

## **Suggestions to Help your Child in the Spanish Immersion Program**

It can be challenging for anyone to be thrown in an environment where an unknown language is spoken, and probably more so for a young child who might already be anxious about starting preschool and separating from his parents.

Below are several suggestions on how to help your child cope with the possible challenge he might face ahead if he does not speak Spanish.

\*If your child is not familiar yet with the idea that there are languages other than English, start talking to him about it.

\*With your child, listen to different languages over the radio or on TV to acquaint him with the idea of other languages.

\*Share any words or phrases in Spanish that you might know with your child.

\*Talk to your child about going to a preschool where he gets to learn Spanish.

### **TELL YOUR CHILD:**

Although the teachers speak only Spanish, he can speak to them in English and they will understand.

He can ask for help anytime he does not understand, and that the teacher will always explain things again.

He can get a lot of information by *looking* at the teacher for clues when she is explaining things.

He can look at his classmates to figure out what is happening.

Things will get easier with time, as he learns more and more Spanish.

### **OTHER WAYS TO SUPPORT YOUR CHILD**

If you do not speak Spanish learn it along with your child so that he can practice his new skills with you. Also, be enthusiastic about your child being in a Spanish immersion class and show your excitement. It might also help you to be informed about bilingual education so that you can share, with friends and family, what your child is doing. If you speak Spanish, speak Spanish to your child as much as you can.

# Centro Armonia Preschool

## FEES

<b>PRECHOOL</b>	AM (9am-12pm)	PM (1pm-4pm)
<b>Part Time (3 hrs preschool only)</b>		
Monthly tuition - 5 days per week-3 hrs per day	\$685 per month	
Monthly tuition - M/W/F - 3 hrs per day	\$475 per month	
Monthly tuition - T/TH - 3 hrs per day	\$325 per month	
<b>Full Day (3 hours preschool plus extended care)</b>		
Monthly tuition - 5 days (up to 11 hrs per day)	\$1250 per month	
Monthly tuition - M/W/F (up to 11 hrs per day)	\$835 per month	
Monthly tuition - T/TH (up to 11 hrs per day)	\$595 per month	
<b>PRE K/ KINDERGARTEN (9am-3pm Daily M-F)</b>		
Monthly Tuition	\$1160 per month	
Unlimited Extended Care add-on	\$250 per month	
<b>EXTENDED CARE</b>		
Extended care - morning (7am-9am)	\$10.50 per day	
Extended care - afternoon (12pm-6pm)	\$28.50 per day	
Extended care - hourly rate	\$7.00 per hour	
Extended care - drop in hourly rate	\$13.00 per hour	
<b>REGISTRATION FEE</b>		
1 child	\$100	
More than one child	\$150	
<b>ENROLLMENT FEE*</b>		
	Equal to 1 month's tuition	

<b>Preschool Class Schedule</b>
2 days per week - Tue / Th morning 9am-12pm
2 days per week - Tue / Th afternoon 1pm-4pm
3 days per week - M/W/F morning 9am-12pm
5 days per week - M-F morning 9am-12pm

9/1/2011

Rates are subject to change with a 30 day notice.

**Payment Schedule:** Tuition is paid in 10 monthly payments (September-June) There are no adjustments made for shorter or longer months. Tuition is due on the 1st of the month (in advance) and is considered late on the 5th of the month. A late fee of \$25 will be assessed if tuition is not paid in full by the 5th of each month. Students may be suspended if late payments are not received by the 20th of the month in which they are due. If difficulties arise please speak with business manager or director. Summer session fees are on a separate schedule and will be published separately from the 10 month academic school year.

**Before/After School Extended Care:** Extended care is charged in hourly increments. There will be a late charge of \$1.00 per minute for children picked up after their designated pick up time. Charges will be included in the monthly billing.

\* **Enrollment Fee:** The enrollment fee will be applied to the final month's tuition (June) provided the student remains at Centro Armonia Preschool for the full academic year (September-June) and all other fees are current. The enrollment fee can be split into 3 equal payments over 3 consecutive months, however there is a \$25 administration fee for this accommodation.

