



SPANISH IMMERSION AND BILINGUAL PRESCHOOL

(2 ½ - 5 years old)

Handbook

August 2025 - May 2026



Inicios1.2.3. Language Learning Center
Spanish immersion and Bilingual Preschool
August 2025 – May 2026

Welcome to INICIOS 1.2.3 Language Learning Center Spanish immersion and Bilingual Preschool. We are very excited to have your child in our program. We look forward to working with you throughout this school year as your child learns and grows with us!

Enclosed you will find a welcome letter and the enrollment packet specific for this program. Please complete this packet and return it to us as soon as possible. Along with your enrollment packet, you will need to provide a copy of your child's updated shot record and physical (on a Knox County form), birth certificate, and current utility bill or lease/mortgage agreement (to verify your address). Copies are accepted.

Again, thank you for sharing your child with us! Please do not hesitate to contact any of us if we can be of assistance.

Karina Estrada
Executive Director

Nelly Garcia
Educational Director





Dear families,

Welcome to our learning community! We are honored to begin this journey with your child and we are looking forward to a great time. Strong communication with the families that we serve is critical for a successful learning experience.

Remember: anyone at any age can learn a second language, but it takes a lot of practice. We encourage you to be involved in our program as much as possible. We strongly suggest to review and practice daily the Spanish link that has been created specifically for your child's class. Take advantage of this great tool and learn Spanish together. Like any relationship, the bond between a parent and child can be made stronger with some habits that can be easily incorporated into your everyday routines.

This handbook will explain the program's rules and regulations, expectations, and general information for both our students and the adults who care for them. **Please take time to review this handbook carefully.**

Thank you for sharing your child with us. It is a privilege we do not take lightly. Please do not hesitate to contact us with any concerns, questions or comments. We look forward to getting to know each of you, and seeing our students learn and grow during their time with us.

Sincerely,

Karina Estrada

Executive Director

Nelly Garcia

Educational Director





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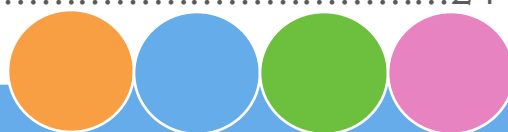




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**OBJECTIVE:**

Our Objective is to provide a pleasant routine that will help your child to become familiar with a second language. As well as the understanding and knowing of his/her learning potential.

MISSION:

Familiarize our students with a new language. Instill in them the desire to learn and understand a new culture, customs and traditions. To develop an appreciation for cultural diversity and relationships that enrich their personal lives. Inspire positive changes on students by covering all areas of the learner's development.

CODE OF ETHICS

RESPECT / HONESTY / COMMITMENT





Spanish immersion and Bilingual Preschool Program

Our Spanish immersion and Bilingual Preschool Program has been designed by INICIOS 1.2.3 and it is based on an early childhood learning curriculum. The perfect time to start learning a second language is at an early age. Learning a second language must be fun and natural, a child's motivation is a major factor in learning.

At our program we go beyond teaching Spanish. Our program is designed to learn a Second Language through fun games and activities including the child's development in all areas of learning such as language, mathematics, intellectual, social adaptation, creativity, gross and fine motor skills. Our students will enjoy Spanish by speaking, listening, pre-reading and pre-writing it. They will explore and compare cultural traditions, holidays & food with those of their own as well as develop an appreciation for cultural diversity. Our students will get the Kindergarten readiness and they will be bilingual!

Definition of Parent

In this handbook we refer to parent, a legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our program.

Course Description

- This Program focuses on comprehensive development and it is designed for children between 2 ½ to 6 years old.
- Teaching materials to support each objective are provided.
- Program based on the age of children.
- 90% of all activities (routine, directions, and commands) are conducted in the Second Language -Spanish-.
- Sensory integration: visual, auditory, and movement activities are a fundamental part of our curriculum.
- Specific phrases and grammatical concepts, thematic vocabulary and cultural appreciation for the Spanish language are taught.

Program Calendar

First Day of School: August 13, 2025

Last Day of School: May 13, 2026

Please find our school calendar at the end of this handbook to find the days that we will be closed due to certain Holidays.

