



# LANGUAGE ARTS ACADEMY

## Parent Handbook

Parent agreement and operational policies  
Preschool



# WELCOME!

We welcome you and your family to Language Arts Academy; we are looking forward to sharing our Language Immersion Early Learning program with you and your child. Our main objective is your child's bilingual education and well-being. We value the uniqueness of each family and will make every effort to meet your individual needs.

As any service organization, however, we must set forth a policy to promote the common good and ensure compliance with state rules and regulations. Let's review some important information involved in caring for children, so we can work together for the benefit of your child. This information is provided to anticipate any questions and to inform you of our policies and procedures, we encourage you to keep it on hand and use it as a reference; we encourage you to voice any concerns you may have with the administration.

## **Mission**

Our mission is to provide an environment where children learn to become bilingual through an immersion program. We provide a Foreign Language Education thru an Immersion environment at our center. Our center holds a high priority in providing an experience with language as authentic as possible for the student. Our standards are to place students with teachers that their native language is the language which they teach. We believe that this eliminates any room for error while they acquire a second or even third language. Teachers are fluent and converse with the student in their native tongue throughout the day. Our center provides a loving, nurturing, and safe environment that enables a child to receive a high quality, balanced literacy education program along with the skills from learning a second language which develops ease into mathematics, science, and problem-solving. This will enable them to become great leaders for the future because bilingual education has exposed them to diversity and tolerance at a young age in life.

## **Our Motto and Philosophy**

We strive to prepare and help our students to succeed in their education needs by developing their cognitive, social, cultural, and motor skills.

Our teaching philosophy is based on the principle that children learn best when they are engaged. And not all the children and adults learn the same way, that's why we have creative learning environment with hands-on activities, manipulatives, art, books, music, dance, crafts, learning games, cultural events and more, with plenty of student/teacher interaction.

## **Goal**

Each student will learn the appreciation and cultural mannerisms related to the target language. The child will uniquely acquire a second, third, or even a fourth language thru many different modalities including, music, games, hands on activities, educational material, written words, and verbal expressions.

Our goal is to prepare each child with an excellent early childhood education coupled with the benefits of the Spanish language and cultural awareness. An education at Language Arts Academy creates a platform for future academic success.

## **Open Door Policy**

We have an "open door" policy and invite you to drop in at any time. Stop in and visit whenever you wish. However, we ask that you do not disturb the classrooms. Visit anytime, but please pre-arrange a time to visit. Please feel free to visit during the day to observe your child and our operation. Parents are always welcome and the office is open to any cares or concerns you may have. If you have any questions about our policies and procedures or would like to participate in an activity at our center, please contact our office.

Parents are encouraged to participate in their child's education at any time. Please feel free to ask your child's teacher how you can help volunteer in their classroom. Please be aware that volunteers may be required to submit background checks as required by the Department of Family and Protective Services.

## **Nondiscrimination Policy**

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.



## Program Description

The daily schedule is posted for viewing which indicates lunch, snacks, naps, indoor/outdoor play, and activities times. We strive to provide activities that will be interesting and challenging for each of them. The materials that the children use are intended to help them learn through hands-on experiences, so they can test their own ideas and develop their creativity and build up their self-esteem. Children are encouraged to talk about their feelings and they are assisted in learning ways to handle those emotions. Outside play is encouraged because children need the sunshine and physical exercise to promote strong bodies, healthy minds and most of all, a happy child.

### Our Curriculum

The most important goal in our Spanish Immersion curriculum is to support children to become enthusiastic learners of a foreign language. This means encouraging children to be active and creative explorers, who are not afraid to try out their ideas and to think and verbalize their own thoughts. Our goal is to help children become independent, self-confident, inquisitive, and diverse learners. We're guiding them to be successful students that will extend throughout their lives. We're establishing good habits and attitudes, particularly a positive sense of self-worth, which will contribute to the achievements in their future. Our curriculum identifies goals in all areas of development:

- ***Social:*** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- ***Emotional:*** to help children experience pride and self-confidence, develop independence and self-control, and has a positive attitude toward life.
- ***Cognitive:*** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- ***Physical:*** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start.

## Education

### Staff Development

Language Arts Academy staff are highly motivated and dedicated early childhood professionals. All of our Teachers are required to be Native Spanish Speakers four our Spanish Immersion Preschool and to have an Education Degree, Teaching Certification or CDA (Child Development Associate), a two-year degree, or a four-year degree to teach in our Academy.

All staff is trained in principles of child development, methods in early childhood programs and child guidance, as well as CPR and First Aid. Each year our staff members complete at least thirty hours of continuing education through professional conferences and in-service activities and training.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower him or her as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

We recommend to our staff to have all their vaccination records up to date.

### Child Guidance and Discipline Policies

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness.



Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior.

Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. Our positive discipline approach consists of redirection, choices, consequences, warnings, supplying language, and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with our staff in helping the child practice self-discipline in the classroom.

When an unacceptable behavior begins to occur, the parents are asked to participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep us informed of matters that may be affecting your child's behavior. In this way, we can offer support when they are at our school.

Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support.

When the parent is present, and the class is over, the parent is responsible for the child behavior since the child is not under the supervision of the staff. For this reason, we ask that the child remains with you until you leave the center's premises.

Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support.

### **Biting Policy**

As we know, biting is a common occurrence among children who do not have the language to express their feelings. We understand that biting is normal, but it is not an acceptable means of resolving issues. At Language Arts Academy, we will take immediate action in the classroom as well as with the family regarding any biting incidents. Immediate action includes, but is not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. If a specific biting incident continuously occurs, and if we do not receive appropriate cooperation from the family, we will withdraw the child from our facility and no reimbursement will be given.

