



# SPANISH SUMMER CAMP

## *for preschoolers*

(2 ½ - 5 years old)

## Handbook

## June 2025



**Inicios1.2.3. Language Learning Center**  
**Spanish Summer Camp**  
**June 2025**

Welcome to INICIOS 1.2.3 Language Learning Center Spanish summer camp. We are very excited to have your child in our program. We look forward to a wonderful time together!

Enclosed you will find 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





## TABLE OF CONTENTS

<b>ABOUT US</b>	7
- Objective	7
- Mission	7
- Code of Ethics	7
- Spanish immersion and Bilingual summer camp Program	8
- Definition of Parent	8
- Course Description	8
- Program Calendar	9
- Hours of Operation	9
- Arrival	9
- Departure	9
- Missed Days	9
<b>ADMISSION AND ENROLLMENT</b>	9
- Program Cost	9
- Late Pick-up Fees	10
- No Credits	10
- Withdrawal	11
- Inclusion	11
- Non-discrimination	11
- Confidentiality	11
- Staff Qualifications	11
- Child to Staff Ratios	12





## TABLE OF CONTENTS

<b>COMMUNICATION AND FAMILY PARTNERSHIP</b> .....	12
- Parent/Teaching Communication.....	12
- Email.....	13
- Visiting the Classroom.....	13
- Authorized and Unauthorized pick-up.....	13
- Right to refuse child release.....	14
- Parental responsibilities during arrival and departure.....	14
- Absence and Tardy Policy.....	14
- Child or Emergency information.....	15
<b>HEALTH AND SAFETY</b> .....	15
- Illness.....	15
- Immunization Forms.....	16
- Physicals.....	17
- Allergies prevention.....	17
- Medications.....	17
- Communicable Diseases.....	17
- Injuries.....	18
- Emergency Protocols.....	18
<b>CURRICULA AND LEARNING</b> .....	19
- Learning Environment.....	19
- Transition from home to summer camp.....	19





## TABLE OF CONTENTS

- Electronic Media.....	19
- Multiculturalism.....	19
- Celebrations.....	20
- Rest Time.....	20
- Toilet-Training.....	20
<b>GUIDANCE.....</b>	20
- General Procedure.....	20
- Discipline Policy.....	21
- Biting.....	21
- Physical Restraint.....	21
- Notification of Behavioral Issues to Families.....	22
- Respectful Behavior.....	22
- Smoking.....	22
- Prohibited Substances....	22
- Dangerous Weapons.....	22
- Child Custody.....	23
- Suspected Child Abuse.....	23
<b>OTHER POLICIES AND INFORMATION.....</b>	23
- Lunches and snacks....	23
- Extreme Weather and Outdoor Play.....	24
- Communal Water-Play.....	24





TABLE OF CONTENTS

- Lunch Time.....24

- Food Allergies.....24

- Students’ birthday celebrations.....24

- Personal Toys.....24

- Closings/ Opening Late.....25

- Other policies.....25

- Media and Program Info.....25

- Hints for success.....25



**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 Summer Camp Program**

Our Spanish immersion and Bilingual Summer Camp 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.

### **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 5 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**

3 weeks during June 2025.

Monday through Thursday

10AM-2PM

Week 1: June 9-12

Week 2: June 16-19

Week 3: June 23-26

*\*Calendar is subject to change.*

### **Hours of Operation**

Summer Camp services are provided from 10:00AM to 2:00PM Monday through Thursday during the last three weeks of June 2025.

### **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 2:00PM. 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**

**PER WEEK**  
\$250 per child  
\$210 siblings

**3 WEEKS**  
\$600 per child  
\$520 siblings





**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.

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 number of weeks 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 you're paying by Venmo, please contact us for the total amount due, as this platform charges additional fees that you will need to add to your payment. Based on the availability and openings, our facility admits children from 2½ to 5 years of age.

### **Late Pick-up Fees**

A \$25 late fee will be assessed for pickups more than 10 minutes past scheduled time, payable at pickup.

- For pickups more than 10 minutes past scheduled time, we will attempt to contact you and the emergency contacts listed on the enrollment form. If we are unable to reach anyone within 30 minutes, we will contact the authorities.

Thank you for your cooperation and understanding.

### **No Credits**

- Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required whether or not your child attends; this enables us to pay teachers a stable salary.
- No credits are given for sick or vacation days, holidays, 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 fee.
- While we recognize the value of family vacations, the center does not provide credit for vacation days.





### **Withdrawal**

A written notice is required by the center when a child is being withdrawn.

### **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:

<b><i>Age of children</i></b>	<b><i>Adult : Child Ratio</i></b>	<b><i>Maximum Group Size</i></b>
Two and one-half (2½)- Five (5) years	1:11	20

## **Communication & Family Partnership**

### **Parent/Teacher Communication**

You are more than welcome to reach us by text message using our “Remind app”, by email to: [spanishforall@inicios123.com](mailto:spanishforall@inicios123.com) and or by phone call during regular business hours. Please remember that our top priority is to supervise our happy campers. 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!





### **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.

### **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.

### **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 and calls 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 summer camp 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](http://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](http://www.aap.org). ***A copy of your child's physical should be received before 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.

### **Transition from home to Spanish summer camp**

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.

### **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 15 minutes during a complete instructional day (10AM-2PM). 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 lunch, 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 are provided and parents are welcome to send in a blanket and a small pillow from home in their child's backpack. Such items will be sent back home daily.

## **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/Vaping**

The poisons in secondhand smoke are especially harmful to young children's developing bodies, therefore the indoor and outdoor preschool environment are non-smoking, non-vaping 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. 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 during the summer camp.

### **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.

### **Other Policies**

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, socks and tennis shoes for playground use need to be kept at school during the summer camp. 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 summer camp.
- 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 summer camp programs in the area. We are honored that you have chosen INICIOS 1.2.3 Language Learning Center –Spanish immersion and Bilingual Summer Camp- We are thankful that you have given us this opportunity to serve your family!*