

Welcome Letter

Welcome to Mi Escuelita Preschool. Mi Escuelita Preschool is a nationally accredited preschool by National Association Education of Young Children (NAEYC). We serve children aged 2 ½ to 5 years in the private classrooms and children aged 3 ½ to 5 in our Head Start classrooms. We're glad that you are a part of our family and are honored that you have chosen us to serve your child. Clear communication is one of the keys to successful preschool program. This handbook contains specific information and requirements set forth by Mi Escuelita Preschool, State of Texas Department of Protective and Regulatory Services, Head Start program standards and National Association Education of Young Children. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child's file. This handbook is designed as a handy reference for you. Please keep it in a convenient place for easy referral throughout the school year.

Mission

Mi Escuelita Preschool teaches English to children from all cultures and prepares them for academic success.

Mi Escuelita Vision and Philosophy

Mi Escuelita is the pre-eminent preschool whose students are academically, socially, and emotionally prepared to excel. They are encouraged by families who support life long learning which in turn makes them self sufficient and productive members of our community.

Regulations

In compliance with the State of Texas Department of Protective and Regulatory Services, Head Start program standards, National Association Education of Young Children (NAEYC).

Handbook Verification

Before starting school, a parent/guardian will sign verification that they have received, read, and agreed to abide by the policies and practices in the Parent Handbook.

Photo and Video Release

A signed consent form (permission form) to photograph and/or video your child will be kept on file. This release gives Mi Escuelita permission to use the child's photograph/video for publicity purposes.

Child Abuse

The staff of Mi Escuelita Preschool is required by Texas State law to report any suspicion of child abuse/neglect. All reports are confidential and will not be discussed; any attempt by a parent trying to discuss the report will result in being barred from the school premises. Should an alleged abuser threaten or become hostile towards anyone associated with the school, they will be reported to the law enforcement authorities immediately.

Policies

- **Tuition Policy** (private/non-Head Start classes only)

Mi Escuelita Preschool exists as a non-profit organization with tuition established to help cover the primary cost of operation. Tuition is a yearly fee divided into monthly amounts for ease of payment. Tuition/ Registration fees are non refundable.

Tuition will be:

- Prior to service rendered (in advance) each month. Payments must be made monthly.
- Due regardless of absences.
- Considered late if not paid by close of business day Tuesday of the first week of the month that service is rendered and a late fee will be charged to your account. If the tuition and late fee are not paid, child-care will be suspended until the account has been paid in full.
- Tuition at Mi Escuelita Preschool is based on a sliding scale. Tuition may be discounted when two or more children from the same family are enrolled full-time in the preschool program.
- Payments by check, cashier's check or money order and credit/debit cards are accepted. **Cash is not accepted.**
- Checks returned by the bank for insufficient funds will be assessed a \$35 returned check fee.
- Tuition will increase by \$20 a month if you fail to volunteer for four hours a month.

Partial payments are not accepted. (Private/non (Head Start classes only)

Tuition is based annually; the holidays are taken into account and backed out of the tuition. There will be no more reductions given throughout the year.

Discontinued Service

Mi Escuelita Preschool values your child and will work with you to resolve any situations concerning your child or our delivery of services. Unfortunately, occasionally some children are better suited to a different learning environment. Mi Escuelita reserves the right to discontinue service to any child under the following circumstances:

- Parents fail to reasonably cooperate with Mi Escuelita in the provision of educational services to the child.
- Parents fail to adhere to the Policies and Procedures.
- Child is dangerous or a threat to himself/herself or others.
- Child is destructive of property to the extent that the education of others is impaired.
- Child requires another educational setting more appropriate to his/her needs.
- If parents are referred to outside resources within the community to assist with needs of the child beyond the scope of Mi Escuelita's services and parents fail to follow up on those recommendations.

Admission

In order for the student to be enrolled at Mi Escuelita the following information needs to be complete. It is necessary to have this information updated on an annual basis.

1. Complete enrollment forms.
2. Current physical- a written statement giving the name and address of a health-care professional who has examined the child within the past year, indicating the child is physically able to take part in the child-care program at the time for enrollment,
3. Dental exam results
4. Lead results signed by a physician
5. Immunization record
6. Parents/guardians attend Parent Orientation session.

Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirement. All immunization must be current for children to remain in the program.

Emergency Form

At the time of enrollment the emergency form is completed by the family and is required to be updated throughout the school year. Information that needs to be updated throughout the year would include the following: Names, work/ home phone numbers, emergency contacts (phone number/ address), individuals authorized to pick up the child, home/ work address, Dr.'s information, hospital, allergies and medical conditions.

Re-enrollment

Re-enrollment is done on an annual basis at designated times to secure your child's enrollment for the next school year. For non-Head Start classes, a non-refundable deposit will also be required to ensure availability.

Medical/Emergency Information

- **Health Screenings**

The Special Senses and Communications Disorders Act, Texas Health and Safety Code, requires that all four and five year old children enrolled in preschool are provided with a vision and hearing screening. Mi Escuelita Preschool also provides height, weight, and blood pressure screenings for all children enrolled in the program. We also provide hemoglobin screenings for children in the Head Start classrooms.

If your child's screenings result in a low score Mi Escuelita Preschool will send you a referral form for a professional diagnosis and treatment. It is the parent's responsibility to follow up on the referral within the time period specified by the health staff.

- **Absences**

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend, please notify the preschool's office. If your child has 15 unexcused absences during the school year they will be dropped from the program. If your child is absent due to an illness please notify the schools' office and provide a doctor's excuse.

- **Sick Children**

State Regulations require there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the preschool will not be admitted or if the child becomes ill during school the parent or guardian will be contacted to come pick the child immediately.

If a child displays any of the following symptoms, he/she must be kept at home:

- **Fever**
- **Diarrhea**
- **Vomiting**
- **Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.**
- **Sore throat with fever or throat spots**
- **Cough accompanied by fever, chills, and the coughing up of green or yellow mucus, vomiting or diarrhea.**
- **Eye drainage of any type should be checked by a doctor to rule out infection**
- **Unusual rashes should be checked by a doctor to rule out bacterial infection.**
- **Child not feeling well, such as lethargic behavior and/or crying**
- **Communicable diseases**
- **Head Lice**

The child may return to the preschool after illness when:

- **Fever has been broken for 24 hours**
- **Nausea, vomiting, or diarrhea has subsided for 24 hours**
- **Child has taken the first medicine dosage at home**
- **Child is feeling well again and normal behavior has returned.**

Medication

Only prescription medications will be dispensed if these are prescribed four times per day by your child's physician. An authorization to dispense medication at school form must be completed by and signed by the physician and the parent or guardian.

In addition, the child's prescription medication must be in the original pharmacy's containers, labeled with the child's name, medication administration directions, date, dosage, medication must be current and the child's physician's name and telephone number. Any changes in the written directions, on the label, must be in writing with a physician's signature and expired medication will not be administered.

The authorization to dispense medication at the center for chronic medical conditions is required to be updated every six months. Some examples of chronic medical conditions are asthma, neurological disorders, digestive disorders and muscle-skeletal disorders. We must also keep the child's prescription medication at the center while the child attends school. In the event that a child with a chronic medical condition does not have a prescribed medication at the center the child cannot attend school due to the child's wellbeing. Any medication given in the morning before coming to school must be documented with the time and dosage given and verbally informed to the child's teacher.

If the parent chooses for Mi Escuelita staffs not to administer the medication for chronic medical problems at school they need to state that in writing.

Allergies

All allergies to medication and/or other substances must be stated on the emergency/pre registration and medical forms. Texas State law requires that we have a signed note from the physician stating any food allergies that your child may have and recommendations of alternate food choices. Alternate meals will be provided for children with food allergies with a Doctor's note. Information about children with allergies will be posted in all classrooms and in the kitchen.

Other nutritional requirements

Mi Escuelita Preschool is required to display a daily menu. Birthdays will be celebrated on a monthly basis with a cake provided by the preschool's catering company. Parents may not bring food items prepared at home for the children's consumption. Please refer to the *Minimum Standard Rules for Licensed Child-Care Centers* for further clarification. A copy can be found at any Mi Escuelita Preschool campus or Administrative office.

