



PARENT HANDBOOK

School Policies are reviewed annually and updated when necessary
Winter 2025 Revision

This handbook is property of YPW Spanish Immersion School



Table of Contents

INTRODUCTION OF YPW SPANISH IMMERSION SCHOOL	6
THE WHY – OUR PURPOSE	6
THE HOW? – OUR CORE VALUES	6
CHARACTER & ENRICHMENT PROGRAMS	7
SPONSOR A CHILD	7
VALUES DEVELOPMENT	7
SPANISH WORKSHOPS.....	7
SPECIALIZED WORKSHOPS	7
GARDENING	7
ACCREDITATION.....	8
NAEYC & TEXAS RISING STAR	8
BENEFITS OF TOTAL LANGUAGE IMMERSION	8
NON-DISCRIMINATION STATEMENT.....	9
OPERATIONAL POLICIES & PROCEDURES.....	9
ADMISSION	9
PRE-REGISTRATION / WAITING LIST	10
TERMINATION OF ENROLLMENT.....	10
DISMISSAL / EXCLUSION FROM THE SCHOOL	10
CHRONIC PROBLEMS	11
EXTREME BEHAVIORS/EXCLUSION FROM THE PROGRAM	11
BITING POLICY	12
UPDATE OF STUDENT INFORMATION.....	12
GROUP ASSIGNMENTS.....	13
SCHEDULE/HOURS OF OPERATION	13
HOLIDAYS AND CLOSINGS.....	13
SEVERE WEATHER	13
EMERGENCY EVACUATION AND UNEXPECTED CLOSINGS	13
TUITION.....	13
MULTIPLE CHILD DISCOUNTS	14
PAYMENT SCHEDULE.....	14
DEPOSIT	14
SUPPLIES/REGISTRATION FEE.....	15
LATE PICK-UP FEE	15
CHANGE OF SCHEDULE FEE	15
PARENT’S RIGHT TO IMMEDIATE ACCESS.....	15



<u>WEATHER GUIDELINES FOR OUTDOOR PLAY</u>	<u>16</u>
<u>HEAT GUIDELINES</u>	<u>16</u>
<u>HEAT RELATED INJURY INFORMATION</u>	<u>17</u>
<u>LIGHTNING GUIDELINES</u>	<u>17</u>
<u>COLD GUIDELINES</u>	<u>17</u>
<u>RESOURCES REGARDING CURRENT WEATHER CONDITIONS.....</u>	<u>18</u>
<u>BUG REPELLENT & SUNSCREEN.....</u>	<u>18</u>
<u>PARENT RELATIONSHIPS</u>	<u>18</u>
<u>PARENT COMMUNICATION.....</u>	<u>18</u>
<u>PARENT CODE OF CONDUCT.....</u>	<u>18</u>
<u>PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT YPW</u>	<u>19</u>
<u>STAFF EMPLOYMENT BY CLIENT’S.....</u>	<u>20</u>
<u>SMOKING.....</u>	<u>20</u>
<u>VIOLATIONS OF THE SAFETY POLICY</u>	<u>20</u>
<u>VIOLATIONS OF THE CONFIDENTIALITY POLICY</u>	<u>20</u>
<u>TRANSITIONING TO THE NEXT EARLY CHILDHOOD CLASSROOM OR TO YOUR NEW SCHOOL ..</u>	<u>20</u>
<u>ARRIVAL AND DISMISSAL</u>	<u>21</u>
<u>HEALTH CHECK AT ARRIVAL TIME</u>	<u>22</u>
<u>ARRIVAL TIME</u>	<u>22</u>
<u>SAYING GOODBYE</u>	<u>22</u>
<u>PICK UP PROCEDURES</u>	<u>23</u>
<u>PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP</u>	<u>23</u>
<u>EMERGENCY/ALTERNATE PICK UP</u>	<u>24</u>
<u>ASSESSMENTS AND OBSERVATIONS</u>	<u>25</u>
<u>NOTIFICATION OF ABSENCE.....</u>	<u>25</u>
<u>HOMEROOM PARENT</u>	<u>25</u>
<u>PARENT VISITATION.....</u>	<u>26</u>
<u>PARENT PARTICIPATION / VOLUNTEERS</u>	<u>26</u>
<u>PARENT-TEACHER CONFERENCES</u>	<u>26</u>
<u>GRIEVANCE PROCEDURE / COMPLAINTS.....</u>	<u>26</u>



PROBLEM SOLVING WITHIN OUR SCHOOL COMMUNITY	27
COMMUNITY RESOURCES	27
SCHOOL RIGHT TO REFUSE ADMISSION	27
PHOTOGRAPHS.....	27
CELEBRATIONS.....	27
POSITIVE GUIDANCE AND DISCIPLINE PHILOSOPHY.....	28
POSITIVE GUIDANCE	28
CHALLENGING BEHAVIOR POLICY	28
TOYS FROM HOME.....	29
DRESS CODE	29
CLOTHING	29
JEWELRY / ACCESSORIES	30
PHYSICAL ACTIVITY AND TV TIME	30
FIELD TRIPS.....	30
HEALTH AND SAFETY.....	30
INFANT SAFE SLEEP.....	31
WATER ACTIVITIES	31
ANIMALS	31
FOOD POLICY.....	32
PEANUT AWARE POLICY	33
LUNCH & SNACKS	33
BREASTFEEDING ACCOMMODATIONS	34
CHOKING HAZARDS	34
VARIOUS.....	35
PRE-ENROLLMENT REQUIREMENTS	35



