

ACADEMIA DE MI ABUELA (AMA) 2018-2019 PARENT HANDBOOK

*Preschool/TK/Kinder After-Care/ Dual
Language Immersion Child Care Programs*

(Children Ages, 2-6 years old, M-F, 7am-6pm) REVISED,
JANUARY 2019

!Bienvenidos a la familia AMA! The purpose of the parent handbook is to educate parents about the importance of school policy and procedure. We ask that each parent review the full content of this handbook, as identified in your student enrollment agreement, in order to work collectively, and proficiently in the child care of your children. We thank you for your attentive cooperation and continued support. And as always...it takes a village to raise a child! AMA is an engaging Spanish Immersion pre-school founded by a former bilingual kindergarten teacher, native Spanish speaker, youth mentor and mother of two wonderful children. Our mission is to serve the needs of every child and family in a nurturing, educational, and multicultural environment. Our aspiration is for every child to learn about the richness of Latin American culture by way of Spanish language development, song, dance and the visual arts. Our dedication is to inspire children to develop strong self-help and social-emotional skills in preparation for Kindergarten. AMA offers research-based preschool activities that stimulate play exploration, discovery learning, family values, & community building. We want every child to develop a love of learning by participating in vast and diverse "hands-on" activities, expanding critical thinking, and global view skills. We provide a culturally-rich, fun and play-based childcare program that entails the following:

- Literacy Development (Reading Center & Storytelling)
- Cultural (Spanish) Immersion Program
- Basic Writing Development (Writing Center)
- Math & Science (Workshop) Centers

- World Arts & Cultures Ed. (Latin American History & Ethnic Visual Arts)
- **Music Appreciation & Movement (Yoga/Mindfulness, Song, Dance)**
- Problem Solving & Imaginative Play (Drama Center)
- Outdoor Play (Water & Sand Play)
- Preschool Field Trips, Events & Performances (Ethnic Fashion Show & Exhibition Summer Show)
- Play Based Activity Schedule & Monthly Themed Curricula (Family Values, and CA Foundations)
- Summer Camp (Percussion/Music Appreciation Class, Bailee Folkloric-Mexican Dance, Mural Painting, Soccer, Capoeira, etc.)

√P-T & F-T Enrollment, M-F/7:00AM-6:00PM
 √Subsidized, Scholarships and Sibling Discount
 √Now Touring & Accepting Applications!

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****Parent/Guardian Provisions:**

Please provide the following items in a small/medium sized backpack, which will be kept in school and taken home only for weekly washing, and restocking. The backpack and student belongings must be labeled with your child's full name by way of labels, or permanent marker. Please use a visible, labeling location on the item. Please provide the following items in your child's daily use back pack:

- 2 changes of outdoor clothing, socks, extra sweater or light jacket, and lots of underwear (4-8)
- Weekly supply of diapers, or pull-ups, wipes (if not fully potty trained), and diaper rash cream (if needed)
- Sleeping/Resting non-toxic mat, or play pin (if needed and applicable), eating chair, stroller, infant carrier, diapering materials, eating utensils/materials & food items (if needed and applicable)

- Indoor soft soled shoes or non-slip socks (if needed) and closed toe shoes for outdoors
- Outdoors hat, bathing suit (spring-fall water play), towel, and jacket (light or heavy depending on weather) ***PARENTS WILL SUPPLY SUNSCREEN, BODY/FACE CREAM & DIAPERING CREAM**
- Large napping mat/sleeping bag, or adult-sized sheet, blanket, small pillow, soft comforting toy (recommended)
- Family photo album (to be kept in school and used for art projects and student storage) with 4 self-portraits and 4-6 extended family photographs
- ***24 hours Natural Disaster and Emergency Kit**
Please bring a labeled (with your child's full name), and small back pack with the following items:
 - 1/12-16 oz bottled water, 2/cereal-fruit bars, 1/pull-up topped apple sauce, fruit, or tuna, 1/warm jacket, 1/set of warm and comfortable clothing,
 - *Your child's emergency kit must enough food, water and clothing for a 24-hour period, and will be updated every year during the month of August (due date TBA). Your history and emergency forms must be updated as needed.
- ***Parents will purchase a large (non-toxic) sleeping mat from napmat.com., or Lakeshore Learning Center in San Leandro.**

~Please check your student's storage unit on a daily basis for wet clothing, sleeping linens that need washing weekly, and art projects to be taken home.

~The Lost & Found Box should be checked on a daily basis in the event of lost student clothing.

~Important paper work for parents will be placed in your child's log in/out form located in the student observation log binder.

~Review the daily food program recording sheets located in the food program binder.

