



EMERGENCY INFORMATION CHILD

NAME: \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_

CHILD'S ADDRESS: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

MOTHER'S ADDRESS: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

FATHER'S ADDRESS: \_\_\_\_\_

IMPORTANT PHONE NUMBERS:

MOTHER: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

FATER: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

ALTERNATE EMERGENCY CONTACT PERSON (S):

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OTHERS: \_\_\_\_\_

MEDICAL INFORMATION: (ALLERGIES TO MEDICATIONS, FOODS, OTHER SUBSTANCES,ETC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ HOSPITAL

PREFERENCE: \_\_\_\_\_

CHILD'S DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

I AGREE THAT THE OPERATION MAY AUTHORIZE THE PHYSICAN OF HIS/ HER CHOICE TO PROVIDE EMERGENCY MEDICAL CARE IN THE EVENT THAT I, MY SPOUSE, ALTERNATE CONTACT, NOR MY CHILD'S DOCTOR CAN BE LOCATED IMMEDIATELY.

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OPERATORS'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_



PERMISSION TO PHOTOGRAPH.

PARENT'S NAME: \_\_\_\_\_

NAME DAYCARE GIVE PERMISSION FOR **DULCINEA SPANISH LEARNING CENTER.**

CHILD'S NAME: \_\_\_\_\_

(TO PHOTOGRAPH MY CHILD)

FOR THE FOLLOWING PURPOSES:

TYPE OF USE:	GRANT PERMISSION	DECLINE PERMISSION
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STILL PHOTOGRAPHS:

DISPLAY IN PROVIDER'S PERSONAL SCRAPBOOK		
GIVE PHOTOGRAPHS TO CURRENT CLIENTS		
DISPLAY IN FACILITY'S SCRAPBOOK OR BULLETIN, BOARDS, SHOWN TO CURRENT AND PROSPECTIVE CLIENTS		
DISPLAY STILL PHOTOS ON FACILITY'S WEBSITE (SOCIAL MEDIA)		
USE STILL PHOTOS IN PROMOTIONAL MATERIALS		
VIDEOS:		
GIVE VIDEO TO CURRENT PARENTS		
USE VIDEO IN PROMOTIONAL MATERIALS		
DISPLAY VIDEO ON FACILITY WEBSITE		
OTHER (PLEASE LIST)		

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Discipline and Guidance Policy for**

DULCINEA SPANISH LEARNING CENTER

◆ Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

◆ A caregiver may only use positive methods of discipline and guidance that encourage

self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and

(4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

◆ There must be no harsh, cruel, or unusual treatment of any child. The following types

of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
Check one please:	
<input checked="" type="checkbox"/> parent <input type="checkbox"/> employee/	

### GENERAL INFORMATION

Operation's Name: <b>DULCINEA SPANISH LEARNING CENTER</b>		Director's Name: <b>DULCINEA GALVAN</b>	
Child's Full Name:	Child's Date of Birth:	Child Lives With: <input type="checkbox"/> Both parents <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Guardian	
Child's Home Address:			
Date of Admission:		Date of Withdrawal:	
Name of Parent or Guardian Completing Form:		Address of Parent or Guardian (if different from the child's):	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Give the name, address, and phone number of the responsible individual <b>to call</b> in case of an emergency if parents/guardian cannot be reached:			Relationship:
I authorize the child care operation <b>to release</b> my child to leave the child care operation <b>ONLY</b> with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name and Phone Number:	Name and Phone Number:	Name and Phone Number:	

provider keeps the form on file at the child care facility.

### CONSENT INFORMATION

#### CHECK ALL THAT APPLY:

#### 1. TRANSPORTATION

I give consent for my child to be transported and supervised by the operation's employees:

for emergency care     on field trips     to and from home     to and from school

## CONSENT INFORMATION

**CHECK ALL THAT APPLY:**

### 2. FIELD TRIPS

- I give consent for my child to participate in field trips.
- I **do not** give consent for my child to participate in field trips.

**Comments:**

### 3. WATER ACTIVITIES

I give consent for my child to participate in the following water activities:

- water table play    sprinkler play    splashing/wading pools    swimming pools    aquatic playgrounds

### 4. RECEIPT OF WRITTEN OPERATIONAL POLICIES

I acknowledge receipt of the facility's operational policies, including those for:

<input type="checkbox"/> Discipline and guidance	<input type="checkbox"/> Procedures for release of children
<input type="checkbox"/> Suspension and expulsion	<input type="checkbox"/> Illness and exclusion criteria
<input type="checkbox"/> Emergency plans	<input type="checkbox"/> Procedures for dispensing medications
<input type="checkbox"/> Procedures for conducting health checks	<input type="checkbox"/> Immunization requirements for children
<input type="checkbox"/> Safe sleep	<input type="checkbox"/> Meals and food service practices
<input type="checkbox"/> Procedures for parents to discuss concerns with the director	<input type="checkbox"/> Procedures to visit the center without securing prior approval
<input type="checkbox"/> Procedures for parents to participate in operation activities	<input type="checkbox"/> Procedures for parents to contact Child Care Licensing DFPS, Child Abuse Hotline, and DFPS website

