

Parents Handbook



**SEMILLAS**

**SPANISH IMMERSION PRESCHOOL**

# Parents Handbook

5226 Elm Street, 77081  
Houston, TX.



## Parents Handbook

Dear Families of Semillas Preschool,

¡Bienvenidos!

It is with great warmth and excitement that we welcome you and your child to our Spanish language immersion school. Here, your child will receive outstanding early childhood education through engaging activities that will set the foundation for their success—both now and in the years to come. They will naturally acquire Spanish as a native speaker, a valuable skill that will last a lifetime.

Our door is always open, and we warmly invite you to visit us at any time. We kindly ask that you take a moment to review the following policies, which are essential in maintaining a healthy, safe, and positive environment for your child.

We are thrilled to share an incredible year ahead with your family!

Gracias,

Melissa Ortiz  
Founding Director



# Parents Handbook

## Nuestro Sueno

Our mission is to nurture children's roots by fostering habits that strengthen their values, embrace the richness of Hispanic culture, and cultivate a spirit of love and service toward our world.

## Vision

Children will develop critical thinking skills while exploring the vibrant Hispanic culture and language in a fun, caring environment that fosters spiritual growth, character development, and a deep appreciation for nature.

## Pillars

### Spanish Language and Culture.

Your child will naturally acquire the Spanish language, and the richness of its culture will enhance their intercultural understanding and global perspective.

### Character Development

We lead by example and speak the language of virtues, recognizing each child's strengths and nurturing their moral and spiritual awareness to help them grow into compassionate, responsible, and well-rounded human beings.

### Spiritual Growth

We provide a peaceful and loving atmosphere that fosters a sense of belonging to something greater while building a deep and lasting connection with God, rooted in the human principles of Christianity.

### Community

We are a lively community that cultivates meaningful relationships, helping children develop strong social skills and self-confidence. We recognize parents as an essential part of their children's education, we invite families to join us in creating an education rooted in values.

## Core Values

- Care  
We nurture children with love and compassion and cultivate a warm, familial environment where every child feels cherished and supported.
- Integrity  
Our team stays true to Semillas' core values, setting an example and inspiring children to make good choices for the right reasons.



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- Joy

Our joyful environment serves as the bedrock upon which a robust and positive self-esteem can be constructed. It fosters a sense of well-being, confidence, and resilience needed to spark curiosity and pursue new ideas; a virtue we passionately want our children to develop.

### General Information

5226 Elm Street, 77081

Houston, TX.

[info@semillaspreschool.com](mailto:info@semillaspreschool.com)

### **Open Door Policy**

We have an “open door” policy and invite you to drop in anytime. However, early childhood education is critical to us, so we ask that you do not disturb the classrooms. Visit anytime, but please pre-arrange a time to visit inside the classroom.

### **Nondiscrimination Policy**

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

### Admission and Registration

Registration is now open. Priority is given to children of those families currently enrolled in our program.

The annual registration fee is \$00.00 and it's due upon registration each school year to guarantee your child's spot. Registration fees are not refundable and nontransferable to another member of the family.

An enrollment packet will be sent to you upon receipt of the registration fee. The completed enrollment packet should be returned before the child starts at our school. We must have the new information to update your child's file whenever your information changes.



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**Following the guidelines of Childcare Licensing, children whose enrollment packets are incomplete will not be permitted to attend class. Please consider it will take time to review and approve your packet.**

Enrollment packet forms\*\*\*\*\*:

- Child Admission/Registration Form
- Health Statement – Signed by physician.
- Signature Page from Parent Handbook.
- A copy of your child's updated immunization records
- Campus Policy Addendum
- Allergy information

### **Tuition**

Tuition is an annual fee divided into 12 equal monthly payments. All tuition is due on the first day of the month, on the 4th of the month, any unpaid tuition will incur a late charge of \$00.00 per child. If tuition is unpaid by the 10th, an additional fee of \$00 will be added to your tuition, and the student will not be permitted to attend school until full payment (including late fees) is received. The tuition payment is the same each month, regardless of illness or holidays.

beginning August 1<sup>st</sup>.

Payments will be made online only...

Instructions of payments....