Accident/Illness

If critical illness or injury requires immediate attention of a physician, the following procedure will be taken:

- (1) The child's parent is contacted
- (2) If the parent gives permission Mi Escuelita staff will contact the 911 for an ambulance or the parent has the option of taking the child to their pediatrician or the emergency room.
- (3) If emergency medical services are contacted or the child is taken to the nearest emergency room, Mi Escuelita staff will notify the licensing department and self report the incident.
- (2) If needed the child is given first aid treatment or CPR
- (4) Supervision of the other children in the group is ensured
- (5) All accidents are recorded on an Incident/Illness report form that requires the signature of the parent.

Program Information

- **Curriculum**

Mi Escuelita implements an English emersion curriculum. Our curriculum is uniquely designed to enhance English language development in children. Majority of the children coming to Mi Escuelita speak Spanish and need a strong foundation in English to be successful in their lives. We do this by providing all instruction in English and get the children ready to join main stream English speaking kindergarten classrooms once they leave our program. Our curriculum enhances vocabulary development and language acquisition. We do this by integrating themes and vocabulary from two research-based, national curriculum sources: *Building Language for Literacy*, *Scholastic's Early Childhood Program*. On a daily basis the children are exposed and encouraged to explore the concepts of art, language, math, science, computers, and music. To ensure children's progress they are assessed on daily basis. Developmental screenings are conducted within

the first 45 days of school. Teachers also use ongoing assessments throughout the year to monitor the progress the children are making.

Authorization for Pickup

Parents or guardians are required to submit information giving the names of persons who are authorized to pick up their child. Only those adults on the authorized pickup list, after showing a valid current picture ID, are allowed to take the child from the premises. If there are any updates to the authorization forms parents are required to stop by the office in person and complete a form indicating the changes; changes are not accepted over the phone. **Children will not be released to brothers or sisters less than 18 years of age without a Notarized Release to Minor form on file.**

If a parent seems to be under the influence of alcohol or drugs at the time of picking up the child, by law we are required to call the police and inform them about it. If it is someone other than the parent who is picking up the child and seems to be under the influence of alcohol and drugs Mi Escuelita staff will not release the child.

- **Sign-In/Sign-Out Procedures**

Parents or other authorized adults must bring children inside the building and present them to a Mi Escuelita Preschool staff member upon arrival and departure each day. Children must be signed in and out on the designated form in the child's classroom and on the finger printing machines (for HS classrooms) for Mi Escuelita staff to take responsibility of the children.

- **Adjustment Period**

Starting preschool for the first time often causes anxiety for children. We will work with you and your child to make this adjustment period a positive experience. At Mi Escuelita Preschool we have 2 half-days at the beginning of the school year to help with this transition. We recommend that you give your child at least one month to adjust to the program experience. We invite you to visit our facility anytime during our hours of operation. Mi Escuelita also helps children and families transiting into kindergarten; we have parent meetings at each site during the spring semester to inform the parents of all the options available, we also invite speakers from local schools to come and educate our parents. When possible we take tour to the neighborhood schools to show the children what they will expect when they go to kindergarten.

- **Hours of Operation**

Mi Escuelita Preschool hours are from 7:00am until 5:30pm. School is in session from Monday-Friday, August-June. Please refer to the current school calendar for school closings.

Holidays and Early Closures: Mi Escuelita Preschool observes Thanksgiving, Winter Break and Spring Break along with traditionally observed holidays. During the school year, occasionally there are days of early closure to allow for staff trainings. You will be notified in advance of these dates.

- **Late Pickup Fee**

Parents who fail to pick their child/children up by closing time, except for Head Start classrooms, at Mi Escuelita Preschool will be charged \$1.00 per minute for the first hour. After one hour, if there has been no contact with a responsible party, staff members will call the Police Department and Child Protective Services. Children of Mi Escuelita

Preschool staff member at other sites are not an exception. All late fees are assessed at the time of pickup and must be paid by the following morning.

- **Late Arrival/ Pick-Up Policy**

Classes' starts at 8:30am and it is very important that children arrive on time so that they may participate in all the scheduled activities for the day. Timely arrival and pick-up schedules help prepare the parents with the same responsibility they will face once the child goes on to kindergarten.