### 5. MEALS

I understand that the following meals will be served to my child while in care:

- None    Breakfast    Morning snack    Lunch    Afternoon snack    Supper    Evening snack

### 6. DAYS AND TIMES IN CARE

My child is normally in care on the following days and times:

Day of the Week	AM	PM
Monday		

**CONSENT INFORMATION**

**CHECK ALL THAT APPLY:**

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION**

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician:

Address:

Phone Number:

Name of Emergency Care Facility:

Address:

Phone Number:

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature - Parent or Legal Guardian

**CHILD'S ADDITIONAL INFORMATION SECTION**

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? Yes  No  Plan submitted on:

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

**CHILD'S ADDITIONAL INFORMATION SECTION**

Signature - Parent or Legal Guardian:

Date Signed:

**SCHOOL AGE CHILDREN**

My child attends the following school:

Name of School:

School Phone Number:

My child has permission to (check all that apply):

- walk to or from school or home     ride a bus     be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address:

**ADMISSION REQUIREMENT**

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission.

Please check only one option:

1.  HEALTH CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

Health Care Professional's Signature:

Date Signed:

2.  A signed and dated copy of a health care professional's statement is attached.
3.  Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.
4.  My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name and Address of Health Care Professional:

Signature - Parent or Legal Guardian:

Date Signed:

### REQUIREMENTS FOR EXCLUSION

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90<sup>th</sup> day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

### VISION EXAM RESULTS

R 20/	L 20/	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Signature:		Date Signed:	

### HEARING EXAM RESULTS

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Left				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Signature:			Date Signed:	

### VACCINE INFORMATION

The following vaccines require multiple doses over time. Please provide the date your child received *each dose*.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose) 1–2 months (second dose) 6–18 months (third dose)	
Rotavirus	2 months (first dose) 4 months (second dose) 6 months (third dose)	



## VACCINE INFORMATION

The following vaccines require multiple doses over time. Please provide the date your child received *each dose*.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Diphtheria, Tetanus, Pertussis	2 months (first dose) 4 months (second dose) 6 months (third dose) 15–18 months (fourth dose) 4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose) 4 months (second dose) 6 months (third dose) 12–15 months (fourth dose)	
Pneumococcal	2 months (first dose) 4 months (second dose) 6 months (third dose) 12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose) 4 months (second dose) 6–18 months (third dose) 4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose) 4–6 years (second dose)	
Varicella	12–15 months (first dose) 4–6 years (second dose)	

### VACCINE INFORMATION

The following vaccines require multiple doses over time. Please provide the date your child received *each dose*.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis A	12–23 months (first dose) The second dose should be given 6 to 18 months after the first dose.	

### PHYSICIAN OR PUBLIC HEALTH PERSONNEL VERIFICATION

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature :	Date Signed:
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### VARICELLA (CHICKENPOX)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.

Parent's Signature:	Date Signed:
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### ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS

For additional information regarding immunizations, visit the Texas Department of State Health Services' website at [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm).

### TB TEST (IF REQUIRED)

<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Date:
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### GANG FREE ZONE

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

## PRIVACY STATEMENT

DFPS values your privacy. For more information, read our Privacy and Security Policy online at <http://www.dfps.state.tx.us/policies/privacy.asp>.

## SIGNATURES

Child's Parent or Legal Guardian:  X	Date Signed:
Center Designee:  X	Date Signed:

# DAYCARE



PARENT HANDBOOK

202 RECOLETA RD.

SAN ANTONIO TX 78216

[www.dulcineaspanishdaycare.com](http://www.dulcineaspanishdaycare.com)



Childcare Licensing (210)-337 3399

Child Abuse Hotline 1800-252-5400

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

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## I. Program orientation

### A. Purpose

The purpose of Dulcinea Spanish Learning Center, is to assist the development of the child by providing experiences that promote academy readiness, physical development, and social skills.

### B. Philosophy

At Dulcinea Spanish Learning Center, each child is an unique individual with growth and a developmental pattern. We are committed to the belief that early childhood education is important to our children's future.

Our program is designed to develop in children a love of learning. Creativity is valued, nurtured, and expressed in varied forms. Material and equipment are available in order to develop imagination, independence, inventiveness, and resourcefulness. The program is flexible in approach, and can adapt to the learning level of every child. Playing is an important aspect on the development of every child; our curriculum has been designed to meet this need. Our program has interesting activities with playful and creative challenges for the minds of young children.

