make sure the children:*

*Enjoy looking at the flowers without cutting them
Can touch rocks but do not throw them in the pond or
anywhere else
Are careful climbing the tree house
Use the suspension bridge safely
Keep the Bosque garbage free*

We appreciate your support and understanding!

FEES

REGISTRATION AND MATERIALS

This fee is charged when the parents decide to enroll their child. It is charged every year.

Waiting List: *If school is full and parents want to be on a waiting list, they must fill out a Registration Form. When a place becomes available, parents have 48_ hours to make the **registration payment**. If we do not hear from the parents, we will call the next person on the waiting list.*

TUITION

*It is due on the **first day of every month**. If tuition is paid after the 5th day of the month, a late fee of \$20 will be charged. NO EXCEPTIONS.*

IF NO TUITION IS PAID

Enrollment will be canceled, if tuition payment is not received within 10 (ten) days of due date.

RETURNED CHECKS

We will charge a \$15 fee for returned checks plus a late fee of \$20.

RECEIPTS

If you need receipts, please ask our receptionist for one of the following options:

- *Monthly receipts*
- *Receipt for January through June*
- *Receipt for September through December*
- *Receipt for summer camps*

We are sorry but cannot issue receipts for January through December since our school does not work by calendar year.

Our tuition changes in September and we have a new set of students. We appreciate your understanding.