Infant Child Care Items: Please supply the school with a sleeping bag (compact only) or a sleeping mat, linens, high chair, food (infant classroom participants only), formula/breast milk (infant classroom participant's only, emergency kit, and diapering materials. *Please provide a safe play pin for nap time and in accordance with Licensing's regulations. Do visit their web page for more information: <http://www.ccl.d.ca.gov/PG411.htm>.

Student Illness Policy:

- A. Charges for a child's absence due to illness will be 100% of your tuition rate for the first week of absence, 50% of your tuition rate for subsequent weeks with doctor's note.
- B. The parent(s)/guardian agree to notify the provider immediately of a child's illness or suspect illness in order to make the necessary arrangements for alternative child care. In the event that your child may become sick while attending school, he/she will be separated from the other children/staff and placed in a comfortable room for careful supervision. Depending on the child's medical condition and parent's medical plan of action (medical form), your child may be given medicine for comfort.
- C. The provider may refuse to accept the child and/or require the parent(s)/guardian to pick up the child immediately if the following symptoms are present:
- **Auxiliary temperature in excess of 100 degrees without assistance of fever reducing medicine**
 - **Diarrhea (more than one abnormally loose stool within 24-hr period)**
 - **Abnormal behavior or appearance (usually tired, pale, unusual lack of appetite, confused or unusually irritable)**
 - **Pink eye**
 - **Unexplained or contagious skin rashes**
 - **Unusual vomiting (if he/she was vomiting the night before, the child must remain at home for the next 24 hrs. before returning to school)**
 - **Suspected contagious illness of any kind**
- D. If your child becomes ill when attending school, parent(s)/guardian will be contacted immediately and asked to pick up the child as soon as possible and on average within the hour. Your sick child will be separated from the rest of the group in order to avoid possible contamination, and prolonged illness irritation.
- E. Children may return to school after:
- **There has been no fever, vomiting, diarrhea or severe coughing for 24 hours**
 - **24 hours after beginning antibiotics with a doctor's note of approval**
- F. In the event that the provider should become ill or subject to an emergency, the provider will make every reasonable attempt to provide child care service. In the event that the provider is unable to provide service, alternative child care

may be provided. In the event that the provider is unable to provide service or an alternative, tuition fees will be waived.

G. In an effort to avoid the spread of germs, parents will model proper hand washing, covering cough/sneeze and wiping of nose. Parents will drop off school ready and clean students. Soiled diaper-changes/potty break and hand washing must be conducted upon arrival to AMA each morning at drop off. Parents will maintain a clean and organized storage space(s) for their student. Parents will provide teachers with student's personal materials in preparation for learning and caregiving. Parents will sanitize student's napping, eating, clothing and other personal belongings weekly. Parents will maintain communal school areas clean and germ free. Please provide snacks after picking up outdoors and not inside the school. Parents will utilize the "adult bathroom" exclusively and not the children's bathrooms. Be kind to our old plumbing and use light toilet paper upon disposal. Wash hands immediately and sanitize AMA's changing table (located inside the children's bathroom) upon each use and restock student's diapers and wipes.

H. Students must have California mandated vaccinations (full doses) before starting care, including transitional childcare. Parents must supply both CA blue vaccination card and CA yellow card, identifying each vaccination, and date in which each mandatory vaccine was provided. Children with missing or no vaccinations may not attend AMA, including children with "grandfathered" personal belief vaccination exemption. This is CA law.

Open Door Policy and Volunteers:

*Parents are welcome to participate in all school events, activities and field trips. The infrastructure/deposit fee covers the cost of hiring sufficient teachers to chaperone during all school field trips, nature walks, summer program, park play, and enrichment programs {see tuition schedule for details}. In addition, parents may assist in the classroom with leading circle time activities, after school, and summer enrichment program. See Head Teachers for details.

*We welcome parents and the extended family to volunteer in the classroom throughout the school year and especially during the summer program. If you have a special talent and skill, and would like to share with the children, please let us know if you are interested in developing a specialized workshop (s) for the children. Thank you for building a strong community!

*We have an open-door policy in which parents may drop in at any time. We highly encourage parents to assist with transitioning new students and may spend additional time in the classroom with their children. Parents may arrive a few minutes (5-10 min.) before their drop off time and leave at their designated drop off time. We strongly discourage visiting the school during nap time hours, between 12:30-2:30pm, as children are resting, and may become distracted by visitors. However, a nap time visit may be arranged without disturbance of the school children.

*Permanent, certified and trained parent volunteers and student interns may only assist with child potty training, diapering and/or nap time under the direction of a certified teacher. All school visitors will be supervised by certified teachers at all times.

Drop-Off/Pick-Up Policy and Procedure:

SCHOOL ARRIVAL AND DEPARTURE

DROP-OFF

- A. Children must always be brought into the classroom by a parent or other authorized adult and check-in with the teacher. Never leave your child unattended during drop-off. For safety reasons, please walk your child into the classroom and keep the front door closed at all times. Please remember that at the time in which the adult who is picking up the child signs in, and makes contact with the teachers, school staff is no longer responsible for the supervision of the child.