### C. All About U.S

Welcome to Dulcinea Spanish Learning Center! As parents, we know how important it is to carefully consider the type go program that best suits your child's needs and we are pleased that you are thinking of our program. There is a clear difference in our school which can be seen in the smiling faces of the children we care!.

The early childhood years are critical to the intellectual growth of our children. We now know that children learn more in the first five years of life than at any other time. Our mission is to promote education in our small and unique Dulcinea Spanish Learning Center which aims to provide you with security and peace.

At Dulcinea Spanish Learning Center, you will find that we strive for quality every day. We will establish a positive environment, and promote your child's creative, physical, intellectual, social and emotional skills.

Our staff is fully trained and dedicated to the education and happiness of children. We have first quality facilities, where you will only find warmth and many smiles.

#### D. CONFIDENTIALITY

All information about children and their families will be kept strictly confidential. If an illness spreads, each parent will be notified of possible exposure, but not the name of the sick child.

Please do not ask us any questions that could be a breach of confidentiality.



## E. LICENSING

The Dulcinea Spanish Learning Center adheres to the Minimum standards for Licensed Child Care and is licensed by the Texas Department of Family and Protective Services.

Emergency.....911  
Emergency Medical Service .....2109275555  
Local Police.....2102077601  
Fire Department .....2108241281  
Poison Control Center .....18002221222  
DFPS Child Abuse Hotline .....18002525400

Nearest Child- Care Licensing Address... Dept. Of Family and Protective Services.  
Child Care Licensing 278-5 P.O. Box 23990 San Antonio TX 78223-0990  
Nearest Child- Care Licensing.....2103373399

## F. OUR GOAL

We will never forget that playing is learning and through different activities, we will aid in the discovery and development of language, and social skills.

We use a program of professional studies, and activities that encourage youngster's to numerous projects that challenge and simulate their young minds.

Our facilities offer a variety of small thematic rooms, where we motivate exploration in the worlds of science, mathematics, language development, dramatic and creative arts. Our children spend days full of fun, participating in activities that stimulate their creativity and imagination!

Through all our various learning activities, we will achieve our most important objective: to provide our student with skills in order to succeed every day, we will also promote self- confidence and greater self- esteem, which are vital to the learning process. Our goal is to help every child be happy, successful, and confident.

## G. GROUPING

Dulcinea Spanish Learning Center preschool program enrolls children from 2 months through 5 years of age. The extended care program provides care for children ages 5 to 12 years after school, on school holidays and during the summer. Children are grouped according to age. The staff child ratio will not exceed the following:

1. Infants (newborn to 12 months)

1:4 or a group size of 2:10

2. Toddlers (13 months to 24 months)

1:5 or group size of 3:15

3. Two years olds

1:11 or group size of 2:14

4. Three years olds

1:15 group size of 2:18 (excluding North side Partnership)

5. Four and Five years olds

1:18 or group size of 2:20 (excluding North side Partnership)

6. After school

1:22 or group size of 2:28

## H. PROGRAM DESCRIPTION

We have created this program specially for you and your little ones. Created by professionals to give better service. We are dedicated, creating and developing intelligence through creativity and imagination. We have a great theory that has been checked by experts! TOUCH, PLAY, AND LEARN. We create the highest quality education.

We offer an innovative and comprehensive educational program where children will enjoy their stay, and where a warm and caring staff uses a professional curriculum, educational toys, and equipment.

We want to make you feel comfortable and welcomed in our program! Our goal is to provide care of the highest quality for your child, in a family based environment. Our child care policies and procedures will give you an insight into your child's day at Dulcinea Spanish Learning Center, and let you know that we provide the highest quality care. The staff not only brings their professional background and experiences to the program, but also a genuine concern for children and families. The program emphasizes small group interactions with teachers during play, explorations, and during care giving routines, such as mealtimes and diapering/toiling. The daily program is structured but also flexible. It provides for a variety of experience levels and individual pacing. There is balance of indoor/outdoor, quiet/active, individual/group, large muscle fine motor and child initiated/staff initiated activities. Classrooms are set up into work areas for preschool age and activity zones for infants and toddlers involving the following experiences.

### ART:

Media such as markers and crayons for drawing, finger painting, easel painting and items for collages allow the child to experience satisfaction with manipulation, experimentation, and exploration of the materials as well as providing outlets for the expression of ideas and emotions.

#### BLOCKS:

Building with various types of blocks and accessories provide opportunities for dramatic play social interaction and cooperative activities with peers, as well as perceptual, mathematical learning.

#### CONCEPT DEVELOPMENT:

Young children are actively engaged in the process of forming many concepts about their world. Through themes developed in learning centers and zones, the teachers provide experiences to expand each child's knowledge, cognitive skills, language, curiosity, and problem solving skills.