After 8:30 am children are considered late. Children will be accepted late up till 11:00 am with a written excuse from a health care provider or proof of appointment with a government agency. Late arrival and late pick up policy offenses are combined per school year and are as follows;

- 1) The first offense will be a verbal warning.
- 2) The second offense will result in a conference with the Site Manager.
- 3) The third offense, the child will not be accepted in to the center that day.
- 4) Child will be put on hold till a resolution is attained. If the child continues being tardy after the fourth offense they may forfeit their participation in the program.

- **Inclement and Excessively Hot Weather**

On days of inclement or excessively hot weather, children will be kept inside the classrooms. Children are kept indoors if the temperature exceeds 100 degrees with or without the heat index, if the temperature drops below 50 degrees with or without the wind chill factor, and on days of ozone alert. On days that the children need sun block or insect replant, we recommend that parents apply the sun block and the insect replant on the children before they bring them to school.

- **Tornadoes/ Severe Weather Drill**

In the event of a tornado warning, students will be escorted to a safer environment within the center and appropriate safety procedures will be implemented. Practice drills will be conducted twice a year, once in the fall and once in the spring.

- **Snow Days**

When severe weather conditions exist, Mi Escuelita Preschool will follow the same decisions on closings as Dallas Independent School District. See local news channels for updates.

- **Fire Drills**

Fire drills are held on a monthly basis in order to familiarize the children with proper safety procedures for emergency evacuation. In the event of a fire, students will be evacuated according to plan.

- **Secondary Evacuations**

Secondary evacuations will be practiced twice a year, once in the fall and once in the spring. One of the practices will be unannounced to ensure that staff and children are prepared. When a site practices the secondary evacuation there will be a sign posted to inform parents.

- **Guidance and Discipline**

Please refer to the guidance policy you signed at enrollment and to the *Minimum Standard Rules for Licensed Child-Care Centers* for further clarification. A copy can be found at any Mi Escuelita Preschool office

- **Food**

Morning breakfast, a nutritious lunch, as well as an afternoon snack is served to the children daily. A menu is posted for the parents/guardians review. All foods, including alternative meals, will be provided by the preschool. All outside food is not allowed in the classroom.

- **Nap Time**

Children are offered a rest time from 12:30-2:30 pm. The items requested from parents for nap time are a small blanket and a small pillow. Please label these items with your child's name. They will be sent home for washing/cleaning on a weekly basis. Cots will be provided. Please do not send mats, sleeping bags or large pillows as space for storage of these items is limited.

- **Outdoor Play**

Outdoor play enhances fitness and general health, and supports creativity, learning and development. Outdoor play also provides a wider variety of opportunities for sensory stimulation through sounds, smells and textures. Daily opportunities for outdoor play are provided when weather permits.

- **Children with Special Care Needs**

Mi Escuelita provides services to typically developing children and children with developmental delays or disabilities. Sometimes there may be a need for special equipment, and or adaptation to ensure that children with special needs are cared for in a natural environment. The specific needs of a child will determine if we are qualified and equipped to care for his/her needs. Children who require special care due to disabling or limiting conditions must receive the care recommended by the specialist. Information about and referrals to these specialist can be provided by preschool staff.

- **Field Trips**

Field trips are an integral part of the preschool experience because they enhance the learning experience by offering opportunities not available in the classroom. We try our best to bring in-house field trips to enhance the curriculum throughout the year. Parents will be notified of a forthcoming field trip at least two weeks in advance. When applicable we do use the DISD and Head Start buses for field trips. The buses have child restraint seats/booster seats to provide the safety our children need to go on field trips.