Please inform the teacher of any medication or special circumstances that may affect your child during the day (e.g. poor night's sleep, upsetting event at home). A child who appears to staff to show signs of illness may be excluded from class and will have to be taken home immediately. Please note that SMOKING and PETS (other than future classroom pets and show and tell pets) are never allowed on the school premises.

- B.*We encourage you to arrive a few minutes early each morning in order to spend a few minutes in the classroom with your child before you leave for the day (you may read a book, put together a puzzle, or write in his/her journal). This makes the morning drop-off transition from home to school much easier for everyone, especially the child. Transitions are very important for children who are learning daily structure and how to follow school procedures. Late drop-off and pick-up may cause your child to be

confused, possibly stressed and it does not demonstrate healthy procedure and structure.

***Parents may use the parking slots located in the school parking lot for child drop off and pick up time ONLY, and for up to 5 minutes! Prospective families may use these parking slots (if available) during scheduled school tours/Open House and starting time of 9:15am. NO parking in the "NO PARKING ZONE," or BACT parking slots, and AMA's Director's parking slot. Thank you for your cooperation. ***

C.*Children are expected to arrive by 8:15am in order to eat a morning snack and participate in organized learning activities. Otherwise, your child will miss the morning/afternoon snack/lunch (whichever applicable). We also need an accurate count for lunch and snack preparations. If your child will be late or absent, please notify the school before 8:00am, by calling the school at (510) 336-7082. This allows us to accurately plan for meals and staffing. If your child will be out for a long period of time (e.g. vacation or illness) you should notify Cynthia via email at reimanncynthia@gmail.com. We ask for at least 1-week notice before absence begins.

D. We encourage parents to read a short book to their child during drop-off each morning (if not doing so already). Not only will this important activity support a smoother morning transition for your child, but you will also experience additional bonding time, while all in the same, promoting literacy development. Thank you.

E. We encourage parents to assist their 3 or 4-year-old student to trace her/his name during drop-off, each morning with the help of a parent. Student sign-in sheets will be set up on center table. This is a great way to further bond with your child before going to work, as well as fine tune motor and writing/literacy skills in preparation for Kindergarten.

F. Please use our child's school backpack to store clothing daily. In addition, take the time to organize your child's belongings and clear out dirty clothing daily. Your child's art box should also be cleared daily. Mold may grow on clothing and sleeping materials left in school overnight and may be a health hazard to the children.

G. We ask for parents to take home student belongings such as shoes and jackets/sweaters by the end of the day. Please check the "lost and found (L & F)" box within your child's classroom for missing belongings on a daily

basis. The L & F box will also be placed on the front porch by Thursday and Friday evening for your convenience. Thank you!

DROP-OFF/PICK-UP

H. There is \$2.00/minute late pick up fee, for an after 6:00pm child pick-up, M-F. Do set your watch to that of the school clock, as it will be used to determine your total early drop off and/or late pick up fee. Your fee is due at this time via cash, or check written out to A.M.A. The school closes at 6:00pm, Monday through Friday, so please be on time. Plan accordingly for parking purposes. Please be mindful of our teachers as they also have families to attend to and would greatly appreciate leaving work on a timely manner. Thank you very much for your cooperation with this important matter.

*As a way to assist with a timely pickup, we highly recommend that you think of pick up time as 5:45pm, so that you may leave school campus by no later than 6:00pm. This allows a more relaxed end of the day transition for your child and you may check in with teachers about your child's day. Take a few minutes during pick-up to read log observation, and food menu, greet your child, and check-in with teachers. You may look over your child's work for the day and gather your child's belongings for weekly washing.

- F. ***We have suggestions for avoiding a late pick up altogether. Parents can talk with other parents who pick up their children at the same time and set up arrangements to cover for one another in cases of unexpected delay. If you feel that you might create chronic lateness, you should communicate with the Program Director, who may offer other suggestions.
- G. If you know you are going to be late, please call the school at 510-336-7082 and leave a detailed voicemail message. You may want to arrange for someone on your emergency card to pick up your child. Children will not be released to anyone under the age of 18. Remember to keep your emergency form up to date!
- H. Parents will give the school at least a 24-hour notice if someone besides parent(s)/guardian will be picking up their child. If child is not picked up by the end of the day, a person from the emergency contact form will be contacted and asked to pick up your child.
- I. Anyone who is not known by the staff will be asked to show a valid Driver's License or other photo identification. Persons not authorized by you on your

child's emergency form (update as needed) will not be allowed to take your child from the school. Children will not be released to anyone who is suspected to be under the influence of drugs or alcohol or who may be considered a danger to the child. Those parents who have custody issues should consult with an attorney regarding legal protection for their child. Parents must provide us with any court orders so that we can call the police to enforce their legal rights should the need arise.