## **Parental Involvement**

We hope that Language Arts Academy is one of many enriching experiences in you and your child's lives. Because we recognize that you are entrusting us with your most precious family member (S), we want you to consider us as part of your extended family. Consequently, you are considered an essential element in every facet of your child's activities.

Parents are encouraged to participate in their child's education at any time. Please feel free to ask your child's teacher how you can help volunteer in their classroom. Please be aware that volunteers may be required to submit background checks as required by the Department of Family and Protective Services.

### **Resolving Parental Concerns**

Occasionally, differences in philosophy or child-rearing practices may occur in the child care setting. All concerns about your child's care should be discussed promptly with a teacher or the administration to come to a resolution that will best support your child. Please feel free to request a translator at any time to communicate in your preferred language.

### **Parental Discipline Protocol**

Language Arts Academy asks that when you pick-up your children from the classroom, if you notice a situation that warrants disciplinary action, please notify the teachers in the classroom or administration. Please do not take it upon yourself to discipline any students in our care. Parents entrust us and our teachers to discipline students according to our policies set forth in our Parent Handbook.



## Newsletter/ News

To be informed of our activities please check our website for any updates and news

# Enrollment Information

## Tours

Tours for new families may be held during the school day for new students interested in seeing our facility. We often have special events during holidays where we include the student's family and we love to include grandparents.

Children may be enrolled for existing openings by completing the Enrollment Package and submitting the required fees. Some, but not all, of the components of the Enrollment Package include:

- Child Student Information
- Health Statement signed by a doctor
- Registration Form
- Student Health Record
- Enrollment & Tuition Policy Agreement
- Child Up to date Vaccination record
- Hearing and Vision Screenings (children who are four years of age or older by Sept. 1<sup>st</sup> of that year will require a hearing and vision screening within 120 days after enrolling.
- Payment Calendar
- Program Pricing
- Holidays Calendar
- Nappers and Uniform required

Please keep this information updated for your child's safety

## Updating Information

For the safety of your child, it is very important that we have current contact phone numbers and emails, emergency contact, and allergy information. Please be sure to update your student's information immediately if there are any changes.

## Hours of Operation

We are open Monday through Friday from 8:00 am to 7:00 pm. Preschool hours have 3 different options from 9:00 am to 3:00 pm, 8 am to 6 pm, 2 to 6 pm, we also offer half days, drop in by the day or by the hr. Preschool and after-school programs run from August through May. Summer Time runs from June to August.

## Late pickup Fee

Language Arts Academy staff will remain with your children until all are picked-up.

Late fee starts 5 minutes after your class finishes. For example, Preschool hours are from 9:00 am to 3:00 pm, Late fee starts at 3:05 and is a \$1 per minute thereafter. **Please be prompt in picking up your child. Please note that your child cannot be dropped off earlier than 8:55 unless enrolled in the extended day program.**

## Center Closings/Holidays/Bad weather policy

A calendar of school holidays is given out to parents as well as holidays being posted on our website/ Facebook page. In addition, we may be closed because of severe weather conditions, emergencies such as a utility outage, or if authorities advise schools must be closed. Please consult radio or television stations for official word concerning Klein Independent School District closings. In the case of an emergency, you will be contacted as quickly as possible.

To keep tuition costs to a minimum, our membership fees are set on a monthly basis. As a result, we do not provide a reduction in tuition for holidays, natural disasters, or illnesses.

**Please see the calendar provided**



### **Spring break and summer time and public school days off**

Spring break and summer time are optional and have a different pricing not included in your monthly price, and must be paid separately.

We offer care by the day, if you have older children and they do not have school, we offer a full day of care if needed.

## **Financial Policies**

### **Fees and Tuition**

- Registration fee.–nonrefundable registration fee is due prior to your child attending and annually on the anniversary of your child's start date
- Tuition is due on the 1<sup>st</sup> of each month. A \$10.00 charge will be assessed each day the tuition is late.
- A \$45.00 fee will be charged for returned checks or declined credit cards. If your account falls behind more than 2 days, you will have 3 days to bring it current or your child's spot may be released and you, are responsible for any fees. If you are having an issue with payment please discuss it with the office. to make payment arrangements.
- Tuition cannot be refunded or prorated should your child become ill or is absent.

### **Tuition Fees**

Tuition is annual fee divided into 10 equal monthly payments. Monthly fees are due to every 1<sup>st</sup> of the month. Your fee reserves a space for your child in the program; therefore, all fees must be paid regardless of your child's attendance.

Fees are subject to change on a yearly basis. A month notice will be given before any changes are made. Payment must be done by check or cash by the 1<sup>st</sup> of each month. If payment is not received, by the 3<sup>rd</sup> of the month we will charge to your credit card on file and a 5% processing fee and \$10 per day late fee will apply for every charge. A \$45.00 fee will be charged for returned checks or declined credit/debit cards, per occurrence. If you decide to pay the whole year in advance a 5% discount will apply on your tuition (by cash or check only).

The tuition payment is the same amount each month, regardless of illness or holiday. Please be aware that you will not receive a statement each month,

### **Missed Days**

We do not offer a reduction in tuition for illnesses, vacations, scheduled holidays, breaks, or weather, emergency closings. Additionally, we cannot offer make-up days for any missed days.

### **Extra Charges**

Extra days beyond the enrolled program time period are billed at the drop-in rate from \$50 to \$75 per day depending on a number of hrs.

This fee is due upon arrival each day. Please check with the front desk to inquire about availability.

Returned checks or declined credit cards result in a \$45 charge for every occurrence.

Recurrent returned checks result in cash-only terms.