HEALTH STATEMENT	35
IMMUNIZATIONS.....	35
VISION AND HEARING SCREENING	35
ILLNESS / EXCLUSION	36
ADMINISTERING DRUGS / MEDICATION	36
CHILDREN WITH SEVERE ALLERGIES.....	37
CHILDREN WITH SPECIAL NEEDS	39
COMMUNICABLE DISEASES	37
FIRE/EMERGENCY DRILLS	38
ALTERNATE SAFE LOCATION.....	38
INCIDENT/ACCIDENT REPORTS	39
CHILD ABUSE	39
MANDATED REPORTERS OF CHILD ABUSE	39
CAUSES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT	39
CHILD ABUSE AND NEGLECT REPORTING PROCEDURES	40
EMPLOYEES ACCUSED OF CHILD ABUSE OR NEGLECT	40
FISCAL ACCOUNTABILITY POLICIES AND PROCEDURES.....	40
EMPLOYEE VACCINATIONS	401
GANG-FREE ZONE	401
FIREARMS	401
SOCIAL NETWORKING WEBSITES	401
ECHO HEALTHY PRACTICES	401
LICENSING REQUIREMENTS	42

Introduction of YPW Spanish Immersion School

Our core curriculum is designed to spark and maintain children's interest in Spanish, math, engineering and science by engaging them in creative and enjoyable cultural activities such as dancing, singing, cooking, building, art projects, and games.

We follow a developmentally appropriate philosophy that is guided by the needs of the children it serves. Young people will be taught in a manner that matches the way they develop and learn. The children will be challenged just beyond the level of their present ability and will be given constant opportunities to practice newly acquired skills. Our program is designed to teach your child the Spanish language naturally, through play and other engaging activities. In addition to Spanish, a very important part of our curriculum is math and science. Our students are exposed to exciting math & science experiences in their classroom.

Young people enrolled in our program gain proficiency in Spanish much in the same way they learn English or any other language. By integrating Spanish into their lives daily, children gain exposure and proficiency in Spanish. Each of our instructors is a native speaker, thus exposing the children to the proper pronunciation of the Spanish language. The children also have exposure to various aspects of the Hispanic culture since our instructors come from Spanish-speaking countries. This adds richness to the language and cultural experiences your child will receive.

in 2024 - on the eve of our 20th anniversary - we updated YPW's why and core values to reflect the school we want to be as we embark on the next 20 years.

The Why? – Our Purpose -

To provide the highest quality nurturing care and whole-child approach to education preparing children for a future in which love of others, love of learning and culture curiosity is central to children's lives.

The How? – Our Core Values -

- ✓ Putting children first - all else will follow
 - Providing our students with a nurturing and safe environment, emotionally *and* physically
- ✓ Partnering with our families to create a community where we treat each other with respect, fairness, and integrity
 - Encourage parent-teacher partnerships through clear communication and mutual support
- ✓ Doing the right thing. Always
- ✓ Caring to create a school environment that is inviting, fun, unique, nurturing and educational
 - Promote a strong sense of community
 - Cultivate a supportive workplace that respects individual teaching styles, fosters creativity, and encourages teacher loyalty and growth
- ✓ Taking responsibility of our words, actions and our results. Learn from our mistakes and meet our commitments.
- ✓ Striving to exceed our families expectations and constantly improve everything we do
 - Be receptive to the needs of parents



About Our Curriculum

The core curriculum at YPW Spanish Immersion School is designed to spark and maintain children's interest in Spanish by engaging them in creative and enjoyable cultural activities such as dancing, singing, cooking, art projects, and games. Through total immersion, our children acquire the Spanish language naturally and easily as they master basic pre-school skills.

We follow a comprehensive, research-based curriculum that develops children's minds and bodies through carefully selected and sequential learning experiences. Research suggests that the richer a child's environment, the more neural connections the brain will create. The lessons at YPW Spanish Immersion School focus on using a multi-sensory approach to ensure that children absorb and remember what they are experiencing.

Young People will be taught in a manner that matches the way they develop and learn. The program will be guided by your child's needs. He/she will be challenged just beyond the level of his/her present ability and will be given constant opportunities to practice newly acquired skills.

Your child will be gaining knowledge in academic subjects – reading, writing, math, science, technology and social studies as they interact with various objects, their peers and teachers. Through hands-on activities and social interactions, children will explore, observe, reflect, and problem-solve to discover their talents and develop new skills.

Character & Enrichment Programs

Sponsor a Child

Children learn the value of helping others by sponsoring an underprivileged child living in a Latin country.

Values Development

Through role-playing, games, puppet plays and discussion, children learn about moral concepts and values such as compassion, sharing, honesty and respect.

Spanish Workshops

Children participate in daily Spanish workshops designed to reinforce and introduce new Spanish vocabulary and phrases through various music and movement activities.

Specialized Workshops

Children have fun and expand their creativity, confidence and knowledge through hands-on workshops in the fields of math, science, engineering & technology, art and Music & Movement.