~Due to school insurance policy and child care licensing regulation, children, parents and visitors may not be on the premises before 7:00am and after 6:00pm, M-F, except for special school events and staff meetings. Thank you for your cooperation and continued support!

Late Pick-Up Policy:

Late pick-up affects the children in negative ways, making them feel abandoned, lonely, and confused about the situation. A calm transition between A.M.A and home maintains the child's sense of well-being. A rushed or late pick-up does not allow these young children to adjust easily to changes in their environment. In addition, teachers have families of their own to attend to, have other commitments, or simply want to go home on time. Parents who pick up their children later than scheduled create difficulties for others in the program.

We have suggestions for avoiding this problem in the first place. Parents can talk with other parents who pick up their children at the same time at the academy and set an arrangement to cover for one another in cases of unexpected delay. If you feel that you might create chronic lateness, you should talk with the Program Director, who may offer other suggestions.

We suggest that you arrive to pick up your child fifteen minutes before the end of the day. If you know you are going to be late, please call A.M.A at 510-336-7082. Please leave a detailed voicemail message, if staff do not answer the telephone. You may want to arrange for someone on your emergency card to pick up your child. Children will not be released to anyone under the age of 18, and without a valid ID card, no exceptions. Remember to keep your emergency form up to date.

Parents will give A.M.A. at least 24-hour notice if someone besides parent(s)/guardian will be picking up their child. If child is not picked up by the end of the day, a person from the emergency contact form will be contacted and asked to pick up your child.

There is a late pick-up fee of 2\$ per minute according to the school clock and payment is due with your monthly tuition payment. *Three late pickups in 6 months may result in termination of child care.

School Holidays and Breaks:

A. SCHOOL CALENDAR

Below is a list of paid holidays & breaks during which the school will be closed. Parents should make other child care arrangements. See student enrollment agreement for more details.

MLK Birthday (1/18/2010)

President's Day (2/15/2010)

Cesar Chavez Day (3/29/2010)

*Teacher Professional Development/Work Day

Memorial Day (5/31/2010)

Independence Day (7/5/2010)

*Teacher Professional Development/Work Day/TBA

First Day of New School year (in September)

*Teacher Professional Development/Work Day/TBA

Labor Day (9/6/2010)

*Teacher Professional Development/Work Day

Veteran's Day (11/12/2010)

Thanksgiving Break (Thanksgiving Day and the day after)

Winter Break (Christmas Evening and Day, and New Year's Eve and Day)

*Dates may vary each year and additional breaks/holidays may be added and/or changed with sufficient prior notice

*See school year calendar for updated holiday and break dates

+Parent Handbook and School Year Calendar is subject to change.

Mandated Child Abuse Reporter:

As a licensed child care center, we are mandated to report any signs of child abuse by state law. Child abuse is defined as an injury or a pattern of injuries to a child that non-accidental. Child abuse is damage to a child for which there is no other logical reason or explanation. Furthermore, we are mandated to hold a child if a parent/guardian comes to pick up a child under the influence of drugs or alcohol, which may inhibit their ability to drive safely or care for a child. In this case, we will contact an authorized person to pick up the child.

*Community Care Licensing (CCL) may also interview students and/or staff on site and without prior notice to parents and school staff, and administration. This is in accordance with CCL regulation.

Damage to AMA Property:

Parents will be held financially accountable for any property damage caused by their child (i.e. broken window, screen, broken furniture, etc.) other than normal wear and tear.

Transitional Child Care Schedule {optional}:

Depending on the previous child care experience of your child and days of care with AMA, we recommend that parents participate in a 1 week transitional child care plan. Transitional time equates to additional bonding time for parents and their child, during in which the parents may explain AMA norms and daily schedule. Transitional time is essential for incoming children, in that they gain a sense of security and comfort before the parent leaves for the day. The following is a sample transitional child care schedule.

Sample Plan: During the first two days of transitional care, we ask that parents accompany their child for a play date of two hours (9:00am-11:30am). The child will expand his/her attendance on the second day of transitional care to half a day (with parent participation for one hour) and to a full day of care on the third day of attendance (with parent participation for 30 minutes). We ask that the final day of transitional care be a short day with a 1-5-minute parent drop-off (9:00am-3:00pm). The goal is to help the child comfortably assimilate to his/her new school environment. The parent will participate in an average transitional drop-off time of 10-15 minutes. This will allow time for reading a short book to the child as a method for transitioning.

*Transitional child care rate is charged at the hourly rate of \$15.00, as drop-in care when the child is left in the classroom with the teachers and not supervised by the parent.

*Do let us know if you are interested in transitional child care during the final, enrollment meeting.