Punctuality is a crucial element in the operation of our center, and we ask for your cooperation in adhering to these hours. Also, please be conscientious of your child's schedule.

Late pick-up fees start when class finishes and we will charge one dollar per minute thereafter. These fees are due in cash upon pick-up your child. If the late fee is not paid at the pickup time, we will charge it to your credit card on file and a 5% processing fee will apply. Late fees are assessed thereafter. Additional charges may be assessed shirts, extra-curricular activities, photography, nappers, etc.

### **Extended hrs. Drop in and Parent's night out**

Extended Am hrs. are from 8 am to 9 am and PM hrs. are from 3 to 6 pm as needed.

Drop in child care is anytime between 8 am to 6 pm

Parent's night out available. Please reserve your spot on time.

Reservation is required for any of these programs.



For extended care: If you Pay the extended care by the month and you book your time, we will charge you for that reserved time regardless of the use/attendance, we required to schedule a teacher to come in or stay longer even if you decide not to use the time. We do not accept same day cancellations.

### **Registration**

An annual, non-refundable registration fee of \$200, material fee, first is due upon application/enrollment. This fee covers application charges, curriculum, training, supplies, and insurance.

To save your children space for next year, we need a deposit (month tuition) by February, if we don't receive this deposit your children space will be released to other children. This deposit will be applied to your last month.

### **Family discounts**

A ten percent sibling discount is given to older siblings of students enrolled at Language Arts Academy.

The sibling discount is applicable to tuition only and may not be combined with any other discount or promotion.

### **Absences and Vacation Credits**

Language Arts Academy bases its operating costs on annual membership projections. As a result, to assure the highest quality of staff personnel, equipment, and supplies on a continuous basis, we cannot offer tuition reductions for absences due to illness, holidays, vacations, natural disasters, etc.

Language Arts Academy offers families who have enrolled either full-time or part-time a vacation credit. After 12 months of continuous enrollment, one week's vacation credit per child may be awarded at the written request of the family. The family will only be eligible for another vacation credit after another 12 months of continuous enrollment. To receive this credit, the child(ren) may not attend during this week. This credit only applies to tuition fees. If the vacation credit is not used in the calendar year, then it will not carry forward to future years. In addition, this credit is non-transferable. We require a two-week notification in writing.

### **Withdrawal from Program**

Should it become necessary to withdraw your child from our program, you are required to give thirty days written a notice to administration prior to the date of withdrawal. If a 30-day notice is not given, you will be held responsible for the following month's tuition and will be charged to your card on file if we do not receive the cash or check payment.

If your child is in Kindergarten (older 4's and up ) program, we will require 30 days written notice prior the date of withdrawal and a \$250 fee will apply. This fee is regardless of your child's attendance in the program. Any program changes will require a thirty day written notification.

Children who are withdrawn are eligible for re-admittance only if space is available and new registration, first and last month of tuition and material fees are payable at that time.

### **Class Material & Book Fees**

A non-refundable annual material fee is due every year at enrollment or at the anniversary of enrollment. The amount of this fee might vary depending on the schedule selected. This fee covers curriculum development, Books, worksheets, consumables, and material to be used in the class.

### **Extra programs**

Activity fees are charged for some special events such as special functions taking place at our Academy like a magician, bee shows, clowns, etc.

I understand that optional programs such as gymnastics, dance, robotics, art, drama and acting, music, toddler clubs, specialty classes and special summer programs may be offered. Most of these programs require fees in addition to regular tuition and these fees are payable upon registering for the program.



# Safety

## Arrival and Departure

Upon arrival your child must be brought into the facility, you're your child/children must be escorted by a staff member. Please do not send your child to the school alone. Sign in/out of the student is required daily. When picking up your student please make sure you notify staff that you are leaving with your child. Please check your child's cubby or folder for any papers or notices being sent home. If your child is to be picked up by anyone who is not listed on the enrollment form, you must make prior arrangements with the Front Office and write the name of the person picking up your children in the sign in sheet. Driver's license Identification (to be photocopied), is required for anyone picking up a student.

To ensure the safety of our students, all parents and students must enter the school and parents must sign in and out their children every day. This is a state requirement and is the parent's responsibility.

The safety of our students and families are our number one concern.

- Please be careful in the parking lot, drive slowly and be observant
- Do not get distracted with your cell phone
- Please hold your child's hand while in the parking lot
- Please do not leave your children unattended at any time
- Please stop using your cell phone when you come into the building to pick up or drop off your child

## Emergency Preparedness Plan

Our staff is committed to ensuring the safety of your children. Therefore, we have discussed and implemented plans of action to make sure your children are safe in case of any and all emergencies. If we have to evacuate the building for any reason we will relocate outside in the back parking lot (over 50 feet from the building). If there is a disaster and we have to leave the property we will relocate next to Chick fil a. Children will walk to this location. Our staff will take their attendance sheets and the sign in/out sheet for the day to make certain that all children are accounted for. For bad weather, our designated safe locations are the Gym area inside of our building with no windows. We will call 911, local authorities and The Texas Department of Protective Services to report all emergencies. A binder will be kept with all of the children's emergency contact information and authorization for emergency care. Please make sure you keep telephone numbers and emergency contacts up to date.

In accordance with the Texas State Law, Language Arts Academy holds regularly scheduled fire and tornado drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

## Communications

In the event that a severe weather/tornado warning is in effect close to pick-up time, if time (and connectivity) permits, the school will send an email to all parents notifying them that the children are being moved to the safe area and that children will not be dismissed until the warning is lifted. No late fees will be charged. We will also post a notice on our Facebook page

If a parent has already arrived at the school, he/she will be directed to the safe area. Parents are encouraged to stay in the safe area in the building, rather than leave in potentially dangerous conditions.