#### HOME LIVING:

Role playing and pretending enables the child to reenact the experiences in the world around them in order to understand and explore their meaning. With the help of props, a child may explore a number of roles- from being a parent caring for a small baby, a doctor giving shots, a chef cooking a meal or veterinarian taking care of the family pet.

#### LANGUAGE ART / LIBRARY:

Experiences with books, flannel, boards, discussion, puppets, story telling, and other activities aid in the child's language development, help him learn about the world, and promote an early appreciation of literature. The emerging literacy of young children is promoted through reading stories, library areas, print rich environments, opportunities to use markers and crayons, and writing centers for preschoolers to explore pre- writing concepts and skills.

#### MUSIC:

Singing, listening, experimenting, with various instruments, and the exploration of various types of music in the classrooms. Introduce children to musical concepts and an appreciation of music.

#### SELF HELP SKILLS:

Activities tailored to the developmental abilities of each group and individual child, such as helping with cleaning up, washing hands and pouring juice are introduced into daily activities and routines to encourage independence and promote self-esteem with an "I can" attitude.

#### SENSORY PLAY:

Sand, water, play dough, fabrics and other sensory media enable the children to explore textures, qualities of objects, changes, and concepts such as empty/ full, more / less, as well as providing an outlet for relaxation.

#### SCIENCE AND MATH:

Experiences offering first hand opportunities for scientific discovery and understanding of number and quantity include cooking, sensory play, using manipulative and games, planting seeds, counting objects and number songs and games.

The child freely engages in Active Learning through hands- on minds- on and emotions- on daily activities and work stations that offer numerous opportunities for cognitive language physical ( large and small motor) and social- emotional development of the child's own level and interest along with social interaction with peers and staff.

### I. DISCIPLINE AND GUIDANCE PLAN

We believe children should be treated with fairness and consistency at all times. A copy of our Discipline and Guidance Policy is given to all families at the time of enrollment.

A signed form stating that the parent has read and understands our policies will be kept in the child's file. We will implement the following discipline policies, as needed, and in accordance with the Texas Department of Family and Protective Services.

Discipline will be :

.individualized and consistent for each child.

.Appropriate to the child's level of understanding, and ability.

. Directed towards teaching the child acceptable behavior and self control.

A caregiver may only use positive methods of discipline and guidance that encourage self- control, and self- direction, which include at lest the following:

- Using praise and encouragement of good behavior instead on focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements, and
- Using brief supervised separation or breaks from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If these strategies and techniques do not work for a child, we will contact the parents. If a child continues to disrupt the class or put others in danger, we will document steps taken by the staff to help to child be successful and acquire a conference with the parents.

Dulcinea Spanish Learning Center may withdraw any child whose behavior poses a significant risk to the safety and well being of the other children and / or staff, if deemed necessary by the Principal.

## J. ADMISSION POLICES

Enrollment officially occurs when registration fees are paid.

Dulcinea Spanish Learning Center does not discriminate on the basis of religion, race, ability or sex.

## K. REGISTRATION ENROLLMENT AND ORIENTATION PROCESS

Parents should notify the Principal of any special circumstances or special needs in writing with their registration materials.

Enrollment: upon enrollment, each family will receive at Dulcinea Spanish Learning Center parents handbook. Parents must sign a form stating that they have read the parents handbook and agree to abide by the policies set forth. This form must be returned on or before the child's first day to be kept on file in the Dulcinea Spanish Learning Center office. Each child must also have on file the following with Emergency Authorization

Health Requirements Form

Child Information Sheet

The enrollment form health requirements and child information sheets must be updated annually. Parents should provide Dulcinea Spanish Learning Center office with any changes to the enrollment form, emergency authorization, health requirements and child information sheet , as well as updates of any immunizations that occur throughout the year.

Orientation: Dulcinea Spanish Learning Center will schedule an orientation time for children and parents to visit the classroom.

Parents entering the program for the first time, are encouraged to make an appointment to meet with the principal to discuss the philosophy, policies and other highlights of the program.

With our open door policy, parents are encouraged to come and observe our classes at any time. Our interior windows provide visibility in the classrooms. Dulcinea Spanish Learning Center offers lectures for parents along with teachers at least once a year however, other conferences can be scheduled at your request.

## FEEDING POLICES:

We will provide a comfortable place with a seat in our center which will be in our giraffe room to enable mothers to breast feed their child. Please be aware that you have the right to breast feed or and provide breast milk to the child while in care.

## II. PROGRAM POLICES

### A. Absences

Parent should notify the office by 9:00 a.m if their child will not be attending school to help us account for each child. Additionally, please inform the office if your child is absent due to an illness, so staff can be notified if the situation. Vacation days cannot be used for absences, if you do not notify the office by 9:00 am on the day of the absence.