**Calendar is subject to change.*





Hours of Operation

Preschool services are provided from 9:30AM to 3:00PM Monday through Friday.
5 days/wk. (M-F), 3 days/wk. (M,W,F), 2 days/wk. (T,TH)

Arrival

Arriving to the program on time and regular attendance are critical components of a successful learning. The classroom will open 5 minutes prior to the starting time. Please do not drop-off your child prior to the opening. The teacher has prepared her lesson to begin on time. Please sign your child in with any special instructions each morning. We have a 10 minute late policy.

Departure

The classroom will close at 3:05PM. Please sign the class attendance sheet to pick up your child out promptly each afternoon.

Missed Days

We are not able to alter the tuition based on the number of days your child attends/misses.

Admission & Enrollment

All admission and enrollment forms must be completed prior to your child's first day of attendance.

Program Cost

OPTION #1

5 days/wk. (M-F)
 Enrollment Fee: \$375
 \$750/month

OPTION #2

3 days/wk. (M,W,F)
 Enrollment Fee: \$325
 \$500/month

OPTION #3

2 days/wk. (T, TH)
 Enrollment Fee: \$275
 \$380/month

Our program cost is based annually. The total cost of our program has been prorated among the 10 school months (August-May) regardless of the number of weeks/classes that are in each month.

Non-refundable registration fee and uniform packet fee are expected at time of enrollment. Please note that if for any reason you terminate the program earlier, and you decide to re-enroll later in the same school year, the one-time enrollment fee will need to be paid again.





PLEASE NOTE: Due to the custom nature of our program and required reserved seating in our classroom spaces, we are not able to offer refunds or transfers to any other of our Spanish programs. Thank you for your understanding.

****Monthly tuition payments are expected within the first day of each month. A \$30 late fee per week will be charged starting on the 2nd day of the month until payment is received.****

****Siblings have a 10% discount. Ask us for it!***

We accept cash, checks, Venmo and Zelle deposits for payments. Please make checks payable to: INICIOS 1.2.3 and include in the memo portion of your check your child's name and the month that you are paying. In the event your check is returned we will let you know and we can either run it again or have you write a new check. If your check is returned insufficient a second time there will be a \$50 fee. If you are paying in cash please see INICIOS 1.2.3 Directors in order to obtain a receipt. If paying by Venmo, you can find us as: iniciosknoxville123@gmail.com. If you decide to use the apps to make your payments please do not choose the business fee, otherwise please add it to your payment. Based on the availability and openings, our facility admits children from 2½ to 6 years of age.

Late Payment Fees

Tuition is due within the first day of each month. Payment is considered late if it is not received by the 2nd day of the month. A \$30 late fee per week will be assessed until payment is received.

Late Pick-up Fees

Our program ends at 3:00PM. If you are more than 10 minutes late, a \$5 fee will be added to your next month's tuition for every 5 minutes that you are late. Written notice will be given in these cases.

No Credits

- Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every month for the school year whether or not your child attends; this enables us to pay teachers a stable salary every month all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease, or weather-related or environmental issues.





- Weather-related or Environmental Disaster or Pandemic – in the event of a serious crisis during which we are prohibited from operating, families shall pay their regular monthly tuition. Payment of your tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

A written notice, 4 weeks in advance, is required by the center when a child is being withdrawn.

Transfer of Records

Whether transitioning to the next program setting, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Inclusion

INICIOS 1.2.3 believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

We do not discriminate in our admission practices. Children will be admitted regardless of race, religion and nationality. Registration is only based on the limited spaces we have available.

At INICIOS 1.2.3 equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.





Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff is hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Spanish Teacher	Associate Degree in Early Childhood Education and Spanish/Bilingual Teaching Certificate	2 years
Teacher Assistant/Aide	Child Development Associate Credential and Spanish/Bilingual proof of Education	1 year

ALL of our teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All our staff is CPR trained and have their background checked prior to employment.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our teachers outside the programs and services we offer is a private matter, not connected or sanctioned by INICIOS 1.2.3

Child to Staff Ratios

Children are supervised at all times. All teachers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age of children	Adult : Child Ratio	Maximum Group Size
Two and one-half (2½)- Five (5) years	1:8	24





Communication & Family Partnership

Parent/Teacher Communication

All communication among parents and teachers will be sent via email or text message. We will send our newsletter and the student's class link on a monthly basis. It is highly recommended to review your children's class link to practice at home and to keep track on what your child is learning at school.