**Please understand that in an emergency situation, we may not be able to answer the phone, as our first priority is the safety of the children and staff.**

Please check your email and/or our Facebook page for updates. If the power is out and you do not hear anything from us, please know that we are keeping the children safe.

## Fire Drill, Evacuation and lock down

In accordance with the Texas state law, Language arts Academy holds monthly fire drills. In addition, tornado drill and lock down are conducted every six months.

It is crucial to the safety of the children that they learn proper emergency evacuation procedures.

In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed



as they are, for a few minutes. Teachers must carry out their file binders with emergency information as well as know their current head count.

Evacuations plan are posted in every classroom and indicate where to go during a fire drill or emergency and where to go for a tornado drill or emergency.

One type of emergency that any school might face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, we should be prepared to take steps to isolate students face, teachers and staff from danger by instituting a school lockdown. The teacher needs to be aware when this happens. Building administrator orders and announces "lock down with a warning." (Threat is outside the building) "Lockdown with intruder:" (intruder is inside the school building), the procedures will be as follows:

- ✓ Lock exterior doors.
- ✓ Clear hallways, restrooms, and other rooms that cannot be secured.
- ✓ Move all persons away from the windows.
- ✓ Take attendance of students in each classroom.
- ✓ Depending on the situation, facilitating an organized evacuation away from the dangerous area, we will take the children (hide them) to the back classroom (white classroom) we will have an easy exit from that area.
- ✓ At "all clear," students report to their homeroom or first class to take attendance.

### **Child abuse and neglect**

Teachers are trained annually to recognize signs of child abuse and neglect. Texas law says anyone who thinks a child is being abused, neglected or exploited must report it to DFPS. We will work with various community resources to better inform parents and staff about issues regarding child abuse and neglect and prevention techniques by suggesting opportunities to learn more. One such option is to take the free online course offered by DFPS website. If you have reason to suspect child abuse, call the hotline. They can advise you of next steps.

### **Interviewing Children/Inspection record**

The Department of Social Services or licensing agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member, and for the examination of all records relating to the operation of the facility. The department or licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

### **Licensing**

Our Academy is licensed by the State of Texas and adheres to rigid enforcement of regulations that meet or exceed the minimum standards in child care. These standards relate to our physical facility, staff, health and safety procedures, nutrition, and record keeping. The center undergoes regular health inspections by the city and state, and fire and licensing departments.

We support high standards in child care, as they are in the best interest of the children in our care.

Please review a copy of the minimum standards and our most recent Licensing Inspection report by contacting TDPRS by one of the following:

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

Child Abuse Hotline: 1.800.252.5400

Local Licensing Office: 936.525.2187

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. You may also visit the United States Consumer Product Safety Commission at [www.cpsc.gov](http://www.cpsc.gov) regarding unsafe children's products.

## **Health / Medical Information**

### **Health Checks**

Parents are notified that on a daily basis our staff conduct a visual scan of the child and make note of any health issues that the child may be presented with. If you have additional questions regarding health checks please feel free to contact our management team.



Language Arts Academy, 5503 FM 2920 RD, Spring TX, 77388 LanguageArtsAcademy.Com 832-458-2300

Language Arts Academy does not have a medical professional on staff and we are not trained to perform medical assessments. We do general visual observations to look for obvious signs or illness such as vomiting, diarrhea, high temperature, cough, cold, etc.

Your child's health is of great importance. In order to safeguard the health of all children and minimize the spread of germs, we strictly adhere to the following policies.

### **Illness Policy**

Exclusion Due to Illness Please wait 24 hours after the last time one of the following symptoms was observed in your child before sending him or her to school:

- Elevated temperature {100 degrees or higher}
- Acute cold, persistent cough, sore throat
- Vomiting, nausea, severe abdominal pain
- Repeated diarrhea
- Continuous discharge from the nose {other than clear}
- Red, inflamed or discharging eyes {conjunctivitis}
- Acute skin rashes or eruptions, any weeping lesions, chicken pox, impetigo, or any other contagious skin infection
- Head lice, unless treatment has been completed and all nits removed

Children must be kept home if they have fever, cough, sore throat, vomiting, diarrhea or other symptoms of the contagious disease. Children must be free of symptoms for 24 hours before returning. If your child displays symptoms in the afternoon or evening, he/she should not be in attendance the next day. Children who become ill during the day will have their parents notified immediately and pick up will be expected. If my child is exposed to or contracts a contagious disease, I agree to notify the Director. I understand that I will be notified of communicable diseases in accordance with Health Department regulations.

**Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine)** in order to return the center. Should your child require antibiotics, they must have been taken for a full 24 hours prior to their return to class. We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses. A note from the child's doctor that confirms the illness is no longer contagious is required.

If your child has diagnosed with a communicable disease, such as chicken pox, please notify the school.

We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses.

### **Head Lice**

Children are sent home from school if live lice are found in their hair. They are allowed to return to school after one medicated treatment has been given. When the child returns to school, a discreet head check may be performed by school personnel to ensure that no live lice remain. At the Director's discretion, the school may escalate to a "no nit" policy, as needed.

### **Medication**

A written statement from the physician and/or parent is required to authorize all medication given to a child at the school. The medication log will be signed by staff **each time** a child is given medication. All medication must be in the **original container**, indicating the child's name, type, date of prescribed medication, and dosage amount.