Gardening

Young People love to play in the garden, plant seeds, and watch their plants grow. As children work in the garden, their curiosity about nature will be awakened.

Accreditation

Texas Rising Star

YPW Spanish Immersion School has the highest State-Wide Texas Rising Star accreditation. This rigorous certification applies a standard set of ten criteria that far exceeds the minimum standards required by childcare licensing. We are evaluated annually to ensure we continue to meet the rigorous accreditation standards.

National Association for the Education of Young Children -NAEYC

Our accreditation tells you that YPW Spanish Immersion School's exceptional team of teachers and administrative professionals meet the rigorous, nationally recognized standards of the NAEYC (National Association for the Education of Young Children) for the education and care of your young children. Accreditation demands an elevated level of commitment and effort. It challenges us to always find better ways to serve you and your family, and it is one more way for us to say, "We care about your children and family."

At YPW Spanish Immersion School, the powerful combination of a strong academic curriculum, Spanish Immersion, and exceptional, caring teachers and staff prepare your children for a lifelong passion of learning and compassion for others.

Benefits of Total Language Immersion

We believe that total immersion is the most effective way for your child to develop a long-lasting foundation in the Spanish language. In this program, children will spend the day learning Spanish, as all their subjects are taught in that language. In most cases, learning a second language through immersion enhances a child's ability in other subjects as well. Children will have a better grasp of their own language by learning the structure of another language. Research has shown that children who are learning a foreign language score higher on standardized English tests.

Getting a child started in a second language program at an early age helps establish a higher level of fluency. This fact is substantiated by recent studies, which show that children who learn a language before adolescence are more likely to develop a native-like level of pronunciation. There is also evidence that young children use the right hemisphere of their brain for language learning, yet less so in later years. The right hemisphere learns a language from a variety of sources - acoustic input, tactile input, emotional input, and experiential input. Thus, total immersion programs, such as ours, where children experience a language in a meaningful, real-life context, are extremely effective.

Research has shown that the window of opportunity for easy language acquisition is between infancy and the age of 10.

A young brain forms neural connections with each new language it learns.

Preschool children naturally have a high level of curiosity and are much more receptive to learning about other cultures.

Learning another language improves communication skills in one's own language

Children will develop a greater degree of creativity and heightened self-confidence.

On a longer-term basis, young children will perform better in all their academic subjects, increase their scores on standardized tests such as SATs, and thus broaden their career opportunities.



Non-Discrimination Statement

YPW Spanish Immersion School is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, gender, age, national origin, pregnancy, disability or veteran's status.

Operational Policies & Procedures

Admission

Enrollment at YPW Spanish Immersion School is open to children from 8 weeks. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Parents can apply for enrollment of their child in YPW Spanish Immersion School by completing the enrollment application and paying the non-refundable, annual registration and deposit.

Initial enrollment is contingent upon receipt of the completed enrollment application and fees as follows:

1. Enrollment Agreement
2. Admission Form
3. Student Emergency Info
4. Health Record
5. Vaccination Record & Dr.'s note
6. Release of Children Policy
7. Care Instructions and Background Info.
8. Photo Release
9. Annual Registration Fee
10. Deposit
11. Corresponding Session Material Fee

The enrollment agreement and fee agreements are not meant to serve as contracts guaranteeing service for any duration.

Continued enrollment at YPW Spanish Immersion School is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of YPW Spanish Immersion School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify YPW Spanish Immersion School immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Pre-Registration / Waiting List

Pre-Registration for any school year can be arranged several months in advance by completing the enrollment agreement / admission form and submitting the required non-refundable fees.

The waiting list is divided into age group categories. When establishing classes for the next school year or filling mid-year vacancies, priority placement is given in the following order:

Children currently enrolled, Children of staff members, Siblings of children currently enrolled, Children attending any of our Spanish Workshops

A place on the waiting list does not guarantee placement in a class. The child will remain on the list until an opening becomes available or until you inform us that you no longer are interested. If an opening occurs after the start of the school year, admission will not be automatic. The director and classroom teacher(s) will determine if the child's needs will be met appropriately within the established class.

Termination of Enrollment

Enrollment will be considered terminated if:

1. If YPW receives one full month advance written notice of withdrawal, effective the last day of the month.
2. Payment is delinquent beyond the 10th day of the month.
3. The parents fail to comply with this agreement, the parent handbook, or any other rules of the school
4. The school, in its sole discretion determines it is unable to meet the needs of the child, or that it is not in the best interest of the school or other children enrolled to have the child continue attendance.

The school and its staff retain the sole right to and responsibility to determine any disputed factual matters regarding termination of enrollment.

Dismissal / Exclusion from the School

YPW Spanish Immersion School reserves the right to dismiss any child at any time, with or without cause.

Under-immunized children may be excluded from the school if vaccine-preventable diseases occur to which children are susceptible.

Teachers will use the following forms when documenting student challenging behaviors:

- Individualized Transition Strategies & Challenging Behavior Meeting Form
- Incident Report

Since every child is unique, it would be virtually impossible to set forth the exact criteria or instances that might result in School action to remove a child from our school. Rather than attempting to define precise conduct that might warrant intervention, the preschool has elected to take each situation on a case-by-case basis.