You are more than welcome to reach us by text message using our "Remind app", by email to: spanishforall@inicios123.com and or by phone call during regular business hours. Please remember that our top priority is to supervise our students during class time, if you call during that time and we do not respond immediately, leave us a message and we will return your call as soon as possible. We are always here for you!

Daily Communications

Daily notes from school staff will keep you informed about your child's activities and experiences at the preschool. Notes will be placed into your child's folder at the end of the day.

Board

Located at the entrance, our board provides preschool news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters

Newsletters provide preschool news, events, announcements, etc. These newsletters will be sent home at the beginning of each month along with the monthly calendar and will remain available for your convenience in your online class link.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.





Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program and provide feedback. We offer ways in which families can participate in helping us establish and reach our program goals throughout the school year.

Family Night

Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences

Family & teacher conferences occur twice a year (December and May). During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Visiting the Classroom

For the safety of everyone and to ensure minimal interruption of instructional time, NO ONE is permitted to visit the classroom during regular hours. Parents are welcome to visit classrooms but only after advance arrangements have been made with the Directors and the teacher. Classroom visits during the school day cannot be used as an opportunity to conference with the teacher. Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.





Open visitation is ONLY allowed during our “Tour visits” “Family night” and or “Conferences” previously arranged.

Authorized & Unauthorized Pick-up

You will sign your child in and out on the classroom’s roster daily. Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. E-mails are not accepted. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Parental Responsibilities During Arrival and Departure

Please plan to have your children remain with you when entering and exiting the building. We ask that children be kept with you or an authorized adult at all times.





Please observe the following:

- Watch for small children in the parking lot.
- Do not leave children unattended in cars.
- Do not park in handicapped spaces unless authorized to do so.
- Do not leave purses or valuables in cars.
- Do not leave cars running.
- INICIOS 1.2.3 is not responsible for lost or stolen items left inside cars.

Absence-Tardy Policy

Your child's teacher and/or the Directors of INICIOS 1.2.3 will need to be notified in the event your child is out sick or late. We will be concerned about your child if we do not hear from you. In case of being late, remember our main doors remain closed for safety purposes, therefore one of our staff members will let your child into the building after receiving a text message (previous notice of being late needed).

Child or Emergency Information

If your personal or emergency information changes during the school year please pick up a child information page from one of the Directors, fill it out, and turn it back in to either the Directors or your child's teacher. If your child is ill or injured, we must be able to contact you immediately. If there is a child custody situation, it is your responsibility to provide legal documentation for our files. This is why it is critical that we have the most current emergency contact information at all times.

Health and Safety

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the preschool. The preschool has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.





- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our preschool is required.



Immunization Forms

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. ***All immunization records must be on file before a child may attend the program. A doctor must sign the records.*** If you as a family have chosen not to do shots then we must have that information documented by a doctor. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. ***A copy of your child's physical should be received no later than 15 days after your child begins the program.*** Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

Our center does not administer prescription or over the counter medication to children unless it is an emergency medication as explained in the following page.



Medication requiring emergency administration, as prescribed by a licensed medical professional, e.g. an “Epi-Pen” or asthma inhaler, may be kept in an unlocked container that is inaccessible to children.

Communicable Diseases

When an enrolled child or an employee of the preschool has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis



Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the preschool area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Our classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Emergency Protocols

INICIOS 1.2.3 has established and will regularly practice emergency protocols in the event of a natural, civil or medical emergency such as Fire, Earthquake, Tornado and Intruder Drills. *You will receive detailed information about our Emergency Preparedness Plan upon enrollment to our program.*

Curricula & Learning

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in the classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our Spanish program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

As part of our curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in your online Spanish link.



Developmental Screening

We monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to preschool

Prior to your child's first day, you will have an opportunity to tour our preschool, meet with your child's teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability.