### B. Accidents / Emergencies

Accidents / First Aid: The staff maintaining current certification in First Aid and Cardiopulmonary Resuscitation (CPR) The teacher will follow basic first aid procedures for injuries and notify parents of any accidents requiring first aid at school through a written accident report. Should further emergency action be needed beyond basic first aid, teachers will provide immediate care and call the parents, the child's physician and or EMS, as needed. Dulcinea Spanish Learning Center is not able to transport an injured child.

in case of severe weather, the meeting place is in the hallway outside of each classroom.

In case the emergency requires the evacuation of the center, the procedure is a follow:

223 Recoleta rd San Antonio TX



### Emergency Evacuation:

Dulcinea Spanish Learning Center will conduct monthly fire drills and a severe weather drill twice a year with the children. In the event Dulcinea Spanish Learning Center must be evacuated due to an environmental emergency (gas, leak, toxic fumes or chemical release), the staff will do one of the following depending on the location of and type of problem:

- if a neighborhood evacuation is ordered by the fire or police department, Dulcinea Spanish Learning Center reserves the right to follow the evacuation orders and emergency location determined by the authorities.
- In case of accidental injury or sudden illness we will contact a parent. If a child has an illness which requires that the child be sent home, the child will be insulated and supervised until the parent, or authorized adult, can arrive to pick up the child. If necessary, we will call an ambulance. Parents will be responsible for any resulting costs. It is imperative that you keep the school updated on all new phone numbers. In the case of an accident, an accident report will be completed.

### C. Address, Telephone or Work Changes

Any changes in address, telephone number, or work location should be reported promptly to Dulcinea Spanish Learning Center office. Telephone numbers of emergency contacts and individuals authorized to pick up the child should also be kept current.

### D. Procedures Sign in Sign out

PARENTS MUST sign their child/ children in and out at the classroom located in the front lobby. Staff will also sign children in and out on weekly attendance sheets kept by each classroom teacher. Children MUST stay in the presence of their parents when arriving and leaving the school. Children MAY NOT run ahead of their parents!

For the safety of all, Dulcinea Spanish Learning Center request that parents maintain stringent supervision of their children in and around the parking lot and outdoor play areas. children should not be allowed in any classrooms, offices or work areas or to wander the premises without an adult supervising them closely. In accordance with State Law PARENTS MUST NOT LEAVE ANY INFANT OR CHILD UNDER THE AGE OF 7 IN THE CAR AT ANY TIME OF THE YEAR, EVEN FOR A FEW MINUTES, TO DROP OFF A SIBLING. THIS IS CONSIDERED ENDANGERING A CHILD. Dulcinea Spanish Learning Center will make every attempt to work during arrival and departure , as long as request is made in writing to the office.

Arrival and departure times can be hectic, confusing times for parents, children and teachers. The Dulcinea Spanish Learning Center ask that parent refrain from lengthy conversations with teachers and understand when teachers need to end a conversation in order tend to and supervise the children. Extended discussions between parents and teachers should be scheduled time when the teacher is not responsible for the supervision of children. The policy for release of children will be strictly followed as stated below:

- A child will be released only to a parent or adult designated by the parents, in writing as the parent, emergency contact or individual authorized to pick up the child on the enrollment form and child information sheet.
- If a person authorized to pick up a child unknown to staff, staff will require picture identification in order to make a photocopy and verify their name on the enrollment form. Children will not be released without picture identification.
- If a parent calls to authorize the emergency release of a child when a written note/ letter is not possible, The Dulcinea Spanish Learning Center will verify that the caller is actually the parent by calling one or both parents back at work or home.
- Dulcinea Spanish Learning Center will not release children to older siblings under the age 17.

## E. Birthday and Holiday Celebration

Parents may talk with their child's teacher if they would like to recognize their child's birthday with a special snack. Some suggestions for a nutritious snack include; ingredients for a cooking project, fruits and yogurt, cheese and cracker or muffins. Another suggestion for celebrating your child's birthday could be to donate a children's book, tape or special item to The Dulcinea Spanish Learning Center with your child's name and birth date recorded on the items so he/ she may get recognition each time it is used. If you have another idea, please check with the Principal and / or your child's teacher.

Holiday traditions of the families and some Christian celebrations will be observed during the year with the emphasis on family gatherings, traditional foods, songs, dance and symbols. Parents are encouraged to share their individual family traditions with the class by sending a traditional food for snack, reading a story, telling about and showing items related to the celebration.

## F. Calendar

Dulcinea Spanish Learning Center Observed Holidays:

1. New Years Day
2. Good Friday
3. Memorial Day
4. July 4th
5. Labor Day
6. Thanksgiving Day
7. Friday following Thanksgiving
8. Christmas Eve
9. Christmas Day

If the holiday should fall on a weekend, the center will designate the preceding Friday of the following Monday as the day of closing. There will be no reduction in weekly tuition obligations due to holiday closings.