**Semillas Preschool does not offer a reduction in tuition for illnesses, vacations, scheduled holidays/breaks, or weather/emergency closings.**

Autopaid\*\*\*



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Payment made by using a bank account will not incur a service fee. Payments made by using a credit card or debit card will incur a 2.5% service fee.

Statements monthly\*\*\*\*

### Returned Checks

There will be a \$00.00 charge for all returned checks. Please pick up the check and replace it with a money order or cashier's check within 2 business days of being notified of its return. \*\*\*

### Withdrawal Procedure

A 30-day written notification from the last day of your child's attendance is required to withdraw your child. If a 30-day notice is not given, \*\*\*\**you will be held responsible for the following month's tuition.*

### Receipts and Tax Statements\*\*\*

A year-end statement will be made available to all current families by January 31<sup>st</sup> of the following year for tax purposes. Families who are no longer in attendance should request to receive a year-end statement for either pick-up to be mailed to their current address.

## Hours of Operation

### School Hours

The school year is open all year round with summer camps held in June and August\*\*\*. A school calendar will be provided to you.

**Please note: We will also be closed if the HISD is closed due to a weather alert.** An email will be sent to all our families to the address that is on file, a message will be posted on our Instagram and Facebook page\*\*\*\*

Early AM Care hours 7:15am – 8:30am

Regular school hours are 8:30 am – 2:45 pm. \*\*\*carline

After School hours 3:00 pm – 6:00 pm.

Please make every effort to arrive promptly, as the first hour of the day includes morning activities and Circle Time, which is fundamental for



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learning and socialization. Please note that children cannot be dropped off earlier than 8:30 am unless enrolled in the extended program. All visitors during school hours must check in at the school office.

### Late Pick Up

Our school office operates from 7:00 AM to 6:00 PM every weekday, excluding special holiday hours. Daycare services are available from 7:15 AM to 5:45 PM. To ensure smooth operations and respect for everyone's time, a late fee will be applied if a child is picked up after 6:00 PM.

First 10 min - \$20

More than 10 min- \$50

All late fees are per family, not per child. The parent or individual picking up the child/children will be asked to sign a form acknowledging that the late fee will be added to their account. Three late pick-ups or non-payment of late fees may be cause for the removal of the child from the program. \*\*\*\*\*

### Arrival & Departure

#### Sign In

Following Childcare regulations, children need to be signed in each day. Upon your child's arrival to school, please sign your child in. It is the parent's responsibility to mark their child as present on the attendance sheet upon arrival.

#### Carpool Times\*\*\*

Carpool (drive-through line to pick up your child) will be available for your convenience in the afternoon. From 2:45 to 3:10

After the carpool is complete, the teachers will sign your child out on the attendance folder. After Carline, you are welcome to walk in and pick up your child. Thank you for your cooperation.

You will be provided with carpool instructions before the first day of school. Your child's safety comes first! Please help us by following the carpool procedures.

If anyone other than the parent is picking up the child, they will need to show a driver's license before the child can be released. The name of the





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person picking up must also be listed on the “Emergency Contacts” section of the admission information in your child’s folder.

If you would like to add or change the information of an emergency contact, the notification needs to be in writing through an email sent to \*\*\*\* so we can update the information.

### Parking Lot Safety & Cell Phone Policy

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

- Drive slowly and be observant.
- Cell phone usage is prohibited in the school and in the parking lot (unless parked).
- Please always hold on to your child’s hand.
- Please do not leave children in an unattended vehicle under any circumstances.
- Parents are required to have their original pick-up sign, with their children’s names and class numbers always. This applies to personal pickup and carline. \*\*\*\*

### Carline rules

- Please keep your car sign always displayed in the window.
- Turn off the engine when loading your child into your car and make sure you have your car in parking.
- Proper safety seats are required to load your child in the car.
- Do not use your cell phone while at school premises.

### Releasing Children to Non-Parent or Non-legal Guardian.

If a parent won't be able to pick up their child, the parent must notify the office that another individual will pick up the child. A Child release form





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should be filled out. If you are not able to fill the form out, a written notification needs to be sent by email to.... Followed by a phone call.

Written authorization must contain the name of the child, the date, the person who is giving authorization, and the name of the person who will be picking up the child.