- **Clothing and Supplies**

Please dress your child in comfortable and casual clothes, which are washable and suitable for active play. A child's clothes should not inhibit the child in developing self-help skills. For example, overalls and tight belts may restrict a child's ability to care for their bathroom needs. Please do not allow your child to bring or wear any jewelry or valuables, as teachers and staff will not be responsible for items lost, stolen or damaged. Children must have shoes that are closed at the toes and in the back for safety reasons. Please make sure that your child has an extra change of clothing (labeled with the child's name and placed in a Ziploc bag) daily including a change of underwear, which will be kept in his/her cubby. Clothing provided by Mi Escuelita should be cleaned and returned the following day when worn home by your child. Due to limited space children are not allowed to bring back packs to school. Pull-Ups are not acceptable underwear. Your child must be potty-trained and fully capable of managing his/her own bathroom needs. Mi Escuelita staff is not responsible for any clothing or personal belongings left at the preschool.

Parental Involvement

The Mi Escuelita Preschool child development program views parents as the primary educators of their children. We strongly encourage parent involvement in the preschool classrooms because we know that it benefits not only the preschool, but the parent and child as well. For the children in the private classrooms, each family is required to volunteer minimum of 4 hours per month or pay an increased tuition rate. For the children in the Head Start classrooms all parents are encouraged to volunteer minimum 15 minutes each day at drop off/pick up times. All parents are required to have a background check completed on them before volunteering. All parents must sign in when they come to volunteer in the classroom. Mi Escuelita staff assigns a task for the day to the parents who are volunteering.

There are a variety of ways parents can be involved in the activities at Mi Escuelita. These include:

- Volunteering to work in the classroom on a regular basis and assisting with cleaning, washing and sterilizing equipment.
- Volunteering to assist with field trips.
- Participating in parent planning sessions for center events.
- Attending monthly parent meetings and activities.
- Helping prepare classroom materials, games and activities.
- Contacting community resources regarding donations and services.
- Participating in parenting skills training sessions.
- Being the “Room Mom or Dad.”
- Being an officer on the Parent Policy Council.

Parent Communication

We want to do our best to keep all of our families informed about what is happening at Mi Escuelita Preschool. When there are changes in policy, a letter will be sent and the changes will be posted in each center.

- **Annual parent surveys**

We conduct parent surveys annually during the spring semester. After the surveys are completed we share the results and information at parent meetings. We feel parents play an important role and their feedback helps us to improve our program.

- **Parent and Teacher Conferences**

Parent and teacher conferences are held twice a year once in the fall and once in the spring. For your child’s success, both parents and/or guardian of each child are requested to attend the conference. Participation is required. The teachers and Site Manager are always available throughout the year for individual conferences with parents. Morning drop-off time is not a conference time as the teachers and staff is involved with the children. Throughout the year Mi Escuelita staff may also request conferences to review your child’s progress.

- **Home Visits**

We conduct two home visits for the Head start classrooms (one in the fall and one in the spring semester) and one for the privates (during the fall semester). Home visits play an important role in the teachers understanding and meeting the needs of the children. It helps the teachers to see the child in their “home turf” and helps them to adjust to school more easily.

- **Parent Information Board**

A message board displaying information regarding the preschool is located in each classroom. There are also message boards throughout the preschool with a variety of information regarding nutrition, community services, volunteer opportunities, and much more. All classrooms have a dry erase board with current information informing everyone of what the teacher and children are learning and discussing in the classroom.

- **Newsletter**

Mi Escuelita Preschool publishes a newsletter periodically that contains information about all preschool campuses, as well as student spotlights, community outreach opportunities, and other points of interest for parents, volunteers, donors and the community at large. Please visit our website www.miescuelita.org to see the past newsletters and blogs about the program.

- **Parent Meetings**

Parent meetings are held on a monthly basis and parents are strongly encouraged to attend. These meetings are used as a way to share valuable information about school events, as well as address the needs, interests, and ideas of our families.

- **Website**

Mi Escuelita Preschool operates a website designed to provide the public with information about our schools and our mission within our community. On the website information about the individual campuses, teachers, staff members, administrators, upcoming events, and volunteer opportunities can be found. Please visit us at www.miescuelita.org frequently to see the exciting things that are happening at all Mi Escuelita centers.

Other

- **School Visitors**

All school visitors are required to sign in and out on the sign-in sheet. Vendors and visitors are not allowed in our classrooms unless escorted by a staff member for a specific purpose. Parents are encouraged to visit the school at any time and when visiting stop by the office.