Electronic Media

Our normal daily routine includes electronic media (Spanish videos, songs) viewing as a teaching aid and discussion stimulator. All Electronic Media is screened prior to use and consists of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the Spanish language. These videos are used to meet a developmental goal, and limited to no more than 25 minutes during a complete instructional day (9:30AM-3:00PM). Each video/song lasts approximately 2.5 minutes.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.



Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

After playground or lunch time, all children participate in a quiet rest time. For children who do not want to rest, a space and time for quiet play will be made available. Mats and blankets are provided. Each student will use the same mat and blanket during the school year.

Toilet Training

If your child is not fully potty trained, we will require for your child to wear pull-ups while in the program. Extra pull-ups need to remain at school. Do not worry, we are here for you and we will team with you and your child during this process!

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Guidance

General Procedure

INICIOS 1.2.3 is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our preschool works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.



Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. All children are to be treated with gentleness, understanding and respect. At no point will physical punishment be used. Our objective is to provide consistent positive reinforcement, encouragement and praise as a way to manage classroom behavior. Redirecting a child is the method used in the classroom. Parents will be notified if persistent, negative behavior continues.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness. Each student at INICIOS 1.2.3 has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Biting

Biting is a normal stage of development that is common even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change. Please know that the safety and well being of all our students is our top priority.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.



Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our preschool.

Smoking

The poisons in secondhand smoke are especially harmful to young children's developing bodies, therefore the indoor and outdoor preschool environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the preschool's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the preschool's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.



In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our preschool will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Other Policies and Information

Lunches and Snacks

You are responsible for sending your child's own lunch, snack and drink each day. Please send a lunch/snack that does not require refrigeration or heating. Also, make sure to avoid anything that contains peanuts because of allergies. Glass containers are not allowed due to safety issues. Please cut up your child's food the size you would want it served.

Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy. Do not send soda products. Such foods like grapes and hot dogs must be cut in small pieces like shown in our "Food Guide" that is included in your enrollment packet. Please label all your children's belongings properly.



Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 95°F or less than 32°F degrees and it is not raining. Additionally, outdoor play will be cancelled if the air quality is poor.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Lunch Time

At snack/lunch time children are encouraged to get their lunch/snacks from their cubies. Good table manners are modeled and encouraged. All INICIOS 1.2.3 teachers are trained in first-aid for choking and are present at all meals.

Snacks are not a meal, please make sure your child has had breakfast before arriving at school and supply your child with an adequate lunch for school.

Food Allergies

If your child has a food allergy, you must notify us in writing. The written notification must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Students' birthday celebrations

Birthdays are celebrated the last 10 minutes of lunch time. Parents should contact the classroom teacher in advance. Please consider food allergies and avoid peanut butter treats. Mini cupcakes and cookies are the most common treats that parents provide for birthdays. Please include plates, cups, juice and napkins too. Refer to the enrollment form and sign the authorization form for your child to get treats from birthday celebrations at the preschool.

Personal Toys

We understand that sharing a special toy can be hard for kids so we do encourage that such things be left at home.



INICIOS 1.2.3 Closings/Opening Late

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced by our general text message system, e-mail and/or phone call as soon as possible.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Program Uniform Policy

The purpose of the Program Uniform Policy is to provide additional opportunities for increased school safety, to encourage our students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, to reduce school clothing costs, to encourage a high level of program participation and to improve and expand academic excellence. Please select your child's uniform size on the enrollment packet. We expect for our students to wear their uniform daily.

Sandals and flip-flops are not appropriate for preschool play and make it difficult for your child to participate in some activities. A change of extra clothes including underwear and socks need to be kept at school. Please label each item with your child's name. INICIOS 1.2.3 is not responsible for lost items.

Media and Program Info

We will use your child's picture and/or video in the media for our programs with your permission only. Please refer to the permission form in the registration packet.

Hints for Success

- Talk to your child about attending our preschool.
- Reassure your child with a hug or kiss. Then leave, your reluctance to leave shows the child you are unsure of the environment in which you are leaving him/her.

There are several programs in the area. We are honored that you have chosen INICIOS 1.2.3 Language Learning Center –Spanish immersion and Bilingual Preschool- We are thankful that you have given us this opportunity to serve your family!