Centro Armonia Preschool Inc.  
531 W. Rincon Ave.  
Campbell, CA 95008

## **Preschool Daily Schedule**

### **Morning**

9:00-9:15	Arrival/Math Manipulatives
9:15-9:30	Circle Opening/Singing
9:30-10:00	Language Development
10:00-10:30	Clean-up/Snack/Books
10:30-11:00	Recess
11:00-11:15	Circle/Story
11:15-11:45	Centers – Free choice
11:45-11:55	Journal writing
11:55-12:00	Closure/Dismissal

### **Afternoon**

1:00-1:15
1:15-1:30
1:30-2:00
2:00-2:30
2:30-3:00
3:00-3:15
3:15-3:45
3:45-3:55
3:55-4:00

### **Arrival and Math**

As the children arrive and are greeted, they will join the teacher for math manipulative exploration. The children will work in an exploratory manner with specific manipulatives that they will later use in a more directed way during circle time.

### **Music and Movement**

The children will sing and use movement to work on fine and gross motor skills, as they develop the Spanish language.

### **Language Development**

Activities will vary from storybooks, felt board stories, puppets, alphabet related activities, to pre-reading and pre-writing skills, and Spanish vocabulary, and language development.

### **Snack and Outdoor Recess**

The children will eat the snack that has been provided by their parents and play freely outdoors, weather permitting. They will have access to playground equipment, easel painting, a sand box, a water/rice table, and other outside toys.

### **Free Choice Time – Activity/Learning Centers**

The children may choose from any of the areas of interest in the classroom such as puppets, blocks, puzzles, play dough, cooking corner, musical instruments, dramatic play area, writing center, listening center. The teacher and the aid will interact with the children, individually, or in small groups.

### **Journal Writing**

The children will keep a journal at school where they write/draw for approximately 10 minutes on themes of their choice.

# **CENTRO ARMONIA PRESCHOOL**

## **Parent Handbook**

Centro Armonía is located at 531 W. Rincon Avenue in Campbell CA and offers half-day and full-day programs for children age 2 1/2 years until the age of entering first grade. In these programs the children will be completely immersed in Spanish as they learn the skills that will prepare them for kindergarten and elementary school. These skills include pre-reading, pre-writing, pre-math and social skills.

### **Program Philosophy**

Centro Armonía follows a “developmentally appropriate” philosophy, that is, the program will be guided by the needs of the children that it serves. Children will be taught in ways that match the way they develop and learn. The children will be challenged just beyond the level of their present ability and will be given constant opportunities to practice newly acquired skills. We implement The Creative Curriculum as our preschool framework. Material is presented through a thematic approach, in which a theme is chosen every 3 to 4 weeks. Themes provide variety to the curriculum, and a context to imbed language and practice skills. All of this will be carried in the context of a community where children are valued and respected.

### **Spanish Immersion at Centro Armonía**

The children at Centro Armonía will be immersed in Spanish 100% of the time. All instruction and interaction between staff members and between staff and students will be in Spanish. Children may speak English if they need to, but they will be responded to in Spanish. No translation from Spanish to English will take place unless lack of communication interferes with safety.

### **Days & Hours of Operation**

Facility Days/Hours: Mon-Fri 7am-6pm

Morning Extended Care: Mon to Fri 7am – 9am

Preschool: Mon to Fri 9am-12am or T/Th 1pm – 4pm  
(if enrollment is sufficient)

Afternoon Extended Care: Mon to Fri 12pm-6pm

Schedule is subject to change without notice. Centro Armonia will make every effort to maintain the published schedule, but we do reserve the right to change class times, instructors, and class titles if necessary. These changes do not warrant a refund.

All classes require minimum enrollment and we reserve the right to cancel any class that does not meet these enrollment requirements.

## **Ages of Students**

Ages: 2 1/2 years until the age of entering first grade.