If your child is not yet ready for the group experience or if his/her needs are not best met in a group environment, the director reserves the right to disenroll your child. If an independent educational consultant is recommended, it is obtained at the parent's expense.

Parents will be refunded any unused tuition. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the children's file within one week of the dismissal. Any balance remaining after 30 days period will be referred to the school's legal counsel for collection.

The school director or designee will assist the parent in gathering their child's belonging at the time of dismissal and parents are required to leave the school property in a calm and respectful manner, immediately. YPW will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

Chronic Problems

If a child's behavior or developmental progress becomes a chronic problem/concern and is unresponsive to the teacher's attempts to alter the behavior or provide interventions, YPW may follow any of these steps appropriate to the situation:

1. The school director, teachers and family will meet to develop an individualized plan for behavior modification or academic intervention. The plan will include positive behavior supports or developmental intervention (modify curriculum, environment, creating a classroom routine, use encouraging language, etc.) to reinforce the expected behavior or intervention activities, such as small group/individualized instruction.
2. The teacher will report behavioral or developmental progress of the plan to administration.
3. If needed, based on results, the school administration will hold a conference with the parents, to discuss the situation and develop methods of correcting the behavior problem. For developmental delays, input will be gathered by parents and teachers to decide how to proceed.
4. Ask the parent to have the child examined by a pediatrician or educational diagnostician/special education specialist.
5. Ask the parent to have the child examined by a child guidance professional.

Extreme Behaviors/Exclusion from the Program

- When the behaviors exhibited by a child are not acceptable, we explain to the child what is expected of him/her and give him/her another opportunity to comply.
- If the unacceptable behavior persists, the child is redirected and taught the expectations.
- Parents are notified of persistent behavior problems or behaviors that cause a safety or health concern.
- An individualized behavior plan may be warranted for persistent behavior problems.
- If behavior problems continue, a parent conference will be scheduled. The goal is to work with the child and family to ensure success and stay in school.
- The steps listed above under Chronic Problems must be taken before exclusion or suspension would be considered.

- YPW reserves the right to request the withdrawal of a child. Exclusion, suspension and/or expulsion would only occur if the behavior or challenges are so great that safety of the child, other children, or staff is directly impacted, and there is no progress on behalf of the offending child towards appropriate behavior.
- YPW will provide the family with names of other schools in the community that might have openings.

Biting Policy

The School recognizes that biting is a developmentally appropriate behavior for children in the infant through 2-year-old classrooms. Parents with children in these classrooms should expect that their children may bite or will be bitten by another child.

We understand that parents are concerned and can be upset when their child is involved in a biting accident. We ask that you remember this is a developmentally appropriate behavior, and that the teacher is working to identify situations which elicit this behavior so it can be prevented in the future.

The staff will not punish or harshly discipline children for biting; they will redirect the children to different activities in separate areas of the classroom.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in the age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Some common reasons why children may bite are listed here:

1. **Teething:** Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.
2. **Sensory Exploration:** Toddlers are very good at using all their senses to learn about the world. The "oral mode," an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
3. **Cause and Effect:** Children are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
4. **Self-Assertion:** This is probably the most common reason children bite. It's one way to express frustration when they don't yet have the language skills to do so.
5. **Excitement:** Children sometimes bite when they are happy or excited. This is normal and natural; however, the child should be told, "You can use your teeth to bite food, but you may not bite your friends. Biting hurts."

Update of Student Information

It is the responsibility of the parents to notify YPW of any changes in the child enrollment form. For



example: change of address, cell or phone, emergency contact, pick-up information, allergy and/or health information among others. Please notify the office of any update in the student information by emailing WestlakeOffice@YPWkids.com or CentralOffice@YPWkids.com

Group Assignments

Children are assigned to a group based on their date of birth. In addition to the age requirement, children entering the toddler classroom should be walking and children entering the preschool classroom should be potty trained. The director will have final say in placement issues.

Usually, all children enrolled are advanced to a new class at the beginning of each school year in the fall. Interim class assignments may occur at other times when recommended by the director.

Schedule/Hours of Operation

We are open year-round from Jan. to Dec. The hours of operation are from 7 AM to 6 PM Mon. to Fri.

Holidays and Closings

YPW Spanish Immersion School will be closed for the following holidays and special events: three days in August before the school year begins for staff development and classroom preparation, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving Day, Winter Break from 12/24 to 12/31, New Year's Day, First Business Day after New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, and Independence Day. We will also close early one day in May for our annual Teacher Appreciation Dinner.

Severe Weather

In the event of severe weather, please listen to local Radio or TV stations for updates. YPW at Westlake will close if EANES ISD closes. YPW at Central will close if AUSTIN ISD closes. Children must be picked up immediately. Should the staff be unable to reach the parents, the people listed on the emergency form will be called until pick-up arrangements can be made. The school will re-open when corresponding public schools re-open.

Emergency Evacuation

Staff will notify the parents or emergency contact person at the time of the call; of the pickup location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the school need to close for any reason, tuition will not be refunded or reduced.