#### G. Child Abuse and Neglect

Because of our continuing concern about the welfare of children, we have provided the following information. Parents are encouraged to discuss child abuse and neglect with The Dulcinea Spanish Learning Center and / or their child's teacher. It is important for even suspected abuse or neglect to be reported, so those specialists can intervene before more harm is done.

Abuse includes the following acts or omissions:

- Physical injury that result in substantial harm to the child or genuine threat of substantial harm from physical injury to the child.
- Failure to make a reasonable effort to prevent action by another person that result in causing substantial harm to the child.
- Mental or emotional injury to a child, causing or permitting the child to be in a situation that result in an observable and material impairment in the child's growth, development or psychological functioning.
- Sexual conduct harmful to, or failure to make a reasonable effort to prevent sexual conduct harmful to a child's mental, emotional or physical welfare.

Neglect Includes:

- Leaving a child in a situation were the child would be exposed to a substantial risk of physical or mental harm without arranging for necessary care for the child.
- Placing the child in or failing to remove a child from a situation that requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that result in injury or substantial risk of harm to the child.

- Failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in an observable and material impairment to the growth, development or functioning of the child.
- Failure to provide the child with food, clothing, or shelter necessary to sustain life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

#### H. Clothing / Tote Bag

Children should be dressed in comfortable washable clothing that they can easily manipulate for toiling since we encourage children to do things for themselves.

Our program promotes exploration and direct experiences of many kinds. Please keep this in mind when dressing your child for school. Rubber soled shoes are best active young children on the playground. Boots and flip can be hazardous and are highly discouraged. Shoes are required for all children on the outdoor playground, including those not yet walking.

Each child must bring a tote bag or backpack with his/ her name clearly marked on the front or inside. A COMPLETE change of clothing must be kept in the bag at all times, for all groups. Due to shortage of space, the bag should not exceed 12' x 12'. All article of removable clothing (jackets, sweaters, hats, etc) should be clearly labeled with the child's name.

## I. Diapering

Parents with children who wear diapers must bring an ample supply of disposable diapers for each day (usually 6-10 depending on the hours of case) Parents must also supply wipes and any diaper ointment, lotion, cream, or powder. Parents may bring diapers and wipes in bulk. Staff will provide parents written notice when the supply must be replenished.

Clean bottles ( one bottle per each feeding)

- SIPPY CUPS
- MILK OR FORMULA & WATER
- PACKAGE OF DIAPERS
- BOX OF WIPES
- BIBS
- RECEIVING BLANKET
- BABY FOOD / CEREAL
- BABY POWDER

## J. Health Policy / Illness

The health Policies of Dulcinea Spanish Learning Center are accordance with the Metropolitan Health Department and Department of Family and Protective Services, Minimum Standards Guidelines. A child who has a temperature of 100.4 higher and/ or is otherwise ill generally not feeling well should be kept until he/ she has been free of fever without fever- reducing medication or other symptoms for 24 hours. The parent of other emergency contact will be notified so the child can be taken home if a child:

- Becomes ill with a temperature of 100.4 or higher
- Diarrhea more than two in a two hours period and / or is not be contained in a diaper or underwear

- Vomiting

If a child is sent home with any of the above symptoms they may not return to school then next day without a return to school form provided by at Dulcinea Spanish Learning Center when the child is sent home.

The form must be signed by a doctor and returned to Dulcinea Spanish Learning Center before the child may return. No other form or doctor's note will be accepted.

A child with outward symptoms may also be sent home, if it is determined that the child clearly is not feeling well ( lethargic, severe pain, etc) Parents of children with chronic of colds or allergies, including significant mucous, may be asked to have their child checked by a physician to rule out any infection. Parents must bring "return to School" form provide by Dulcinea Spanish Learning Center and signed by the examining physician.

Parent will be notified if their child been exposed to a contagious disease while at school according to health department guidelines and minimum standards requirements. Likewise parents should notify the school if their child has a contagious disease such as pink eye (conjunctivitis), pin worms, head lice, ring worm, scabies, chicken pox etc.

Parents must bring a return to school form provided by Dulcinea Spanish Learning Center stating that the child has been treated and signed by the examining physician. If a child is not well enough to play outdoors, he/ she should be kept home. Outdoor play is an integral part of the day's program. The children will go outdoors daily, even for a few minutes of fresh air, in cooler or extremely hot temperatures, unless it is raining.

## K. Hours of Operation

Dulcinea Spanish Learning Center is open Monday through Friday, 6:30 am - 6:30 pm.

## L. Immunization Records - Medical Records

Within a years of enrollment, each child must have a medical form completed by a licensed physician that states that the child has been seen by the physician within the past year and is physically able to take part in Dulcinea Spanish Learning Center program. Each child enrolled in the program must have immunizations according to immunization schedules of the health department and Minimum Standards. The dates for the required immunizations must be documented on the child's medical record in the office. At the age of 4 years, children must also obtain a vision and hearing test and a copy of the result must be on file in the office. Tuberculosis testing is required ONLY if the health department puts out a notice stating that it is necessary due to an outbreak or concern in our local areas. Parents will be notified in writing if this becomes necessary.