## **Services Offered**

Core Service: Spanish Immersion Preschool

Optional Services: Extended daycare

Morning Preschool	Tue/Thu	9am – Noon
	MWF	9am – Noon
	M-F	9am – Noon

Afternoon Preschool	Tue/Thu	1pm-4pm
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Jr. Kinder/Kindergarten	M-F	9am-3pm
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Extended care is available between the hours 7-9am and 12-6pm.

## **Fees**

From time to time Centro Armonia will publish a rate sheet with current fees. All fees are non refundable.

The tuition is structured in 10 payments (September – June) and is due, in advance, on the 1<sup>st</sup> of the month. (Payments are considered late after the 5<sup>th</sup> of each month; a \$25 late charge will be applied to all late payments.) There are no changes in the tuition amount for longer or shorter months, e.g. there is no reduction in the monthly tuition amount for December or June or any other month during the academic year. Fees are subject to change with a 30 day written notice. If fees change the new tuition rate will be used as the monthly tuition amount going forward. Please see published fee schedule for rates. Summer session payments may be on a different schedule and will be published separately from the 10 month academic school year.

## **Enrollment Fee**

The enrollment fee is equal to one month's tuition and is paid when the student is admitted or re-enrolled to Centro Armonía Preschool. This enrollment fee will be applied to June's tuition provided all other fees are current.

If a student changes their schedule by increasing their hours of attendance they will be required to increase their enrollment fee payment by the difference of the amount that was previously paid and the new tuition rate. This payment is due when the new schedule commences.

## **Before/After School Extended Care**

Extended care is charged in hourly increments.

## **Schedule Change Requests, Approval and Fees**

All schedule changes must be submitted to Centro Armonía in writing. Approval of all schedule changes is at the discretion of Centro Armonía. If the schedule change is approved by Centro Armonía then the fee structure below will be followed:

- 1<sup>st</sup> change will be \$25
- 2<sup>nd</sup> change will be \$50
- 3<sup>rd</sup> change will be \$100

Schedule changes must be submitted to Centro Armonía in writing at least 2 weeks prior to the beginning of the month that the new schedule is to commence. Schedule changes will be implemented at the beginning of the next month, after the change request has been received and approved by Centro Armonía. There will be no more than 3 schedule changes accepted in an academic year.

There are no charges for schedule changes that increase the number of preschool hours that the child will attend.

For existing students there will be no charge for schedule changes when entering a new term, e.g.: Summer program or the beginning of the new academic school year in September.

## **Make-up Classes**

Students may make up a missed class due to illness only, on a space available basis in the age appropriate class for your child. Classes missed for any other reason cannot be rescheduled. You must schedule and receive approval through the school office for all make-ups. There are no refunds or credits for missed classes.

## **Mailing Address**

All mailed and online payments must be sent to our billing address, 531 W. Rincon Ave, Campbell, CA 95008.

## **Admission Policies and Procedures**

Prior to entering Centro Armonía both parent and child will visit the school and meet the staff. During this visit the school director will discuss the appropriateness of Centro Armonía for the visiting child. Often the child will participate in several class activities to ensure that he/she is preschool ready. The determination of preschool readiness is a joint decision by both the parent and Centro Armonía. In the event that there is a disagreement regarding the child's readiness Centro Armonía will have the final decision making authority on this matter.

Upon receipt of the enrollment application as well as tuition, registration and enrollment fee, the admission procedure formally begins. You will then receive a packet with medical forms and emergency contact information. These forms must be completed and turned in the first day of school.

## **Discipline Policy**

Creating an environment that is child appropriate is the first step in achieving the desired ("good") behavior that is expected from children. The first step taken when making a discipline policy is to assess whether we have created an environment that will minimize discipline issues in the first place. When a child does not comply with the rules and routines of the classroom, the first step is to observe him to understand the reasons for his behavior. The teacher will then work with that child individually by redirecting him, or talking to him about the specific rules and routines of the classroom. This will be done verbally only. After redirecting and talking, additional support might be given to the student, for example, by giving him reminders, 5-minute transition preparation, etc.