Personal Student Items:

A.M.A serves snacks to students, accordingly, so please do not bring outside food to school.

*There is absolutely no gum and candy of any kind allowed on school grounds. We appreciate your dedication in maintaining a clean and safe environment for our children. Thank you.

*We ask that children NOT bring toys, books and other items from home and to school, unless your child would like to participate in show & tell during circle time on Thursday and Friday ONLY. This is possible ONLY if teacher allows for this earned opportunity, and with ample time required for full experience of show & tell language development and fun experience.

*Hard toys are not allowed during nap time, only a soft comforting toy will be allowed during nap time. Toys that are spooky, promote violence (weapons), and/or make noise of any kind may not be allowed on school grounds at any time.

*A.M. A does not allow balloons, drama weapons or ANY dangerous items of any kind.

Please label all of your toys and home items, so that we may locate them in the event that they may get lost. A.M.A is not responsible for lost or damaged personal items.

Spanish Immersion Program:

1. AMA will implement at least a 90% Spanish and 10% English Immersion teaching model in each classroom (Dual Immersion).

To learn more about the various models in bilingual education by clicking on the link, <http://www.cde.ca.gov/sp/el/ip/faq.asp> .

2. Parents may reinforce their child's Spanish learning at home by reading each night for 15 minutes in Spanish, singing along to songs in Spanish (see school CD), and using simple Spanish phrases and commands. More ideas for home support learning will be disclosed during the teacher and parent conference time (2X/school year)

Children Evaluations and Parent/Teacher Conferences:

There will be 2 teacher and parent conferences scheduled per school year. Your child will be closely monitored for any signs of learning deficiencies, and delayed learning. We may discuss any concerns that you may have regarding your focus in child development during the enrollment meeting. If your teacher and school Director believes there is a concern in the development a child, a parent meeting will be conducted immediately in order to discuss a plan of action for the child. Preschoolers (3-5-year old) will be particularly monitored for developmental progress in the areas of Social and Emotional Development, as well as Self-Help skills, responsibility and cooperation. Kindergarten preparedness is essential during this stage of Early Childhood Development and graduating preschool children will participate in the currently developing Bridge-K program.

- I. **Student evaluations take place twice per academic school year calendar. This is a perfect opportunity to discuss any developmental and academic bench marks for your child. The evaluations are typically conducted in the months of October/November and March/April (TBA). These meetings are highly recommended for 4-5-year old; however ALL families may participate, especially parents with children of special needs.**

*See monthly parent newsletter for scheduled meetings

Food Provisions & Alameda County Food Program Policy:

- J. *In an effort to maintain a healthy environment and fair policy for all families, we ask that children with special diets (lactose intolerant, vegetarian, allergies, etc.,) bring 2 healthy snacks, milk and lunch to school and from home. We ask that you bring in food and beverage inside a neatly labeled lunch pail/box. Please label with child's name on the exterior of container.*
- K. *A.M.A students will receive 2 healthy snacks and water, per day of school attendance. Students will be served a healthy and hot lunch daily and served*

with cow milk. Please see the sample meal schedule for detailed information about your child's daily meals.

- L. *A.M. A staff will provide students with water on a daily basis and as needed. Water stations will be available for student use while outdoors playing. Hand sanitizer and facial tissue will also be available for daily student use and under teacher supervision.**
- M. *Junk food is not allowed on school campus, which includes juice, gum, chocolate, and candy of any kind. ~We may supply sweets during special occasions such as birthday parties, field trips, etc., and in very small portions to children without food allergies, and/or other specialized background instructions/parent consent.
- N. NO NUTS, INCLUDING THE USE OF ALMOND MILK, AND PEANUT BUTTER.
- O. PARENTS MUST SUPPLY A BAGGED LUNCH (INSIDE DISPOSABLE BAG) WITH A WATER BOTTLE AND WARM CLOTHING FOR ALL FIELD TRIPS.
- P. IF YOU CHILD HAS SPECIAL DIETARY NEEDS SUCH AS LACTOSE INTOLARANCE, VEGGETARIAN AND OTHER, PARENTS MUST PROVIDE FOOD AND MILK FROM HOME. THE CHILD MAY NOT PARTIFIPATE IN THE SCHOOL FOOD PROGRAM, WHICH IS COVERED BY YOUR MONTHLY TUITION FEE.

ACADEMIA DE MI ABUELA: SAMPLE FOOD PROGRAM MENU

*FOOD MENU CHANGES, WITHOUT PRIOR PARENT ANNOUNCEMENT MAY BE GRANTED, ALONG WITH LEFT OVER FOOD SERVED.