Unexpected Closings

Monthly tuition fees are non-refundable and non-transferable regardless of holidays, illness, vacation, inclement weather days, "Acts of God", force majeure, or reasons other than outlined above, whether



voluntary or involuntary. The school will make reasonable efforts to open in inclement weather; however, the School may choose to close at the Owner's discretion. Parents should check the school's website regarding closings.

Tuition

All custodial parents and/or legal guardians are required to sign an enrollment agreement prior to enrollment of their child in YPW. There is no credit given for vacations, school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at YPW.

Multiple Child Discounts

YPW Spanish Immersion School offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling (or sibling with highest monthly tuition) pays the full tuition rate and each additional child's tuition is discounted 5% per child. Discounts are applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Payment Schedule

Tuition is due and payable on or before the first of each month and is considered late after the fifth of the month. A late charge is due if payment is received after the 5th of the month (see enrollment agreement for late charge fee). Student Enrollment terminates automatically if payment is not received by the 10th. Payment for optional enrichment workshops, such as music, gymnastics or science is also due on the first of each month, in advance. Your initial monthly tuition is specified in your Enrollment Agreement.

Check, or money order may be used to pay tuition. YPW Spanish Immersion School accepts credit card payment when parents agree to pay an extra convenience/administration fee. Our preferred method of payment is pre-authorized ACH.

There will be a fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for reissuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card. Tuition does not include fees for field trips and extracurricular activities.

Deposit

One-month tuition is required as deposit. This deposit is not refundable. It will be used to pay the last month tuition at YPW Spanish Immersion School provided the school has received one full month's advance written



notice of withdrawal effective the last day of the month. If your child's schedule changes, you will need to add to your deposit the tuition difference.

Supplies/Registration Fee

A non-refundable and annual registration fee is due at initial enrollment or re-enrollment. A non-refundable and quarterly supply fee is due at the beginning of each trimester as follows:

Fall Supply Fee	September 1 st
Winter Supply Fee	December 1 st
Spring Supply Fee	March 1 st
Summer Supply Fee	June 1 st

Late Pick-Up Fee

YPW Spanish Immersion School closes each day promptly at 6:00 pm without exception. Teachers who must stay after closing with children become late for other commitments and responsibilities to their own families. Therefore, a late charge is assessed for children who are picked up after closing. ***Beginning at 6:01 pm continuing until the parent arrives to pick up the child.*** This charge shall be \$30 per child for the first 10 minutes and an additional \$10 per child per 5-minute period thereafter. **Fees for late pick-up are payable immediately and in cash;** if not paid, the child will not be readmitted to the program. Consistent lateness will be the cause for the child's dismissal from school. *Our staff members are not interested in earning extra income by staying with late children whose parents are late picking them up.* **Please pick up your child before 6:00 pm.**

Change of Schedule Fee

Parents who wish to change their child's days or times of enrollment at YPW must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee per child. The school director will notify the parents in writing if the new schedule is available. A schedule change will not be final until a new agreement is signed, and the increased deposit paid. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to give notice to withdraw their child from school.

Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at YPW Spanish Immersion School. In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order) YPW must be provided with a *Certified Copy* of the most recent order and all amendments thereto. The court orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with YPW Spanish Immersion School, *both* parents shall be afforded equal access to their child as stipulated by law. YPW cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, YPW Spanish Immersion School suggests that the parent keep the child with them until a court order is issued. YPW staff will contact the local police should conflict arise.

YPW Spanish Immersion School will dismiss any child whose parent is prohibited from entering upon school property. YPW will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

Weather Guidelines for Outdoor Play

Part of our daily routine is to monitor the weather to plan for your children's outdoor play time. The guidelines discussed below are based on the National Weather Service and will provide information to teachers and staff as they plan for educational and recreational activities throughout the school day. School management is encouraged to use apps and/or check websites for current weather conditions when making decisions regarding outdoor physical activity time for students.

The school will provide outdoor play each day in suitable weather for any toddler, preschool, and school age child in attendance for more than four consecutive daylight hours. Outdoor play will be limited due to weather or safety issues (ex. Children will not be outdoors during a thunderstorm with lightning and thunder, during temperatures that are excessively hot or cold, etc.). When children are unable to go outside, the children will be given an opportunity to participate in indoor gross motor/large muscle play. Most days, however, despite the temperature, children can play outdoors for some length of time. Weather should only be a factor in determining the duration of outdoor play.

Heat Guidelines

All teaching and admin staff have been made aware of signs indicating heat illness, including muscle cramps, paleness or flushing, heavy sweating or complete lack of sweating, skin that is cold or clammy to the touch, excessive tiredness, weakness, dizziness, headaches, nausea, vomiting, or fainting.