If there is a recurring undesirable behavior, the teacher will draft a

personal behavior contract with that child in writing (or some visual representation thereof). This contract will specify expectations, routines, rules and consequences, both positive and negative. If a personal contract does not have the desired outcome, the parents will be included in the process by having them draft a personal behavior contract with their child, similar to the one above that extends to the home.

When it comes to conflict, either between adult and child, or between children, emphasis will be given to the acknowledgment of children's feelings, and working together towards resolution.

In summary, these are the steps taken to promote desirable behavior:

1. Appropriate physical and social environment.
2. Observation and individual support.
3. Teacher-Student individual behavior modification contract.
4. Teacher-Student-Parent behavior modification contract
5. Emphasis on conflict resolution.

Corporal punishment will not be used nor will violations of the child's personal rights occur.

If discipline problems or antisocial behavior persists after remediation steps listed above have been taken the child may be asked to leave Centro Armonía. No refunds will be given in the event of expulsion.

## **Dropping off a child at the school & Parking**

Ample parking for Centro Armonia is available behind the school. We respectfully request that all families use the provided parking, and not the street in front of the building. Please request a parking map from the office.

When dropping off a child at the school the adult who does the drop off must escort the child into the classroom, sign-in, and make eye contact with the person in charge of the children so that they know that your child is under their watch from that moment on.

If you are dropping off your child when playground activities are underway, sign-in, and make eye contact with the person in charge of the children on the playground so that they know that your child is under their watch from that moment on.

Never leave your child in the lobby of Building C, in a classroom unattended or on the playground assuming that the teacher will see him/her.

## **Picking up a child at the school**

When picking up a child from the school the adult who does the pick up must retrieve the child from the classroom, sign-out, and make eye contact with the person in charge of the children so that they know that your child is being picked up and leaving the school.

If you are picking up your child when playground activities are underway, sign-out, and make eye contact with the person in charge of the children so that they know that your child is being picked up and leaving the school.

Do not remove your child out of the classroom or the playground without making a connection with the teacher and signing out.

## **Late Pick up Fees**

Please drop off and pick up your child promptly. After the designated pick up time for your child, parents will be charged \$1.00 for every minute that the parent is late. For children attending only preschool please do not arrive before the beginning of class as there may be other activities in progress.

## **Digital codes for locks on the Rincon Ave side of the school.**

When you enroll your child in the school you will receive a code for opening the digital locks. It is your responsibility to remember and use the code for entering the school from the Rincon Avenue side. If you forget the code ring the intercom/doorbell and someone from the office will let you in or knock on the door so that the teacher can open the classroom for you.

Never leave your child in the lobby of Building C or outside of the school unattended assuming that the teacher will see your child and let them into the school.

## **Clothing**

Throughout the day the children use materials (water paint, clay, markers, goop, etc) that will stain clothes and shoes. Please keep this in mind while dressing your child for school. Also, bring a change of clothes to keep at school in case we need to change your child during the day.

## **Potty Training**

Centro Armonía does accept children in diapers and in the potty training process. Parents are responsible to provide the necessary diapering items, such as diapers, extra clothing and wipes, to keep at school.

*Please, do not expect Centro Armonía to start the toilet training process at school.*

## **Field Trips**

Parents will be notified at least two weeks in advance of field trips. Parents will need to drive their own children and fill out a field trip approval form. Parents need to provide transportation for their children on field trip days. Written authorization must be given to any other parent who provides transportation for your child. We will not return to the classroom after the field trip is over. While we strongly encourage field trip participation, however it is not mandatory and your child may attend school as scheduled.

## **Transportation Arrangements**

All transportation to and from school is to be provided by the parent or guardian. Centro Armonía does not provide any type of transportation.