Over-the-counter medications sent by parents must be in their original container and must be given according to the labeled directions only. No medications can be measured in advance or put into other containers. Diaper rash medication will be applied by request only. A signed permission slip must be in the child's file. We ask parents to apply sunscreen and insect repellent at home prior to arriving at school. Should there be a need to reapply, a medication authorization form must be filled out with instructions and left in the office with the product in its original container. A staff member will administer the medication according to information on the chart. Please be specific in your instructions. Twice a day medications, early morning and late evening doses should be administered at home.



### **Food Allergies or any type of allergies**

If you know that your children have food allergies, please let us know and fill out (by the Dr.) our Allergy emergency plan, we need to know what type of allergies and how to proceed if this happens, we care about our children and we will do our best effort to keep them safe, please be consensus and help us in this matter.

If your child has a diagnosed allergy, please provide the office with a written Allergy Emergency Plan from your doctor. Please note that the Director may designate a classroom "nut free" if a child in that class has a severe allergy.

### **Medical Emergencies**

The staff will make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. We will notify you immediately in the event of illness or accident.

In the unlikely event that a medical emergency arises the following steps will be taken:

- 1.) A staff member will assess the situation and begin first aid or CPR as needed.  
A second staff member will phone 911 if a true medical emergency exists.
- 2.) Every effort will be made to contact the parent/guardian, or the emergency contact listed if the parent/guardian cannot be reached.
- 3.) A staff member will accompany the student to the hospital and remain with him/her until a parent/guardian arrives.
- 4.) An incident report will be completed and signed by both director and parent within 48 hours of the time the incident occurred.
- 5.) Within 48 hours, we will inform the Department of Family and Protective Services of the emergency that has occurred.

### **Accidents**

First aid will be administered for all minor injuries. Should a major medical problem arise, 911 will be called and parents will be notified immediately. We strive to prevent accidental injury to all of our students. The staff is trained in CPR/First Aid and certification is updated yearly. Please be sure that all phone numbers and information in your child's file are always current.

### **Health Requirements**

A note from your child's physician certifying that your child is able to attend school must be presented to our Academy. Within 120 days of your child's first day of attendance. Texas licensing requirements state that all immunization records must be current. As your child receives new immunizations, please bring the doctor's written verification so we may update our records. Additionally please keep us informed of any allergies your child may develop or outgrow.

### **Hearing and Vision Screening**

All children in the Pre-kindergarten classes are required by the State of Texas to have an approved vision and hearing screening performed by a certified evaluator or registered physician each year. All screening results are submitted by our Academy to the State of Texas as required by the department of family and protective services

## **In the Classroom**

### **Classroom Placement**

Texas public schools (and many private schools) allow enrollment into each grade level based on the student's age on September 1. We encourage parents to enroll their children using the same guideline, but in some cases, our schools can extend the cut-off to September 30. Please contact the Director for more information.

### **Behavioral Management**

Language Arts Academy believes in setting limits and providing children with many choices within those limits throughout the school day. Making mistakes is a part of the learning process, and our goal is to help students learn and grow from these experiences. When a student makes a choice that is not within the limits, teachers



will remind the student of acceptable choices using positive statements and encourage the student to cooperate and take personal responsibility.

If these strategies are not effective, a short "thinking time" in the classroom may be used to help the student regain focus and self-control. The use of physical punishment is **never** permitted. If needed, discipline will be in English, to make sure the student understands.

If a child has consistent behavior challenges in the classroom, including aggressive behavior, our Behavioral Support Plan will take effect.

### **Behavioral Support Plan**

1. **The first incident** of unacceptable behavior - A "Just to Let You Know" note will be sent home to parents.
2. **Second incident** - Teacher or Director will speak with parents and explain the remaining steps of the behavior plan, which will be in effect if a third incident occurs.
3. **Third incident** - A conference will be held with parents, and parents will be advised that the child will be sent home if a further incident occurs. The parent will sign to ensure that the policy has been discussed and is understood.
4. **The fourth incident** - Child will be sent home immediately.
5. **The fifth incident** - Child will be suspended from school for a period of one week. When the child returns to school, he or she must be accompanied for one week by a "shadow" (an adult hired by the parents to supervise the student at all times during the school day). The shadow person must be approved by Language Arts Academy, and complete a background check before being in the school. If the above steps have been taken and the undesirable behavior is not resolved, the final step of permanent suspension will be taken.

Language Arts Academy has the right to suspend a child from school either temporarily or permanently if this is the case, no refunds will be given.

### **Biting Policy**

Biting is common among toddlers. Children at this stage of development do not always have the words to express themselves. Their expression may come in the form of biting. If your child bites or is bitten, you will be notified with a "Just to Let You Know" note. All names will remain confidential. Teachers will use preventative techniques in the classroom as needed to prevent future biting and protect all children.

Biting usually stops by the age of three, as most children have the language skills at that point to express their needs. If an older child should bite, all parties involved will be notified, and the Director will work with the parent to develop an action plan.

### **Discipline Policy- CHILD GUIDANCE (DISCIPLINE) POLICY**

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it. We believe that is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk of physical harm or if the child damages center's property; we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
  - 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

- Using praise and encouragement of good behavior instead of focusing only on 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 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:

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

### **Potty Training**

We help you in the potty training process. Please supply diapers, cleaning wipes and an extra set of clothing every month or as needed.

Children in the 3-year old and 4-year old classrooms must be potty trained. Diapers are permitted in the 2-year-old classrooms only. If children are not potty trained, they cannot progress to the 3-year old class.

### **Personal Belongings**

*Children should not bring personal toys from home, as the school cannot be responsible for these items.*

*We cannot replace lost articles.* When you bring your child to school, all parents are asked to place the student's belongings in the designated space and to not lay them down for the teacher to put away. It is very difficult to remember every child's coat, sweater etc. Parents are responsible for putting the child's name on clothing, mats, coats, and each item that enters the school. *We cannot be responsible for lost items.* Please check to be sure that you have all your child's items before leaving the school. This will help decrease the number of items lost.