Anytime the temperature reaches 85 degrees Fahrenheit or higher, children and staff are even more encouraged to drink plenty of water while they are in the classroom, at the playground, lunch or snack time. The following guidelines have been established for healthy outdoor play:

HEAT GUIDELINES

Heat Index Chart (in Fahrenheit %)
 Relative Humidity (Percent)

Air Temperature (F)	Relative Humidity (Percent)												
	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99	100
80-83	80	80	81	81	82	82	83	84	84	85	86	86	87
84-89	83	84	85	86	88	89	90	92	94	96	98	100	103
90-93	91	93	95	97	100	103	105	109	113	117	122	127	132
94-99	97	100	103	106	110	114	119	124	129	135			
100-103	109	114	118	124	129	130							
104	119	124	131	137									



Comfortable outdoor play



Caution outdoor play



Danger

- Outdoor play time is based on the children's appearance and behaviors. If the children are running around and playing, and do not exhibit any signs of heat illness, they can be out on the longer end. However, if children are sitting or standing around in the shade, staff are to bring them inside.
- Keep in mind that temperature and humidity combined determines the possible risk of heat related injury for students.
- When in the yellow zone, start with low level activity and increase as tolerated for 20 minutes or less.
- Students should drink plenty of water before, during and after physical play.
- Students should be allowed to take frequent water breaks and rest as needed.

Heat Related Injury Information

Heat Exhaustion	Heat Stroke
Symptoms: <ul style="list-style-type: none"> • Normal body temperature • Pale and clammy skin, profuse perspiration • Rapid and weak pulse • Tiredness 	Symptoms: <ul style="list-style-type: none"> • High temperature • Hot, flushed, dry skin • Rapid and strong pulse • May be unconscious
Steps to Follow: <ol style="list-style-type: none"> 1. Have the child lay down in a cool, quiet place 2. Loosen clothing. Remove if tight or heavy 3. Apply cool, wet cloth or sponge w/ cool water 4. Give sips of cold water 5. Notify parents 6. Call EMS (911) if condition worsens or child shows signs of shock. 	Steps to Follow: <ol style="list-style-type: none"> 1. Call EMS (911) 2. Place in a cool, quiet place. 3. Remove outer clothing. 4. Apply a cold, wet cloth or sponge w/ cold water. 5. Take temperature. 6. If conscious, give sips of cold water. 7. Notify parent.

Lightning Guidelines

All students should be moved inside at the sound of thunder or the sighting of a lightning strike. All students should be kept inside 30 minutes after the last sound of thunder and/or lightning strike. If thunder is heard or lightning is seen during those 30 minutes, the clock starts over. There must be 30 minutes of continuous absence of thunder and/or lightning before students are allowed back outside.

Cold Guidelines

A popular misconception is that cold weather causes children to become ill or catch colds. However, just the opposite is true. Having some time outside, even in colder weather, is good for children because it provides them with an opportunity to breathe fresh air, as opposed to warm, recycled air, which is breeding ground for germs and viruses.

A suggested temperature for allowing students to go outside for play time is 40 degrees or above. However, good judgment should be used if there is a wind chill factor.

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature (F)	Wind Speed in mph									
		0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	>40
	>40	40	36	34	32	30	29	28	28	27
	30-39	30	25	21	19	17	16	15	14	13
	20-29	20	13	9	6	4	3	1	0	-1
	10-19	10	1	-4	-7	-9	-11	-12	-14	-15



Comfortable outdoor play
>20 min



Caution outdoor play
20 min or less



Danger
No outdoor play

- Keep in mind that air temperature and wind speed combined will determine the length of outdoor play during cold conditions.
- Students should be dressed properly.

Resources Regarding Current Weather Conditions

<https://www.nbcdfw.com/>

<https://www.wfaa.com/weather>

Bug Repellent and Sunscreen

YPW Spanish Immersion School will apply sunscreen and/or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container, and must not have expired. A “Sunscreen/Bug Repellent Permission Slip” must be completed by the parent before these items can be applied.

Parent Relationships

Parent Communication

The school and individual classrooms use a variety of methods for communicating with parents: E-mail, newsletters, bulletin boards, and text messages. Each child has a message folder located inside the classroom that should be checked regularly. All correspondence from teachers and administrations will be placed in this folder.

Parent Code of Conduct

YPW Spanish Immersion School always requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy and respect. One of the goals of YPW is to provide the most appropriate

environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees, but also the responsibility of each parent who enters the school.

Parents who violate the Parent Code of Conduct will not be permitted on the school property thereafter.

While it is understood that parents will not always agree with the employees of YPW Spanish Immersion School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

No parent or adult is permitted to raise their voice, curse or use other inappropriate language on the school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriately tone or language be directed toward members of the staff.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and the school director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our confidentiality policy.

Threatening of Employees, Children, Other Parents or Adults Associated with YPW Spanish Immersion School

Threats of any kind will not be tolerated. YPW Spanish Immersion School cannot afford to sit by idle while threats are made. In addition, all threats will be reported to the appropriate authorities and will fully be prosecuted. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance.

Parents must be responsible for and in control of their behavior always.

Physical/Verbal Punishment of Your child or Other Children at YPW

While on YPW school grounds, including the parking lot, you are held to the same standards as our teachers. Therefore, no parent may use a loud harsh tone or corporal punishment. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behaviors reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or the school director.



Staff Employment by Client's

The staff of YPW Spanish Immersion School is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for employment. Parents who employ YPW staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of YPW will have their employment with YPW terminated.

Employment refers to any relationship outside of the school's services which involves an employee of YPW to interact with a current or former client of YPW. Such relationships include but are not limited, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

Smoking

Smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, or in the parking lot of YPW. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Violations of the Safety Policy

Parents are always required to follow safety procedures. Please keep in mind that they are designed to protect the welfare and best interest of the employees, children, and associates of YPW Spanish Immersion School. Please be particularly mindful of entrance procedures. We all like to be polite; however, we need to be careful not to allow unauthorized individuals into the school. To make the school safer and more secure we will periodically change the door code. **Parents, please keep in mind that the school's access door code is not to be used by children.** We really appreciate your help to keep YPW safe!