The person will be asked to present a personal identification (Driver's License).

If any of the above are met the child will not be released.

### Visitors

If you decide to visit the school. It is required that you sign in at the front desk and receive a visitor's badge.

### Health / Medical Information

We are not trained to perform thorough medical assessments. We do make general visual observations to look for obvious signs of illness such as vomiting, diarrhea, high temperature, etc. We do not have a medical professional on staff.

### Illness

All Health and medical forms must be filled out and signed by the parent or doctor. To safeguard the health of all children and minimize the spread of germs, we strictly adhere to the Texas Department of Family and Protective Services guidelines.

If your child becomes ill while at school, you will be notified immediately to pick up your child. In such an event, your child will be removed from the classroom and will wait in a designated area (comfortably with a quiet activity) until you arrive.

Parents will be called to pick up children who:

- Is not able to join class or outside activities during class due to lethargy, headaches or stomachache, irregular breathing or wheezing, diarrhea, vomiting, rashes, or change in behavior. A



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doctor's note will be required for the child to be able to return to school.

- Have an oral temperature of 100.1 or above or an axillary temperature of 100 degrees or above. Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine) to return to school. Should your child require antibiotics, they must have been taken for a full 24 hours before their return to class.
- The illness results in a greater need for care than staff can provide compromising the health, safety, and supervision of other children.
- A communicable disease (diagnosed).
- Open wounds, red eyes with discharge, lesions, encrusted areas, and skin rashes.

If your child has been diagnosed with a communicable disease, such as chicken pox, please notify the school. We appreciate your full cooperation with this policy, as it will decrease the number of times children are exposed to contagious illnesses.

Any allergies or activity limitations must be made known upon enrollment. Under no circumstances can we care for a child who is ill. Children and teachers are requested to wash their hands upon arrival at the school and several times throughout the day.

**A child must be free from vomiting, diarrhea, and fever (without the use of fever-reducing medication) for 24 hrs. before returning to school.**

### Head Lice

Following the state of Texas law, children are sent home from school if live lice are found in their hair.

Once lice have been found in one child, everyone in the classroom, including adults, will be examined. The child or children found with lice will be kept in the \*\*\*\*clinic and the parent will be contacted to pick up the child. A notification to the parents for the specific classroom will be sent by email.

The child will be allowed to return to school after one medicated treatment has been given. In addition, it is important to remove all white, oval-shaped



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eggs (nits) after treating the hair, eggs that aren't removed are likely to hatch and start an infestation over again. When the child returns to school, a discreet head check may be performed by school personnel to ensure that no live lice remain.

### Universal Precautions

Universal precautions as defined by the Center for Disease Control are a set of standards designed to prevent the transmission of blood-borne pathogens when providing first aid or health care. Universal precaution training is provided to all new employees before their first assignment and to all staff every year. The staff always wears gloves before touching food, body fluids, body substances, urine, feces, vomit, soiled linen, or soiled clothing.

All surfaces or objects exposed to blood or body fluids are immediately washed and disinfected. If a child's clothing or bedding is soiled, those items are double bagged, tied, and sent home.

### Sanitation and Hygiene

Toys and manipulatives are daily disinfected. All mats are sanitized every day before and after being used. Lidded trash cans\*\*\* are provided in all classrooms. Waste is immediately disposed outside the building after food service, after a blood or body fluid incident, or after a fecal diaper.

### Child and Staff Hand Washing

Staff and Children wash their hands at least 20 seconds when arriving at school, transitions, before and after preparing food or drinks, eating, feeding children, administering medication, diapering, using the toilet, and helping children in the bathroom. Also, they wash their hands after handling animals and handling garbage.

### Smoking and Tobacco Regulation

Semillas Preschool is a smoke-free environment. We insist on strict adherence to this policy.