- **Gum/Candy**

Please do not allow your child to bring gum or candy to school at any time.

- **Personal Hygiene**

All possible provisions have been made to assure that children and teacher follow appropriate rules of personal hygiene. Soap and running water is used for hand washing before meals, after toilet use and after messy activities (such as outside play or painting). Disposable paper towels are used for drying hands. Liquid hand sanitizer is used only at times when children are away from soap and running water, like on a field trip.

- **Toys**

Please do not allow your child to bring toys of any kind to the preschool.

- **Confidentiality**

- Parents will be the primary source of information about themselves and the information sought from them will be limited to that which is essential for services.
- Parent and other volunteers are prohibited from reviewing records other than those of their own children.
- Children's health, education and social services records on families are open only to Mi Escuelita staff and special consultations on a 'need to know' basis.
- Families will be informed about information that will be shared with other Mi Escuelita staff and the reason why.
- No information will be released to anyone outside the program without the consent from the family, except in reporting suspected child abuse/neglect.
- Parents are advised not to discuss to other children, parents and staff members in front of children or on school campus.

- **Gang Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of this or any child care facility is considered a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

- **No Weapon zone**

All Mi Escuelita preschools are no weapon zones.

- **Smoke Free Zone**

All Mi Escuelita preschools are smoke-free zones.

- **Recall**

Mi Escuelita staff post lists of items that are unsafe for children and are recalled by the government. The lists are posted as soon as they become available. The list is supplied by U.S. Consumer Product Safety Commission. Office of Information and Public Affairs Washington, DC 20207

Review Copy of the Minimum Standards and the Child-Care Center and Licensing Inspection Report (most recent)

Every classroom and the office have a copy of the minimum Standards for child-care centers. The most recent Licensing Inspection Report may be reviewed upon request.

Nearest Child-Care Licensing Office

Dallas
2355 Stemmons Freeway
Dallas, Texas 75207
214-951-7902

Protective and Regulatory Services

Protective and Regulatory Services Child Abuse Hotline 1-800-252-5400
Protective and Regulatory Services Website: www.tdprs.state.tx.us

National association education of young children (NAEYC)

1800-424-2460

Mi Escuelita Preschool Main Administrative Office

4231 Maple Avenue

Dallas, Texas 75219
214-526-0220 – phone
214-528-0966 – fax
Website: www.miescuelita.org

Mi Escuelita Preschool Locations

Bethany	4523 Cedar Springs	214-521-2840
Buckner Early Years	5200 S. Buckner Blvd.	214-319-3460
Cockrell Hill Head Start	4031 W. Clarendon	214-330-5240
Crossover	4231 Maple Avenue	214-526-0220
St. Matthew's	1609 Henderson Avenue	214-828-6226

Center Based Program Standards

1. Mi Escuelita Preschool provides enrollment opportunities to any eligible child regardless of race, creed, color, sex, special needs, handicap or national origin.
2. Centers open at 7:00am and close at 5:30pm. Children of working parents will be accepted in the center as early as 7:00am. Children of non working children can come between 8:00- 8:30am.
3. No child is accepted in the center after 8:30am unless approved by the Site Manager or other designated staff person.
4. The Mi Escuelita Preschool program serves children 2 ½ (potty trained) to 5 years of age. Ages may vary by center.
5. Mi Escuelita Preschool offers children two-thirds of the daily nutritional requirements through breakfast, lunch, and afternoon snack. Breakfast is served from 8:00am to 8:30 am. Lunch is served from 11:30am until 12:00pm. Afternoon snack is served at 2:30pm. The schedule may change due to special events at the school.
6. It is the responsibility of each parent or person bringing child/children to the center to escort the child in to the center to be checked in by center staff.
7. If a child is going to be absent, it is the responsibility of the parent to inform the Site Manager or center staff as soon as possible. Each time a child is absent, the parent must write a note or bring a doctor/clinic excuse to the site manager upon the child's return to school.

If a child is absent three (3) consecutive days, and Mi Escuelita staff has not been notified, they will make contact in regards to the absenteeism and prepare proper documentation.