Violations of the Confidentiality Policy

YPW Spanish Immersion School takes very seriously the responsibility of maintaining the confidentiality of all people associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the confidentiality policy not only applies to their child of family, but all children, families and employees associated with YPW Spanish Immersion School. Any parent who shares any information considered confidential, pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the confidentiality policy.

Transitioning to the next Early Childhood Classroom or to your New School

As young children transition to the next early childhood classroom there can be some anxiety for both the child and the parents. Separation anxiety is a normal reaction. Leaving the familiar faces of teachers and entering a new environment can be difficult for anyone. Sometimes the pain of separation seems to hurt the parents more than the children. Most children quickly adapt to a new classroom, especially if it is in the same school with familiar friends.

Here are some tips to help transitions and separations:

- **Know Your Child and Realize that Each Child's Response Is Different**
 We all want our children to take to their caregivers with eager enthusiasm, but children's responses to transition and separation depend upon their age, temperament, and experience.
- **Be Positive**
 Our children have incredible intuitive skills. They sense our anxiety and hesitation. As the first day for transition draws near, begin talking to your child about what to expect and about any concerns or fears they might have. Present school as a place where they'll learn new things and make friends.
- **Establish a Drop-Off Ritual**
 Developing a quick, simple way to say "good-bye" and reassuring our children that we will return will help separation go more smoothly. Sneaking out creates a sense of mistrust.
- **Tune-In to Your Child's Behavior**
 During times of change, children may have behavior regressions, delayed reactions or even outbursts at pick-up time. It's all normal. We can reassure them with positive comments, physical affection, and love.
- **Make a Connection between Home and School**
 Little things from home may make our children feel more comfortable: a blanket, a stuffed animal, or for infants, a scarf with mommy's smell. Photographs also help. Try laminating a favorite picture or compile a little photo album.
- **Contact the School to See How the Day Is Going**
 If our children are upset when we leave them, we can feel uneasy or guilty. Just knowing they are okay can help us feel more at ease and have a good day.

Adapting to transition and overcoming separation anxiety may take time for some of you, both young and old. Transition times are learning times for your children and you. Remember that becoming comfortable in a new classroom is an ongoing process, not just a single event. Your children learn through consistent experience that each goodbye, as hard as it may be, is followed by your happy return.

Additional note about moving your child to another classroom

We encourage keeping infants, toddlers and twos together with the same educator for nine months or longer. Teachers begin preparing children and parents for classroom moves a month in advance. Infants are transitioned in cohorts so they can develop long lasting relationships. Children and families are prepared for the move by a two-week notice from the beginning of the transition. Children begin spending time in their new class two weeks prior to the move. This time is flexible for those who require additional time. Parents are introduced to the new teacher and are oriented into the new classroom.

Arrival and Dismissal

Children may not enter or leave the school, or even their class, unless accompanied by an adult. YPW is required to maintain daily attendance records. Upon arrival, the adult dropping off must sign their child into care on the sheet located in their classroom. Children are required by law to be supervised always while in our school. ***Parents are required to put away their outerwear – if any- put away their child's lunch and water bottle in the corresponding place and wash their child's hands.***

Another important parent responsibility is to notify their child's teacher of any special instructions or need for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them either with the classroom teacher or school director. These special instructions include but are not limited to: Alternative pick-up person, health issue, and /or general issues of concern which the teachers should be aware of to best meet the child's needs.

Departing children will be released only to parents or other persons authorized by the parents in writing. Parents must submit a written notice in advance if someone new will be picking up their child. Please include their name, phone number, address, and relationship to the child. We will ask the person to provide identification upon arrival.

Health Check at Arrival Time

The daily health check is a quick way for the school to check a child's well-being or a change in the child's health status while at the school.

YPW Spanish Immersion School staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

A YPW Spanish Immersion School staff member may complete an "Incident Report" to document these situations.

The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the school
- Whether keeping the child in care will pose an increased risk to other children and adults at the school

Arrival Time

In all our classes, we have found that children benefit most from the program if they arrive by 8:45 am. Children form playgroups at the beginning of the day. A child who is late may feel left out or be reluctant to join circle time because they haven't been able to explore the class independently. *Please make sure to arrive before 9 am if you need to talk with the teacher.*

To avoid disrupting the class, please refrain from bringing or picking up your child from school during naptime.

Saying Goodbye

YPW Spanish Immersion School discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it's time for their parent to leave. Establish a routine, and let your child know that after all his things are put away, it'll be time for a kiss, hug and goodbye. The teacher present in the classroom will comfort and assist your child through this anxious time. Parents are asked to leave after saying goodbye.