### Medication



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- No medication is to be sent with a student or in his/her backpack.
- An Authorization for Dispensing Medication form should be completed by the parent for every medication, this form should be signed and dated.
- Prescription medication must be in the container and labeled with the child's full name, the date the medication was brought, dosage directions, and physician's name and should be administered to the child to whom it is intended to be. And not administered after the expiration date.
- Non-prescription medication must be in the original container and labeled with the child's full name, classroom, and the date the medication was brought to the school.
- If parental authorization is for long-term (i.e. headaches, asthma attacks, allergic reactions) authorization to administer medication expires on the first anniversary of the date the authorization is provided, as per Minimum Standards for Child-Care Centers.
- Sample medications require a doctor's written prescription.
- Semillas Preschool cannot administer the first dose of a new medication. Exceptions would be emergency medications (EpiPen).
- Medication can only be given in amounts and time intervals according to package directions or as recommended by the physician.
- Medication is dispensed at approximately 11:30- 2:30. Your child's medication must be scheduled to meet these times.
- Diaper rash medication, sunscreen, and insect repellent will be applied by request only. A form should be filled out and signed. The product will be kept in the locked cabinet in the child's classroom and the teacher will use it as needed. After the expiration date, it won't be applied.

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

### Medical Emergencies

It is the responsibility of the parents to keep all phone numbers in their child's file current. As emergency contacts as well.



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

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

In case of a minor injury such as a bump or scratch, the injury will be treated according to prescribed methods of first aid and an Incident Report describing the incident will be given to the parent. A copy of the incident report will be kept in the child's file.

### **Tuberculin Testing Requirements**

To this date, the Texas Department of State and Health Services does not currently require TB testing for children attending or employees working in a licensed childcare center.

### **Employee Immunizations**

Semillas Preschool complies with the guidelines stated in the minimum standards of Texas State Licensing.\*\*\*

### **Incident Report**

An Incident Report will be filled out in case of minor injuries such as a scratch or bump. The parent will be informed of the incident and needs to sign the original and two copies of the incident report form. A copy of the form will be provided to the parents.

### **Absence and Attendance**



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For a child who has been absent for 2 or more days in a row, a doctor's note will be required for he/she to be able to return to school. \*\*\*\*

### **Inclement Weather Policy**

In times of inclement weather conditions and possible school closings, Semillas Preschool will follow the decision made by the HISD. If HISD closes Semillas Preschool will close. An email will be sent to the address we have on file of our families.

### **Emergency Preparedness Plan**

Following the Texas Department of Family and Protective Services emergency drills are held periodically.

The plan is designed to ensure the safety of children during an emergency. This may make quite an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

#### **Fire**

Drills are practiced monthly at different times of the day to familiarize children with the procedure. An evacuation map showing the primary and secondary exits and the site outside the facility is posted inside the door of each classroom, Library, Gym, and lounge break room. \*\*\* Teachers will take their clipboards, emergency bags, and their cell phones, if possible, with them as they evacuate. Students are counted before and after evacuation. Binders containing child emergency contact information are carried out of the building by administrative staff as they evacuate.

#### **Severe Weather**

We practice severe weather drills every three months. If there is a real threat of severe weather, we will monitor the situation closely. If a tornado or severe storm WATCH is issued for the area, children will not go outside for recess, and teachers will be alerted to the possibility of going into the safe areas. If a tornado WARNING is issued or a tornado is spotted, a





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warning signal will be sounded, and all students will be directed to the designated safe area and will sit in the protective position. Everyone will remain in the sheltered area until the warning is discontinued. Communications If a severe weather/tornado warning is in effect close to pick-up time if time (and connectivity) permits, the school will send an email to all parents notifying them that the children are being moved to the safe area and that children will not be dismissed until the warning is lifted.

Please understand that in an emergency, we may not be able to answer the phone, as our priority is the safety of the children and staff. Please check your email. If the power is out and you do not hear anything from us, please know that we are keeping the children safe.

### **Threatening Incidents- Lockdown**

We train lockdown procedures several times during the year. Lockdown procedures are internal and shared with staff only. Entering and exiting the building is prohibited until the lockdown has been resolved.

### **Evacuation Emergency (Fire, Gas leak, flood, hurricane)**

Semillas Preschool will relocate\*\*\*. Classrooms will evacuate using their primary or secondary escape routes. All students and staff will then meet at\*\*\*\*. Lead teachers will always take student count. Administrative staff will contact parents using the Child Emergency Evacuation Binder.