- | | |
|--------------|--|
| Monday--- | AM Snack: Dry Cereal, Banana, H2O
Lunch: Cheese Quesadillas (w/ corn tortillas), Lettuce & Tomato, Pear, Cow Milk
PM Snack: Veggie Sticks, Apple, H2O |
| Tuesday--- | AM Snack: Gram Crackers, Strawberries, H2O
Lunch: Picadillo (= mixed potato with ground turkey & carrots), Carrot, Apple, Cow Milk
PM Snack: Pretzels, Orange, H2O |
| Wednesday--- | AM Snack: Wheat Toast, Grapes, H2O
Lunch: Mac & Cheese or Spaghetti (w/ corn tortillas), Peas, Apple, Cow Milk |

PM Snack: Cheese Crackers, Banana, H2O

Thursday--- AM Snack: Waffles, Pear, H2O

Lunch: Beans (pinto, black or Peruvian), Spanish Rice, Corn, Orange, Cow Milk

PM Snack: Granola, Apple, H2O

Friday---

AM Snack: Saltine Crackers, Apple, H2O

Lunch: Nachos, Broccoli, Tangerine, Cow Milk

PM Snack: Animal Crackers (Friday Treat Day!), Grapes, H2O

*THE FOOD PROGRAM MENU WILL BE FOLLOWED AS CLOSELY AS POSSIBLE, IN ACCORDANCE WITH AVAILABLE AND IN SEASON, FRESH MEATS, SNACKS, VEGGIES, & FRUIT. SOME ORGANIC PRODUCE MAY BE PROVIDED, AND LEFT-OVER FOODS, AS WELL AS WORLD FOODS MAY BE INTRODUCED. WE HAVE A NO NUTS POLICY. PARENTS WILL PROVIDE SNACKS, LUNCH & MILK FOR CHILDREN WITH SPECIAL DIETS & DURING all FIELD TRIPS ONLY. PARENTS WILL PROVIDE SPECIALIZED EATING UTENTILS, IF NEEDED.

AM/PM Snack (2 of the following items + water)

- 1 fruit / vegetable
- 1 grain / bread
- 1 meat /

Lunch (2 of the following items + water, and milk)

- 2 fruit / vegetable
- 1 grain / bread
- 1 meat / meat alternate

ACADEMIA DE MI ABUELA:

ALAMEDA COUNTY FOOD PATTERNS FOR CHILD CARE STUDENTS

Child Meal Pattern Lunch or Supper

Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk			
fluid milk	1/2 cup	3/4 cup	1 cup
2 fruits/vegetables			
juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
1 grains/bread³			
bread or			
cornbread or biscuit or roll or muffin or			
cold dry cereal or			
hot cooked cereal or			
pasta or noodles or grains		1/2 slice	
1/2 serving			
1/4 cup			
1/4 cup			
1/4 cup 1/2 slice			
1/2 serving			
1/3 cup			
1/4 cup			
1/4 cup 1 slice			
1 serving			
3/4 cup			
1/2 cup			
1/2 cup			
1 meat/meat alternate			
meat or poultry or fish ⁴ or			
alternate protein product or			
cheese or			
egg or			
cooked dry beans or peas or			
peanut or other nut or seed butters or			
nuts and/or seeds ⁵ or			
yogurt ⁶ 1 ounce			
1 ounce			
1 ounce			
1/2 egg			
1/4 cup			
2 Tbsp.			
1/2 ounce			
4 ounces	1 1/2 ounces		

ACADEMIA DE MI ABUELA:**ALAMEDA COUNTY FOOD PATTERNS FOR CHILD CARE STUDENTS****Snacks & Child Meal Pattern****Select Two of the Four Components for a Reimbursable Snack****Food Components Ages 1-2 Ages 3-5 Ages 6-12¹****1 milk**

fluid milk 1/2 cup 1/2 cup 1 cup

1 fruit/vegetablejuice,² fruit and/or vegetable 1/2 cup 1/2 cup 3/4 cup**1 grains/bread³**

bread or

cornbread or biscuit or roll or muffin or

cold dry cereal or

hot cooked cereal or

pasta or noodles or grains 1/2 slice

1/2 serving

1/4 cup

1/4 cup

1/4 cup 1/2 slice

1/2 serving

1/3 cup

1/4 cup

1/4 cup 1 slice

1 serving

3/4 cup

1/2 cup

1/2 cup

1 meat/meat alternatemeat or poultry or fish⁴ or

alternate protein product or

cheese or

egg⁵ or

cooked dry beans or peas or

peanut or other nut or seed butters or

nuts and/or seeds or

yogurt⁶

1/2 ounce

1/2 ounce

1/2 ounce

1/2 ounce

*Visit the link below for more meal pattern and USDA regulations information.
http://www.fns.usda.gov/cnd/care/programbasics/meals/meal_patterns.htm

Medicine Administration Policy:

Q. A.M.A will be implementing a new Medical Administration Authorization school policy starting on October 21, 2016. If your child is under any prescribed medication "including emergency medicine" (EPIPEN) which A.M.A staff will administer, we ask that you fill out a Medical Administration Authorization form and Student Medical Plan (TO BE SIGNED BY A DOCTOR AND PARENTS) turn in to the School Mail box (AT LOBBY). This form will be emailed to each parent and may be printed as needed from your home. The form must be on file before starting medicine administration. Refrigerated medicines will be placed inside designated (labeled) area inside school refrigerator. If your medicine does not require refrigeration, medicines will be stored inside the labeled medicine cabinet (TBA). All prescribed medicines must be labeled with their child's name, as well as assigned directions by the physician prior to administration by school teacher. ***One dose of medicine will be administered after lunch time regardless of medicine type. This policy also covers ALL herbal or homeopathic medicines.

Emergency Medical & Dental Procedures:

1. School staff will contact parents immediately in the event of a student medical and dental emergency, school fire and natural disaster for further pick-up instructions and child safety, and health updates.
2. In the event that we may not contact parents, or authorized pick up adults, we ask that parents supply (at least) one out of county contact that may be contacted in the event of an urgent matter—high impacting natural disaster.
3. School staff, administration, and owner will not be held responsible for the student's medical and dental treatment of any kind, and for administering CPR/First Aid service to students.
- 4. Parents are fully responsible for the medical and dental treatment cost of their children during an emergency and non-emergency situation.**

Show and Tell:

1. Your child may bring an item from home for show and tell in our afternoon circle time session. Due to the high volume of students with show and tell items, your child may not be allowed to demonstrate his/her item until the following day, if needed. Children understand that show and tell is a privilege that needs to be earned by student with good behavior. This activity may be cancelled by teachers, if students are having a rough day.
2. The show and tell item may only be used during the afternoon circle time and will be stored before and after show and tell inside student art box (see teacher for details).
3. We understand that children are very excited to show and tell about their favorite toys and are willing to share with their peers. As a result, we ask that children leave all toys at home, if they are not participating in their show and tell session. We are not responsible for any lost and/or damaged personal item that is brought from home and to school.

Field Trips and School Events:

Each classroom will participate in quarterly field trips that are age appropriate and in accordance to their school year schedule, or field trip schedule. Students must bring a healthy, labeled and disposable bag of lunch (recycled paper bag preferred) and small bottled water (also disposable and recyclable) for "vehicle transported" and non-neighborhood field trips.

****As a reminder, parents are responsible for the application of sunblock, diaper rash cream, allergy cream and all other non-prescriptive medications, and prescribed medications (see student agreement). Teachers may apply the second application, or medicine administration, if needed, and in accordance with non-prescription medicine administration form (to be filled out and sign by parents before teacher administration {see student enrollment forms}). ****

*Parents will arrive to school by 8:30am on days in which students will be attending a field trip. Students will attend field trips to local parks, nature walks around the school neighborhood, and day trips to local child venues (see school calendar). Students will arrive to school ready for outdoor play by wearing comfortable clothing (layers), running shoes (closed toed sandals when needed for water play), and sunblock (if needed). Parent chaperones will arrive by 8:00am to assist with vehicle set up (car seats) and assisting the

teachers with other duties. We appreciate parent commitment to building community and always welcome parent volunteers! :)

*In order to transport your child during school, field trip days, parents must provide teachers with a labeled, and age/weight appropriate child car-seat, or booster seat. Leave your car seat at drop-off, and by 8:30am the morning of the field trip. ***Teachers will use their personal vehicles to transport students for all field trips, and parent volunteers may assist with this assignment, if available.

Adult drivers are fully insured and licensed for child transporting. *Each classroom will have a separate and designated field trip/school events calendar (TBA).

*AMA has developed various field trip schedules, in accordance to your child's classroom-age appropriate field trips for each classroom and age group (TBA). This schedule will be available to parents in the fall of 2013/winter 2014 and will be included in your school year calendar as previously reflected for the school's combination classroom (Pre-K).

Behavior Management Plan:

Students will be treated with respect and as part of the A.M.A extended family. Students will demonstrate good conduct, safety, healthy habits and respect towards others. Teachers will provide students with constant support, guidance and encouragement as they learn about classroom guidelines, activity routines, school safety, and health. Teachers will redirect students as needed, especially during times of high stress and anxiety, and changes with staff/classrooms.

If your child demonstrates physical behavior that can cause bodily injury (hitting, biting, pushing, verbal "put downs {COMBINED W/ PHYSICAL INJURY}") to others, he/she will be disciplined according to the school's behavior management plans:

5. Two warnings, with parent notification (see student observation log for child behavior report & teacher check-ins during drop-off/pick-up)
6. Parent meeting & prevention discipline plan to be discussed (Shadowing, Redirecting & Self-Regulation tips)
7. Half day suspension
8. 1-day suspension
9. 2 days suspension

10. Expulsion from school

*Physical harm caused onto others will result in expulsion from AMA.