## M. Lost and Found

labeling all belongings (coats, sweaters, gloves, hats, lunch boxes, tote bags, etc), is a great asset in loss prevention. Check the lost and found area near the kitchen for misplaced items. Lost and found articles will be cleared out periodically during the year and unclaimed items will be given to a charitable organization at the end of each school year.



## N. Nutrition Policy / Snacks / Lunch

Is proud to offer 100% natural food of the highest quality. Every day begins with breakfast, lunch and afternoon snack. All our food is prepared in Dulcinea Spanish Learning Center.

All meals are balanced and planned to meet your child's nutritional needs. Our menus are posted monthly, and copies are available on the office.

A healthy breakfast is provide at a change of \$1 per day. Outside food may not be brought into the facility in accordance with health regulations.

Hot and nutritious lunches are served each day. Therefore do not send sack lunches unless it is requested for a field trip or party. Morning and afternoon snacks are served 33daily; a menu is posted weekly in the cafeteria.

Please notify the school in writing should your children have allergies to any foods.

## O. Payment Policy, Fees and Tuition

### Tuition Polices

**An enrollment fee registers your child in our program from September of one years to September of the following year. This fee is due at the time of enrollment and every September after the date of enrollment. All fees are non- refundable and non- transferable.**

**Tuition is due Monday and considered late at closing on Tuesday. There will be a \$30 late fee assessed for each week tuition is past due.**

**Families with an account that is one week delinquent will be asked to withdraw, at the discretion of management.**

**A student attending school for fewer days than the program they are currently registered in will required to pay full tuition as outlined in our policy. If a student**

**should be absent an entire week, Monday through Friday, one half of weekly tuition will be due and payable.**

**Should you withdraw your child from our program, a three month waiting period will be necessary before your child will be restated as an enrollment in our program.**

**An additional tuition fee of \$21.00 per day is assessed on vacation days for which an after school child is in attendance at Dulcinea Spanish Learning Center.**

**An NSF fee of \$25.00 is required on returned checks. If two NSF checks are received, all future payments must be made in cash.**

**If your child is not picked up by 6:30 pm, a late fee of \$20.00 is charged at 6:31 p.m and \$1.00 for every minute thereafter.**

**Dulcinea Spanish Learning Center provides a 10% discount off each of the older sibling's tuition. This applies to children enrolled in our 5 day program.**

#### **P. Personal Items From Home/ Show and Tell**

Children may bring personal items from home, which are necessary for their security during special times of the day such as separation from parent and nap time. They will be asked to keep such items in their tote bag when not necessary for their comfort.

Children whose class observes a "show and tell" are asked to bring items that are related to the unit of study or that have educational value. Toys of any kind, to include toy guns or weapons, candy, or money are not allowed at school at any time.

#### Q. Room Sanitation

In accordance with the Texas Department of Family and Protective Services all classrooms and restrooms are cleaned on a daily basis by staff. Toys and mouthed objects in the infant and toddler rooms are washed daily with a diluted bleach spray. Washable toys pillows, etc. Are washed each week. A licensed exterminating company treats the school with pesticides for common household pests on a quarterly basis. The treatment is always done after school hours. Further information about the pesticides and treatment schedule can be obtained from the office if requested.

#### R. Screening for Hearing and Vision

All children four years of age are required by the State Health Department to have a hearing and vision screening by a licensed physician, qualified professional, or certified screening technician. Parents are responsible for this screening, which should be completed within 30 days of the child turning.

A copy of the screening result must be turned in to Dulcinea Spanish Learning Center office to be kept on file with the child's records.

#### S. Special Needs

Dulcinea Spanish Learning Center recognizes that any child at any time may have special needs due to family emergencies, divorce/ separation, moving, illness allergies, etc. The school request that parents keep the classroom teachers and/ or principal informed of any situations that may be upsetting to the child or causing disruption in the child regular routine or typical behavior. The school will also discuss with parents and/ or make appropriate professional referrals to parents with children needing further screening, possible developmental delays or when other concerns arise.

## T. Termination of Enrollment

### **Parent Initiated Withdrawal:**

**A two week written notice, given to the Principal is required for complete withdrawal from the program. The parent is responsible for two weeks tuition after such date. As budget and staff decisions are greatly impacted by enrollment changes, we would very much appreciate notice, so we can attempt to fill the slot.**

## U. Toilet Learning

Teachers will work with parents whose children seem to be ready to learn to use the toilet. Staff prefers children to remain in diapers until they are ready to achieve significant daytime control and will encourage children showing signs of readiness to use the toilet, especially if their diaper is dry. Children who are new wearing underwear should bring several extra pairs of underwear as well as.