### **Weapon and Violence-Free Preschool**

Texas and Federal law prohibit intentionally, knowingly, or recklessly causing bodily harm or injury to another. Exhibiting, using, threatening, or possessing any firearms or illegal weapons on school property, parking lot, or any passenger vehicles is prohibited.

Carrying a firearm or dangerous weapon on our school property or at a school-sponsored function is prohibited. Those who hold concealed weapons permits are also subject to this prohibition.

### **Weather Policy for Outside Play**

Children must have outdoor time every day, weather permitting. We will follow the guidelines of the weather watch for children. GREEN children go out in the morning and in the afternoon. YELLOW we will shorten the time





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of outdoor time. RED children will not have outdoor time in the morning or afternoon.

### Physical Activity and Screen Time

Children will have a balance of active and quiet play indoors and outdoors. The program will have outdoor play for a minimum of 30 minutes in the morning and the afternoon. Children under 2 will not have any screen time. Older children may have screen time for 30 minutes per week following the themes and learning activities of our curriculum.

### Hearing and Vision Screening

The state of Texas law requires that all children who are 4 years old by September 1 of the school year must have a hearing and vision screening on file.

**These must be on file with the school no later than Dec. 1<sup>st</sup>.**

### Behavioral Management

At Semillas Preschool, we strive to develop respectful, responsible, and happy learners.

We believe in setting limits and providing children with many choices within those limits throughout the school day. Making mistakes is a part of the learning process, and our goal is to help students learn and grow from these experiences.

The use of physical punishment is never permitted. If needed, discipline will be in English, to make sure the student understands.

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

### Behavioral Support Plan

1. First incident of unacceptable behavior - A Behavior Report will be sent home to parents.
2. Second incident - The teacher or Director will speak with parents and explain the remaining steps of the behavior policy.



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3. Third incident - A conference will be held with parents, and parents will be advised that the child will be sent home if a further incident occurs. The parents will sign to ensure that the policy has been discussed and is understood.

4. Fourth incident - The child will be sent home immediately.

5. Fifth incident - The child will be suspended from school for one week.

When the child returns to school, he or she must be accompanied for one week by a "shadow" (an adult hired by the parents to always supervise the student during the school day). The shadow person must have an approved background check before being in the school.

If the above steps have been taken and the undesirable behavior is not resolved, the final step of permanent suspension will be taken.

Semillas Preschool has the right to suspend a child from school either temporarily or permanently.

### **Biting Policy**

Biting is common among toddlers. Children at this stage of development do not always have the words to express themselves. Their expression may come in the form of biting. If your child bites or is bitten, you will be notified. All names will remain confidential. Teachers will use preventative techniques in the classroom as needed to prevent future biting and protect all children. Biting usually stops by the age of three, as most children have the language skills at that point to express their needs. If an older child should bite, all parties involved will be notified, and the teachers and Director will work with the parent to develop an action plan.

### **Discipline Policy Required by the State**

We are required by the state of Texas law to give you the following information regarding discipline: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Pag.99 Discipline must be:

(1) Individualized and consistent for each child.

(2) Appropriate to the child's level of understanding.

(3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:



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- (A) Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- (B) Reminding a child of behavior expectations daily by using clear, positive statements.
- (C) Redirecting behavior using positive statements; and
- (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

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

### **Prevention and Response to Child Abuse and Neglect**

Our employees are required to obtain a minimum of 24 hours of training each year relevant to the age of the children for whom they provide care. At least one hour of annual training must focus on the prevention, recognition, and reporting of child abuse and neglect, by the Texas Department of Family and Protective Services, Rule 746.13089 of the Minimum Standards for Child-Care Centers.

For assistance and intervention for a child who is a suspected victim of abuse or neglect, please contact DFPS at 1-800-252-5400 or 1-800-4-A-CHILD or [www.txabusehotline.org](http://www.txabusehotline.org).

### **Potty Training**



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

### Personal Belongings

A “lovey” can be sent with your child for him/her to sleep with it. No toys from home. We cannot replace lost articles. When you bring your child to school, all parents are asked to place the student’s belongings in the designated space and not lay them down for the teacher to put away. All items should be labeled (clothing, mats, coats, and water bottles).

### Diaper Changing

Proper diaper procedures are posted at each changing table. Semillas Preschool staff are trained to follow minimum Standards and procedures.