## **Food & Snacks**

Children who attend preschool only need to bring their own snack. Children who are attending full day need to bring breakfast and/or lunch. Parents need to provide a snack for their children every day. We highly encourage healthy foods. Please, do not send soda, glass containers, popcorn or candy. Send the snack in a lunch box or paper bag that is labeled with your child's name. If your child has an allergy to any food, please make sure you have thoroughly completed the Allergy Form in your enrollment packet. We are a peanut/tree nut free school. If an item that appears to have nuts in it, it will be removed from your child's bag and replaced. You will receive a notice that it has been removed.

Centro Armonia does not contract with a food service provider. The company "School Caterers" can provide your child with lunches. This is a contract between you and School Caterers, Centro Armonia is not responsible for the ordering or payment of this arrangement but will see that all delivered food is provided to the appropriate child. Centro Armonía has a microwave oven and a refrigerator for your convenience.

### **Napping**

Children attending afternoon extended care will be given time to nap after lunchtime. Centro Armonía will provide a sleeping mat for every child, for which the parents need to provide a fitted sheet. Parents should also bring a blanket and any other items that their child uses to fall asleep. Blankets and sheets will be sent home Friday to be washed. If a child does not sleep, he will be asked to have some rest time, and quiet time activities will be available.

### **Television**

Educational videos will be used occasionally. These will be previewed by the staff and a teacher will always be with the children as they watch a video. The purpose of watching the videos are to support language acquisition and to provide another means through which the student receives information; and not for pure entertainment.

### **School Calendar**

At the beginning of each school year and when enrolling, families will be provided a calendar for the school year. This calendar changes from year to year and parents should review the current calendar for vacations and holidays.

### **Birthdays**

We celebrate each child's birthday with a special ceremony. We ask that parents prepare a time line for their child with pictures from birth to the present. Please, give the teacher your child's time line a couple of days before the ceremony. You will be notified ahead of time when the ceremony will be. These photos will be shared with the class during the ceremony and will be returned to you after one week. Birthday treats may be brought to share with the class. Healthy treats are preferred. As an alternative, you may also give the class a book in honor of your child's birthday.

### **Change of Address and Contact Information**

Please, notify the school immediately of any change of address or emergency contact information.

## **Disaster Procedures**

In case of a disaster (for example, an earthquake) the children will remain at the school, unless staff or the authorities consider it necessary to evacuate. If children are moved, they will be taken to West Valley Christian School located at 95 Dot Avenue (right behind the preschool). Their telephone number is (408) 378-4327. There will be fire and earthquake drills once a month. Children practice the duck and cover procedure in case there was an earthquake. Children practice lining up and walking to the back of the school in case there was a fire.

## **Illness and Injury**

Should your child become ill or injured to the degree to require him to be picked up from school, you or the next person on your emergency contact list will be notified immediately. Please, make sure you have thoroughly filled out the emergency release form in your enrollment packet. It is the responsibility of the parent to pick up his child if he becomes sick while at school.

## **Medication**

Please, notify the school if your child is taking any kind of medication, even non-prescribed medication. The school will administer medication only when prescribed by a doctor. All medications must have the original label and must have your child's name. The medication will be administered in accordance with the label directions as prescribed by the child's physician. The parent or guardian of the child shall provide a written notice to authorize school personnel to administer the medication. This note will be kept in the child's file. Directions from the parent or guardian to administer the medication may not be different from those written on the medication label. If a child needs to be given non-prescription medication, it will be administered in accordance to the instructions on the label, and with a written authorization from the parent or guardian. If your child has any kind of allergy that needs to be treated with medication in case of a reaction, parents must provide such medications to remain at the school.

## **Medical and Dental Emergency Services**

In the event of a medical or dental emergency Centro Armonía's staff will call an ambulance service/paramedics to respond to the situation and if necessary transport the child to the hospital. The child's parent or

guardian will also be contacted immediately in the event of a medical or dental emergency. The child's parent or guardian is responsible for all medical and dental emergency costs.