### **Uniform & Extra Clothing**

All our preschool and Kindergarten children wear uniforms from August until May, please order your uniforms. Polo Uniform shirt or Uniform dress is required, bottoms must be navy blue, khaki or plaid burgundy skirt. Children can wear comfortable shoes like tennis or closed toe shoes to help them with all their activities; no boots, sandals, crocs, flip flops, etc. An apron is required.

Summer Camp T Shirt and apron will be used for the summer camps. Please note that summer camp t-shirts are **not** acceptable uniforms for the August-May school year.

Please make sure that the extra clothes are seasonally appropriate.

*Please mark all personal items* for easy identification such as coats, sweaters, gloves, mats, etc.

Uniform can be ordered at [Frenchtoast.Com](http://Frenchtoast.Com) School Code: **QS5EPET**

Each child will need extra clothing at the school for accidents and/or spills. The extra clothes do not need to be uniform items. Please bring 2 extra clothing sets for your child.

If your child is in the process of potty trained, please bring 3 extra full clothing sets, 5 underwear, socks and an extra pair of shoes.

If your child wears diapers please bring diapers, wipes, and cream every month.



## Resting Mats

### Naptime

After lunch, a nap or rest period is provided for all preschool children. Please provide a rest mat for your child. A plastic, accordion folding nap mat is preferred for hygienic reasons. Plastic mats can be purchased at Wal-Mart or online. A **small** blanket, king size pillow case, mat rolls or sleeping bags or with child's name is optional. For the safety of the children, please avoid sending full-sized pillows to school (small, child-size pillows are acceptable).

Mats and personal blankets or other personal items must be taken home each day to be washed and returned.

After lunch, restroom use, and hand washing, children will take a nap or rest quietly on their individualized nappers. Children 5 years old or older who are not asleep will have a quiet time and they will be able to read a book, playing puzzles or games for the duration for at least 45 minutes.

The classroom will resume scheduled activities once the majority of the children are awake, we do not wake up any children; each child has different sleeping patterns and sleeping times and we do not want to interrupt them; if we do it will occur that the children will be to be asleep, cranky or crying during class. We send children to their classroom as soon as they start waking up.

Due to licensing requirements, students who bring mat rolls must take them home on a daily basis to be cleaned and washed

## Food/Meals and Food Service

- Everyone will be required to bring his or her own lunch and snacks from home, including utensils.
- Please send a spill-proof water bottle or spill-proof cup daily.
- If sending perishable items, please place an ice pack in the lunch, as we are not able to refrigerate or heat lunches.
- Please do not send food or drink items in any glass containers, for safety reasons.
- The school is not responsible for the nutritional value of the lunch provided by the parent.
- We will provide all children with an afternoon snack if enrolled in extra care.
- Special treats will be provided periodically, so **please provide written a notice of any food allergies or food restrictions.**
- **For the safety of all children, any outside food brought into the school to be shared with others must be store-bought, in original packaging with the ingredient list.**

Language Arts Academy doesn't provide meals, we can cater for you if you like (\$5 per meal) if not please be sure to send breakfast, lunch and/or dinner, bottle water or juice and 2 snacks.

Good nutrition is an essential ingredient in our child development program; please send healthy and nutritious food and snacks. This service must pay by check our cash every month. We will provide with the catering menu upon request.

## Additional Information

### Conferences

Parent/Teacher conferences will be held in the fall semester, and written progress reports will be sent home in January and May. Additional Parent/Teacher conferences are available as needed or requested by the parents and/or a teacher at any time throughout the school year. You will be notified in advance of conference dates.

If any questions or concerns arise regarding our school, curriculum, or staff, the Director is available for conferences throughout the year.

If you need to ask something to the teacher you can email us or request a conference, please do not ask when you are leaving or picking up your child, the teacher needs to be ready to start classes and pay attention to all children in the class and avoid any interruption or distraction.



## **Home – School Communication**

Your child will be provided a folder to carry information between home and school. Please check your child's folder every Friday for school work and important information. Your child's teacher will also check the folder for notes from home. **VERY IMPORTANT: PLEASE BE SURE TO SEND YOUR CHILD'S FOLDER TO SCHOOL EVERY MONDAY**

Please note that we are striving to

In addition to the above, the School Year Calendar and a monthly Events Calendar can be found on our Facebook page, please like our Facebook page and check it up often.

You will receive on Fridays the weekly work of your child and also receive a weekly classroom report, please be sure to read it and let us know if you have any questions, please return the empty portfolio to school on Mondays, any misplaced or lost portfolio will be replacing a \$5 each.

"go green" so detailed information will generally be sent via email, and paper correspondence will be kept to a minimum. You will receive regular communications by email; Please check your email often

**Preschool App-** Please download "ClassDojo" app on your phone or computer, wait for our invitation and enroll yourself in each corresponding class. We will send notifications and communications there. You can also text us at 832 698-1632

## **School Pictures**

School pictures will be taken at least once a year. There is no charge at the time of the session and we will email them and/or post them on our Facebook page for you to enjoy, complete free of charge.

## **Model Release**

We might use photographs, reproductions, and/or sound recordings children for advertising, publicity or training purposes only.

## **Parental Notification**

Parents will be notified in writing when there is a change in the operational policies.

## **Personal Belongings**

Children should not bring personal toys, ipads, phones, games, etc.  
Toys and games will be permitted on special occasions only.

## **Field Trips**

We don't offer field trips at this time. We will schedule field trips when parents will come in with their children.