**Parents must provide diapers and wipes.**

### Food

- We will provide all children with a healthy morning snack and an afternoon snack for the extended-day children. \*\*\*
- Lunch will be served for all programs. If you would like to send a specific lunch for your child, please do so.
- Please send a spill-proof water bottle or spill-proof cup daily.
- Please do not send food or drink items in any glass containers, for safety reasons.
- Special treats will be provided periodically, **so please provide written notice of any food allergies or food restrictions.** \*\*\*
- **For the safety of all children, any outside food brought into the school to be shared with others must be store-bought, in original packaging with the ingredient list.**

### Allergies and Individual Food Requirements

Each classroom has posted an allergy list of their children. The staff is educated on the child’s food allergies and every precaution is taken to ensure that the child is protected.

### Eating with Your Child



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If you would like to have lunch with your child, please notify the office at least 2 days in advance. We hope you find the time throughout the year to have lunch with us!

### Food Handling

Semillas Preschool kitchen is certified and inspected every 12 months by Harris County Environmental Health Services sanitation officials. The kitchen staff completes a Food Services Sanitation course every three years.

Hairnets are worn. Hand-washing procedures are followed. Gloves are always used in the kitchen and classrooms to prevent food-to-hand contact. Gloves are disposed of after one use. If interrupted during food preparation or service, gloves are removed, hands are washed, and fresh gloves are put on.

During food preparation, all countertops, dishes, and utensils are washed after preparing each food item and before preparing the next. All classroom reusable cups and plates are washed, rinsed, and sanitized in the dishwasher after each use. The children use disposable flatware, which is thrown away after use. Food that requires refrigeration is kept in commercial-grade refrigerators\*\*\*. Dry foods are kept in a cool, clean, and dry. No expired food is served.

### Breastfeeding Mothers

Mothers have the right to breastfeed or provide breast milk for their children. If you require an area for breastfeeding, please speak to the Director and a quiet, comfortable area will be provided for you.

### Special Celebrations

We would love to celebrate your child's special party! If you are planning to celebrate your child's birthday in the classroom, please let the teacher know at least one week in advance and check with your teacher about any allergies prohibitions in the class. Parents can send individual treats store-bought. We value children's health and would like to encourage healthy habits. Treats must be brought in the morning of the party and labeled with the child's name. Birthday celebrations can be distributed in your class or be given to your teacher. **We do not release emails or phone numbers**



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of other parents. Due to choking hazards, balloons are not permitted at parties.

### Home – School Communication

We will provide a folder that will be sent home every day and will. Please check your child's folder daily for schoolwork and important information. Your child's teacher will also check the folder daily for notes from home. **PLEASE BE SURE TO SEND YOUR CHILD'S FOLDER TO SCHOOL EACH DAY.**

You will receive the following regular communications by email:

- Monthly Newsletter
- School weekly email reminders in addition to the above, the School Year Calendar monthly Events Calendar can be found on our website.

### Parent Involvement

We invite and encourage parent involvement in our school!

At the beginning of the year, we will have a signup list at the front desk. Classroom parties, fundraisers, and special events are a great way to volunteer at our school. Specified "room parents" will help arrange events and assist the teachers and/or office. **Please note that all volunteers must complete a criminal background check and be cleared before being able to volunteer in the school.**

### Clothing

The following guidelines are to keep your child safe and comfortable:

- Children should have at least two changes of clothing at Semillas Preschool, clearly labeled with their name. An extra pair of shoes is also advisable in case of a toileting accident.
- Children are required to always wear enclosed footwear to ensure children's safety. No flip-flops, sandals, Crocs, or rain boots.
- **To avoid a choking hazard, no backpacks or clothing with drawstrings are allowed.**





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## School Policies

In the event of a policy change, you will be notified of the new policy by email. If you have any questions or concerns about a policy or procedure, please feel free to discuss this with the Director when you are at the school or to schedule a time for a private conference.

### Semillas Preschool Parent Handbook Acknowledgement

2024-2025 School Year

I have read the Parent Handbook. I agree to follow the guidelines, policies, and schedules outlined in the Parent Handbook.

Parent/Guardian                      Name                      (please                      print):

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