### **Parent Teacher Conferences**

Parent/teacher conferences will be held for the 4 year old class and Kinder/Jr. Kinder classes only. Two weeks prior to the parent/teacher conference, there will be a sign up sheet to choose a convenient time for you to attend the conference. Conferences for younger children can be arranged on an as needed basis and scheduled through the office. Should you need to talk to the teacher at any time, please, contact Claudia by calling (408) 644-7614 or by sending an email to [yquemah@hotmail.com](mailto:yquemah@hotmail.com). She will notify your child's teacher that a conference has been requested.

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

Every parent/guardian must always sign in the child upon arrival and sign him out at pick up time. Centro Armonia has installed a touch screen computer system for this purpose. Each parent or person dropping off the child at school or picking him up must register in the system, please see the office. This is a state licensing mandate. Failure to sign in may result in a fee of \$2.00 per each occurrence of either not signing in or signing out. People authorized to pick children up but have not been assigned a code should use the paper sign in sheet provided. This paper sign in sheet should also be used in the event that the computer system is not operational.

### **Releases/Transfer of Responsibility**

No child will be released to anyone whose name does not appear on your application form as an authorized person to pick up your child. Photo identification will be requested if the staff does not know the person.

### **Parent Involvement**

Parents are welcome in Centro Armonía at any time. Parent involvement is encouraged and welcome, but not required. You may drop by or you may let the teacher know that you will be visiting if you would like to have a project to work with. If your child is having a difficult time separating, you may stay as long as you would like to. However, please,

do not hang out outside the classroom to see how your child is doing, as this is very disruptive for your child and makes the separation more difficult.

## **Conflict Resolution**

We encourage open communication. If you have any questions, concerns, problems, or suggestions, please bring them to our attention.

## **Withdrawal/Grounds for Dismissal**

Centro Armonía Preschool reserves the right to terminate any student's enrollment or to decline continued enrollment at any time for any reason not prohibited by the law, if in the sole judgment of Centro Armonía, such student does not meet our standards or program goals, or if, in the sole judgment of Centro Armonía, such student's parents or guardians are uncooperative, are abusive to school administrators or staff, or who in our sole opinion, will not be satisfied with the school's best efforts. In the event that withdrawal or dismissal occurs the tuition, registration fee, and enrollment fee will not be refunded.

- Withdrawal may be required if tuition and late fees are not paid by the 20<sup>th</sup> of the month.

**- A 30 DAY WRITTEN NOTICE IS REQUIRED FOR CANCELLATION OF ENROLLMENT. ONCE THE CANCELLATION NOTICE HAS BEEN SUBMITTED IN WRITING, TUITION IS REQUIRED TO BE PAID FOR THE FINAL 30 DAY PERIOD. YOUR ENROLLMENT FEE WILL NOT BE APPLIED TOWARD YOUR FINAL MONTH'S TUITION.**

## **Non-Sufficient Fund (NSF) Charge**

Payments and checks returned by the bank will be subject to a \$25 administration fee in addition to any bank fees incurred by Centro Armonia.

## **Recruiting students or employees**

When enrolling your child in the school you agree to not recruit students to attend other schools nor recruit our employees to work at other schools or elsewhere.

## **Copy written materials and intellectual property**

Many of the materials used in the classroom are created and owned by Centro Armonia. Any materials that belong to Centro Armonia cannot be reproduced in any manner without the prior written consent from Centro Armonia.

Any materials used at the school that belong to a third party cannot be reproduced in any manner without the prior written consent of the third party.

## **Resources**

At this time Centro Armonía does not contract with any outside consultants or community resource agencies.

Centro Armonía is an equal opportunity employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status or age.

## **Changes to Parent Handbook**

From time to time Centro Armonía Preschool will make changes to this Parent Handbook. At a minimum, parents will be asked to review the information in the Parent Handbook at the beginning of each academic year or when they enroll their children into the program. At that time parents will be required to submit a new enrollment agreement to Centro Armonía. The enrollment (or re-enrollment) agreement states that the parent has read the Parent Handbook and agrees with its guidelines.