## **Transportation**

We might offer transportation soon

## **Special Instructions**

I understand that optional programs such as gymnastics, dance, robotics, art, drama and acting, music, toddler clubs, specialty classes and special summer programs may be offered. Most of these programs require fees in addition to regular tuition and these fees are payable upon registering for the program.

**For any compliments, concerns or questions, please contact**

**Us at 832-458-2300 or at**

**Contact@LanguageArtsAcademy.Com**





## CHILD GUIDANCE (DISCIPLINE) POLICY

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk of physical harm or if the child damages center's property; we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- 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

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior or
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- 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:

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

I have read and understand the above **Child Guidance (Discipline) Policy**.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date





I have been given and have read the LANGUAGE AND ART CENTERS Parent Handbook **Policies and Procedures and Child Guidance and Discipline Policies.**

I agree to abide by all the terms. I understand that I will be notified of any change in policy.

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Name of Child(s) Enrolled

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Printed Name of Parent

Signature

Date





## SUMMARY OF WHAT IS REQUESTED FOR ENROLLMENT

- 1 Registration agreement form
  - 2 Parents handbook lasts 2 pages signed
    - ✓ Please don't forget to order the uniform. Full school uniform is mandatory.
    - ✓ Shoes- closed toe shoes, we prefer tennis shoes for all the activities please do not send your child with crocs, sandals, plastic shoes, boots, flip flops, etc.
    - ✓ Please bring a rolling mat, sleeping bag or a king size pillow case for nap time
    - ✓ Lunch arrangements, bring your own or catering service
    - ✓ Each child will need extra clothing at the school for accidents and/or spills. The extra clothes do not need to be uniform items
    - ✓ If your child is not potty trained, we need wipes, cream, and diapers every month.
    - ✓ If your child is in the process to be potty trained, please bring 3 extra clothing full sets, 5 underwear, socks and an extra pair of shoes. Full set of clothes is top, bottoms, underwear, and socks.
- + Discipline and guidance signed form
  - + Signed payment authorization form
  - + Signed credit card authorization form
  - + Admission Information Form
  - + Child Assessment Form
  - + Vaccination records or letter of exclusion
  - + Emergency contact form
  - + Hearing and Vision Screening for children 4 years old and up (from your Dr.)
  - + Allergies emergency plan if any food allergies are present. (from your Dr.)
  - + Please check our calendar for holidays and closing dates or special events.
  - + Health care professional statement (from your Dr.)

**Preschool App-** Please download “ClassDojo” app on your phone or computer, wait for our invitation and enroll yourself in each corresponding children class. We will send notifications and communications there. You can also text us at 832 698-1632

Please let us know if you have any questions!

*Thank you*



# Quick Reference Guide

As any service organization, however, we must set forth a policy to promote the common good and ensure compliance with state rules and regulations. Let's review some important information involved in caring for children, so we can work together for the benefit of your child. This information is provided to anticipate any questions and to inform you of our policies and procedures, we encourage you to keep it on hand and use it as a reference; we encourage you to voice any concerns you may have.

## Enrollment & Tuition Information

**Registration & material fee.**—nonrefundable registration fee is due prior to your child attending and annually on the anniversary of your child's start date

### Tuition Fees

Our tuition fees are set on a monthly basis. Monthly fees are due to every 1<sup>st</sup> of the month. Your fee reserves a space for your child in the program; therefore, all fees must be paid regardless of your child's attendance.

Tuition is due on the 1<sup>st</sup> of each month, payment must be done by cash or check, if we do not receive the payment by the 3<sup>rd</sup> of the month, we will charge it to the credit card on file, a \$10 per day late fee and 5% processing fee will be added to your monthly payment. A \$45.00 fee will be charged for returned checks or declined credit cards per occurrence.

We do not offer refunds for any reason

If you decide to pay the whole year in advance a 5% discount will apply on your tuition (by cash or check only).

### Absences and Vacation Credits

Our program is 10 months long, from August- May This policy applies for school year since summer is optional. Language Arts Academy bases its operating costs on annual membership projections. As a result, to assure the highest quality of staff personnel, equipment, and supplies on a continuous basis, we cannot offer tuition reductions for absences due to illness, holidays, vacations, natural disasters, etc.

Language Arts Academy offers families who have enrolled either full-time or part-time a vacation credit. After 12 months of continuous enrollment, one week's vacation credit per child may be awarded at the written request of the family. The family will only be eligible for another vacation credit after another 12 months of continuous enrollment. To receive this credit, the child(ren) may not attend during this week. This credit only applies to tuition fees. If the vacation credit is not used in the calendar year, then it will not carry forward to future years. In addition, this credit is non-transferable. We require a two-week notification in writing.

### Withdrawal from Program

Should it become necessary to withdraw your child from our program, you are required to give thirty days written notice to administration. If less notice is given, we will charge the full month and no reimbursement will be given. Children who are withdrawn are eligible for re-admittance only if space is available and new registration, first and last month of tuition and material fees are payable at that time.

Kindergarten children that are withdrawn from our program, is also required to give us thirty (30) days notice. For this type of membership, a \$250 withdrawal fee will apply (Children that are older than 4 years)

### Class Material & Book Fees

A non-refundable annual material fee is due every year at enrollment or at the anniversary of enrollment. The amount of this fee might vary depending on the schedule selected. This fee covers curriculum development, Books, worksheets, consumables, and material to be used in the class.

### Center Closings/Holidays - Please see the calendar provided

### Uniform & Extra Clothing

All our preschool and Kindergarten children wear uniforms from August until May, please order your uniforms. Uniform is mandatory for every child enrolled in our preschool & Kindergarten program. Even if is 2 or 3 days a week.