*A.M. A staff will under no circumstance use corporal punishment to carry out child behavior management. Parents, visitors, staff and children will be respected at all times.

Other Safety and Health Regulations:

1. In order to, keep a safe atmosphere for our students we ask that only adults handle doors and light switches at all times. As a precaution measure, we ask that parents maintain all school doors closed after use. In addition, we ask parents, relatives and visitors to leave shoes at the entrance of your child's classroom and leave personal belongings in your vehicle for safe keeping. Please close ALL entrance doors to the building, and classroom doors behind you, AND after each use for the safety of the school family. Thank you very much for your cooperation.
2. All hand bags (purses) are recommended to be left in your safe vehicle. If you have a stroller and/or car seat/booster chair to drop off for field trips, and other school events, please place in the school lobby. Label your child's seat and stroller. Thank you!
3. If available, children may be provided with communal linen, blanket and pillow in the event of misplaced, damaged, or missing sleeping materials. Parents are asked to take ALL communal sleeping materials home for proper washing and (disinfecting) future use. This includes communal clothing, car seat/booster chair, toys and other communal materials that have been borrowed by students, in substitution. *Please remember to take sleeping materials and unclean clothing home for proper washing (disinfecting). Provide wipes, and diapers/pull ups weekly.
4. Please wash all communal items and return back to school by the following week. Thank you!
5. Please help to maintain a clean school by clearing out your child's cubby and art box each day, along with taking home any "lost and found" belonging by the end of the week. Otherwise, student belongings will be donated to the school for future "communal use" of these items.

Other Parent Provisions:

- a. **Parents must provide a full tuition payment by the 25th of each month. No exceptions. Your checks will be made out to Academia de Mi Abuela and delivered via online automatic (bill pay set-up)**

payment @ online banking (place your child name and month under "account information/MEMO")

- b. Parents will fill out a survey during the enrollment meeting, in which they will describe their skills and areas of interest to determine parent volunteering opportunities. We encourage parents to volunteer a few hours per month, however it is not mandatory. The purpose of parent volunteering is that we want to create an atmosphere in which parents are actively included in the daily school schedule by way of achieving specific projects based on skill. We want to create a strong sense of community and provide comfort, and support for our students! We are always in need of help in the following areas:

~fundraising, clerical (filing and photocopying) projects, prep work for art time, washing linens/towels, light kitchen work, school advertising, maintenance (change light bulbs, repair school equipment, act.), web page (blog) historian, school photographer, gardener, cooking projects, web page maintenance, and summer program instructors, etc.

- c. In order to officially enroll your student with A.M.A, parents must fill out and sign their student enrollment agreement form in accordance with Community Care Licensing (CCL) of Alameda County law and regulation. This form will provide detailed information regarding school policy and procedure, as well as formality with regards to parent and staff communication, and collaboration. During the enrollment meeting parents will review the following forms with the school Director and answer any pending questions as a courtesy to families. The county forms below must be read, filled out and signed accordingly and by each child's parents/guardians (see CCL attached forms).

List of Social Services Forms:

-parent's and child's personal rights, emergency contact information, consent for 911 medical care, medicine administration, health history, immunization record attached to the physician's report (health form)

Parent's Corner, Parent Connections and School Events:

We highly value active communication and school participation. We ask for parents to sign-in and out inside the "student observation log-binder (SOL)" daily and by no later than 6:00pm, and before 7:00am, M-F. Communicate

your needs to the teachers directly and by writing down (in detail) in the SOL. The SOL is located inside the school lobby, which is the "Parent's Corner."

Parents must read the information that is posted in the school lobby weekly and as needed. Please read more about the latest school news for parents in the "Parent's Corner (lobby)," located in the school lobby. All updated school events, school policy changes and specialized child activities will be posted in the Parent's Corner (on cork and white board, etc.).

The school mailbox is also located inside the school lobby and the outside mailbox is located upstairs during before/after business hours. Place tuition payment, and all other fees (i.e. fundraising events such as t-shirt purchase, PJ Night, etc.) inside the indoors (preferred) mailbox.

The monthly Parent Connections/Newsletter will be posted on the school website, each month, along with the most updated, enrollment forms for incoming students, and updated lunch menu, etc. The monthly Parent's Night Out/PJ Day (all new school events) will be announced in the school lobby with that of the sign in details.

All school event and field trip--attendance must be confirmed by parents via the "sign-in" forms posted in the Parent's Corner, alongside the student observation log-binder. Please provide a full parent signature.

¡Gracias y bienvenidos a nuestra familia!
~Las maestras de A.M.A