8. Pickup time for children of nonworking parents is 3:00pm. For children of working parents, closing is the latest pickup time. We require you to pick up your child at the designated time agreed to at the time of enrollment.

9. A child will not be released to anyone who is not listed as a designated pickup person, without prior parent/guardian authorization.

10. Assigned pickup persons cannot be younger than 18 years old. If the parent gives permission for anyone under 18 years of age to pick up the child, the parent must sign a "Release to Minor" form, which will be notarized and kept in the child's file.

11. If a parent seems to be under the influence of alcohol or drugs at the time of picking up the child by law we are required to call the police and inform them about it. If it is someone other than the parent who is picking up the child and seems to be under the influence of alcohol and drugs Mi Escuelita staff will not release the child.

12. Parents are asked to bring an extra pair of garments to be left in the center in the event of an accident (i.e., spilled paint, wetting or food spilling). Clothing is to be placed in a clear Ziploc bag with the child's name on it. **Backpacks will not be allowed at school.**

13. Children are not allowed to wear open-toed shoes or sandals or shoes with an open back at any time for safety reasons.

14. Mi Escuelita preschool will not be liable for theft or damage to children's clothing or jewelry.

15. Parents are to notify the staff or teacher immediately if there is a change of address, telephone number, emergency number and/or name. It is the responsibility of the parents to keep the staff informed of current employment information.

16. Parents are encouraged to contact the Site Manager with any questions and suggestions concerning center operations. A grievance Policy is posted in each center and parents should read and follow the policy.

17. The Site Manager or other designated staff will bring any special problem or occurrence that affects an enrolled child to the parents' attention.

18. Parents are responsible for keeping all appointments and maintaining current immunizations and annual physical on the enrolled child.

19. Parents are encouraged to participate in classroom and other program activities designed to promote or enhance the development of parent skills, self-confidence and child awareness on a regular basis.

20. Parent meetings are held once per month at each center. Parents are encouraged to attend these meetings.

21. Parents may take advantage of all training opportunities that will help them become more aware of their role as the child's first and most important teacher.

22. Parents may take advantage of every opportunity available to participate as volunteers and observers in the classroom.

23. Parents are provided with transition services when their children transition from Mi Escuelita Preschool to kindergarten.

24. The center will be closed to children according to the Independent School District days of closure, Labor Day, Thanksgiving (the whole week), winter vacation (2 weeks), Martin Luther king Jr. Holiday, Spring break (1 week), and Memorial Day. The center will be closed for 10 weeks during the summer.

25. Parents must refrain from using their phones while dropping off and picking up their children or if they are volunteering in the program.

Handbook Verification

I have received, read, and agree to abide by the policies and practices in the Mi Escuelita Preschool. In return for this promise of continual fulfillment of all policies, Mi Escuelita Preschool agrees to provide care for your child/children, which meets the standards and guidelines set forth in the Parent Handbook.

Parent / Guardian Signature

Date

Center Based Program Standards Acknowledgement

I have read and clearly understand the Program Standards for Mi Escuelita Preschool.

My child, _____, will participate in the program from _____am to _____pm five days a week.

My child, _____, has been examined by a licensed physician within the past year and is able to participate in the Mi Escuelita Head Start or Mi Escuelita Private/Non Head Start child development program.

Doctor: _____

Clinic / hospital: _____

Parent/Guardian Signature

Date

Parent Acknowledgement of Late Arrival / Pick-Up Policy

I have received and read a copy of the Late Arrival and Pick-Up Policy and understand my responsibilities.

Parent / Guardian Signature

Date

n

Parent Orientation

I hereby affirm participating in the Mi Escuelita Preschool Parent Orientation in which all of the program components were presented.

Por este medio yo doy mi afirmación que participe en la orientación de padres en la cual los departamentos de la agencia fueron presentados.

Date (Fecha): _____

Site (Sitio): _____

Child's Name (Nombre del Niño): _____

Parent Signature (Firma de Padre o Guardian): _____

Staff Signature: _____

I received the following information (Recibí la siguiente información)

____ WIC

____ Parent Orientation and Enrollment Handbook

____ Program Standard Addendum

Re-Enrollment

Parent Signature: _____

Date: _____

Staff Signature: _____