Polo Uniform shirt or Uniform dress is required, Children can wear comfortable shoes like tennis or closed toe shoes to help them with all their activities; no boots, sandals, crocs, flip flops, etc.

Bottoms can be khaki, denim blue or the burgundy plaid skirt approved on French Toast website

An apron is required. *Please mark all personal items.* Full School Uniform is mandatory.

Uniform can be ordered at Frenchtoast.Com School Code: **QS5EPET**

Please bring 2 extra clothing set for your child. If your child is in the process of potty trained, please bring 3 extra full clothing set, 5 underwear, socks and an extra pair of shoes.

If your child wears diapers please bring diapers, wipes, and cream every month.

### **Arrival and Departure**

Upon arrival your child must be brought into the facility, you're your child/children must be escorted by a staff member. Please do not send your child to the school alone. Sign in/out of the student is required daily. When picking up your student please make sure you notify staff that you are leaving with your child. Please check your children backpack or notices being sent home. If your child is to be picked up by anyone who is not listed on the enrollment form, you must make prior arrangements with the Front Office and write the name of the person picking up your children in the sign in sheet. Driver's license Identification (to be photocopied), is required for anyone picking up a student.

### **Late Fee**

Late fee starts 5 minutes after your class finishes and we charge \$1 per minute thereafter. Please be ready with your cash/check payment when you pick up your children. This payment must be made; we do not leave children unattended and we pay the teachers any extra time. If payment is not made at that time, we will charge it to the credit card on file and 5% processing fee will apply.

### **Please be prompt in dropping off and picking up your child**

Punctuality is a crucial element in the operation of our center, and we ask for your cooperation in adhering to these hours. Also, please be conscientious of your child's schedule.

### **Extended Time**

If you Pay the extended care by the month and you book your time, we will charge you for that reserved time regardless of the use, we required to schedule a teacher to come in or stay even if you decide not to use the time. We do not accept same day cancellations.

### **Drop in by the hr or by day.**

For your convenience, we offer drop in, if you need a full day of care or by the hr. Regular school expectations are required as noted in this handbook. Registration fee and Material Fee is required.

We charge by full hr and after that in increments of 30 minutes. This service must be reserved in advance, we require 24 hrs cancellation. If you book your time and you come in earlier than expected, you will be charged for the full reserved time, we need to schedule teachers to be here for your child. Thank you in advance for your understanding.

## **Health / Medical Information**

### **Illness Policy**

Exclusion Due to Illness Please wait 24 hours after the last time one of the following symptoms was observed in your child before sending him or her to school:

- Elevated temperature {100 degrees or higher}
- Acute cold, persistent cough, sore throat
- Vomiting, nausea, serve abdominal pain
- Repeated diarrhea
- Continuous discharge from the nose {other than clear}
- Red, inflamed or discharging eyes {conjunctivitis}
- Acute skin rashes or eruptions, any weeping lesions, chicken pox, impetigo, or any other contagious skin infection
- Head lice, unless treatment has been completed and all nits removed

Children must be kept home if they have fever, cough, sore throat, vomiting, diarrhea or other symptoms of the contagious disease. Children must be free of symptoms for 24 hours before returning. If your child displays symptoms in the afternoon or evening, he/she should not be in attendance the next day. Children who become ill during the day will have their parents notified immediately and pick up will be expected. If my child



is exposed to or contracts a contagious disease, I agree to notify the Director. I understand that I will be notified of communicable diseases in accordance with Health Department regulations.

**Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine)** in order to return the center. Should your child require antibiotics, they must have been taken for a full 24 hours prior to their return to class. We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses. A note from the child's doctor that confirms the illness is no longer contagious is required

### **Health Requirements**

A note from your child's physician certifying that your child is able to attend school must be presented to our Academy. Within 120 days of your child's first day of attendance. Texas licensing requirements state that all immunization records must be current. As your child receives new immunizations, please bring the doctor's written verification so we may update our records. Additionally please keep us informed of any allergies your child may develop or outgrow.

### **Hearing and Vision Screening**

All children in the Pre-kindergarten classes are required by the State of Texas to have an approved vision and hearing screening performed by a certified evaluator or registered physician each year. All screening results are submitted by our Academy to the State of Texas as required by the department of family and protective services

### **Resting Mats**

After lunch, restroom use, and hand washing, children will take a nap or rest quietly on their individualized nappers. The classroom will resume scheduled activities once the majority of the children are awake, we do not wake up any children; each child has different sleeping patterns and sleeping times and we do not want to interrupt them; if we do it will occur that the children will be to be asleep, cranky or crying during class. We send children to their classroom as soon as they start waking up.

We ask that you please take your child's napper home at least once a week to be washed and returned.

Language Arts Academy provides resting mats and parents provide a king sized pillow case to cover the mat or you can bring your own mat rolls.

Due to licensing requirements, students who bring mat rolls must take them home on a daily basis to be cleaned and washed

### **Meals and Food Service**

Language Arts Academy doesn't provide meals, we can cater for you if you like (extra cost) if not please be sure to send breakfast, lunch or

Good nutrition is an essential ingredient in our child development program; please send healthy and nutritious food and snacks. Let us know if you will like catering services to provide you with the pricing and menu. This service must pay by check or cash every month.

**Preschool App-** Please download "ClassDojo" app on your phone or computer, wait for our invitation and enroll yourself in each corresponding class. We will send notifications and communications there. You can also text us at 832 698-1632

**This is a quick reference guide, please read the whole handbook, most of your questions will be answered, if not, you are welcome to ask.**

*Thank You*