Two complete changes of clothing, including socks and shoes. Toileting accidents will be dealt with in a calm, pleasant, and casual manner. Children vary widely in age for toilet learning with 2 1/2 being an average age and some not until 3 (more often boys) . Some will show interest at school and not at home and vice versa. The staff will work with each child and their family, when the child is showing clear signs of readiness.

Some of the typical signs of toilet learning readiness include:

- Interest in using the toilet
- Ability to indicate need or desire to use the toilet
- Awareness of physical cues prior to using the toilet
- Can stay dry for at least two hours at a time
- Often wakes up dry after nap
- Usually off the bottle
- Want diaper dry, dislikes soiled or wet diaper
- Some interest and ability in dressing

## V. Visitors

Parents and grandparents are welcome visitors at Dulcinea Spanish Learning Center at all times to observe, to volunteer to help in the classroom, or to share a special talent with the children. Family members and friends who are unfamiliar to the staff should check in with the office and obtain a name tag when visiting our school for extended periods of time. It is also necessary for those volunteering on a regular basis to have on file a criminal background check, orientation to our school and policies as well as a notarized affidavit.

## III. FAMILY SUPPORT AND INVOLVEMENT

### A. Home - school Communication

We believe that direct, effective communications are at the heart of a stimulating, safe, caring program for young children. Parents are encouraged to discuss any concerns about day to day policies, procedures and operations of the program or their child's care with the teachers or the Principal. At times, the teachers may ask a parent to discuss their concern during nap time or over the phone during their break since the teacher's primary task during school hours is to interact with the children. PLEASE CHECK YOUR CHILD'S HANGING FILE EVERY DAY. IT IS LOCATED INSIDE YOUR CHILD'S CLASSROOM. Note: Newsletters, menu, general announcements, etc. Will be given to you in this way. Please make this a daily routine, as information that goes home is vitally important to your child.

## B. Parent- Teacher Conferences

Conferences with the parents will be scheduled in the fall and spring for children in the 3 and 4 year old classes. During these conferences teacher and parents will discuss the child's developmental progress, activities at school and home and answer any questions the teacher or parents may have.

Parents will be asked to schedule an appointment with the teacher for these conferences, that should last approximately 20 to 30 minutes. The teachers and/ or the Principal will be glad to schedule a conference at any other time the parents request throughout the year.

## C. Minimum Standards and Inspections

A copy of the Minimum Standards for Childcare Center is available for parents to review upon request. The most recent inspections of the Health Department, Fire Marshall and Licensing are posted for parents to review at all time.

For the purpose of improving the quality of our educational services and attention, it is necessary that we have a procedure that allows us to deal with complaints and suggestions for all parents.

We have placed a mailbox in the main entrance for your convenience. It is important that you notify us if you have any comments, questions, suggestions, or concerns.

The comments that you provide us will be used only for the improvement and quality of our service.

The information you provide, under any circumstances, will not be reviewed by third parties.

The principal will be there to answer any questions or concerns you might have.

DULCINEA SPANISH LEARNING CENTER WOULD LIKE TO NOTIFY ALL PARENTS THAT OUR CENTER, DOES NOT ADMINISTERS MEDICATION, TO ENSURE YOUR CHILDREN'S WELL BEING. WE APPRECIATE YOUR UNDERSTANDING. THANK YOU.

For the safety of your child, when dropping your child off in the morning, please let the teacher know that your child has arrived.

The teacher will then sign them in. Thank you for your cooperation.

#### WATH TO BRING THE FIST DAY.

This is a list of items we feel are necessary for your child while in our care. You may bring more or less, depending on your child's individual needs. An \*\* means it is a required item.

Paperwork: You may not leave your child at our school without all of their paperwork completed and on file in the front office. We recommend that you come in prior to your start date to make sure everything is complete, or allow plenty of extra time on the first day to fill in any missing forms.

#### IFANTS AND YOUNG TODDLERS.

Required Items:

\*\*Diapers

\*\*Wipes

\*\*Diaper Ointment

- Formula/ Bottled Water / Breast Milk/ Cereal / Food
- Plastic wipe off bibs for feeding time and other for general use, especially when teething\*\*
- Bottles/ Sippy cups ( labeled with your child's name one for each use during the day)\*\*
- At least one change of clothes\*\*
- Light receiving blanket and sheet \*\*
- Burp clothes\*\*
- Pacifier (we will discourage the use after age 1, except for nap time)

- Tote or diaper bag

OLDER TODDLERS, TWO AND TREE.

\*\*Required Items:

- At least one change of clothes\*\*
- Wipes\*\*
- Diapers\*\*
- Light receiving blanket and sheet \*\*
- Tote bag

LABEL ALL ITEMS BROUGHT TO SCHOOL.