The longer departure is delayed, the more anxiety your child is likely to feel. The professional employees at YPW are available to discuss other options if your little one doesn't settle into the arrival routine after a reasonable period. To help achieve the goal of assisting your child in becoming independent, emotionally healthy, and well adjusted, we recommend the following practices:

1. If possible, children should be walked not carried.
2. Present your child to the teacher on arrival. Morning greetings between teacher and child are invaluable.
3. Goodbyes at school should be part of the normal, everyday routine every child experiences. Separation should be sweet and brief, reassuring the child that you (or whomever) will return for them.

The staff at YPW is committed to working together with families to manage this important transition for your young child. It is essential that parents and teachers work together to ease children into the program and to minimize stress. Trust and effective communication between teachers and parents will build a partnership that will support children.

Helping children through these first difficult goodbyes creates a reference point for them, thus we acknowledge the significance of this event. In keeping with developmentally appropriate practices, we will respond to each child and the needs of their family on an individual basis. We are available to discuss your child's needs concerning separation.

Pick Up Procedures

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in each corresponding classroom. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the school premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter at pick up. However, should you feel it necessary to have an in-depth discussion, it is most appropriate to schedule a meeting for a later date so your teacher can continue supervising the children in class.

Persons appearing to be impaired by Drugs/Alcohol at Pick-Up

The staff of YPW will contact local police and/or the other custodial parent should a parent appear to the staff of YPW to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their children, even if the parent appears to be impaired. However, YPW staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child and appears to the staff of YPW to be under the influence of drugs and/or alcohol will be denied access to the child.

Emergency/Alternate pick up

Parents are expected to include on the emergency/alternate pick up from at least two people who in case of an emergency may be asked to pick up their child from YPW. In an emergency the child's parents will be called first. If they cannot be reached, staff will call the people on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parents to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency contact form.

The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

Parents will be asked to determine which persons (if any) on the Emergency / Alternate pick-up form has the right to act "In Loco Parentis". In loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident / accident reports, and behavior issues. In the absence of this designation the people on the Emergency /Alternate Pick-Up form are only afforded the right to pick up the child.

The people on the Emergency/Alternate pick-up form will be required to provide a valid government issued photo ID card to the school prior to releasing the child. All changes and /or additions to the Emergency/Alternate Pick-up forms must be made in writing, dated and signed. Only custodial parents have the right to make changes or additions to this form.

YPW Spanish Immersion School reserves the right to refuse/ban any person listed on the emergency/alternate contact form for any reason. It is the responsibility of the enrolling parent(s) to inform each person they list of the policies /procedures contained herein.

Assessments and Observations (4A.1)

The classroom teachers assess children's growth and development, with input from assistant teachers or other staff members who are familiar individually with the child(ren), as appropriate.

Current assessments are based on developmental norms and expectations appropriate for the child's age. Development assessments / checklist will be conducted a minimum of twice per year (fall-October and spring-March/April).

Anecdotal observation records will be used to assess and document each child's developmental progress on a regular basis. (4E.2) Information is to be shared with each child's parent and copies provided if requested. Parent-teacher conferences will be held once each semester, and assessment data will be shared with parents upon request.

The Director is to be notified if a child is not meeting developmental norms. The Director will discuss concerns with parents, which gives them an opportunity to ask questions or gain clarification. Copies of each child's development assessment and anecdotal records are to be placed in each child's individual portfolio, which are locked in each teacher's classroom cabinets. The director will meet with the preschool teachers after each diagnostic assessment to create intervention groups based on need.

(4D.5) Teachers will utilize the data to inform instruction and make necessary adaptations to the classroom environment or lesson plans based on children's interests and needs. (4A.2) This data will be used to improve the overall program, including staff development, and improved instructional practices

If we identify that a child is struggling to meet the criteria, YPW will provide parents with access to resources and specialists who can offer support.

(4A.1) To ensure effective implementation, teachers participate in an annual 3-day training at the beginning of each school year, covering YPW Student Portfolio management, assessment procedures, developmental checklist administration, and anecdotal note-taking best practices. Ongoing support and guidance from the Director and peers further support teachers.

Notification of Absence

Regular daily attendance is very important. It assists children in their academic progress and helps them to be more secure in their school group. It also gives them an appreciation of the importance of education.

Parents are required to inform the school by 9 am if a child will not be at the school on a scheduled day. This will enable the school to maintain appropriate ratios and help the classroom teacher effectively plan for the day more effectively.

If your child is ill, we request that you notify the school director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illness which may occur at our school. If your child has a communicable disease, we ask that you share the diagnosis with the school director, so that the parents of the children in the school may be notified that a communicable disease is present. Only communicable disease information will be shared. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late are required to notify the center as soon as possible to maintain the appropriate number of teachers / staff to ensure ratios are met when the child arrives to school.

Homeroom Parent

Being a room parent is a great way to be involved in your child's class. The room parent acts as a liaison between teachers and families as well as between the administration and families. The homeroom parent is not responsible for dealing with questions or complaints about the classroom. All such matters need to be taken up with the teacher as soon as they occur. The homeroom parent has the following duties:

1. Planning and organizing classroom parties.
2. Organizing a phone tree calling system.
3. Calling parents with volunteer needs.

Parent Visitation

YPW Spanish Immersion School has an “Open Door” policy on parent’s visits. We support parent’s desires to see and spend time with their children whenever they can. Unfortunately, there are unintended negative consequences of such visits, when they disrupt nap routines.

The following guidelines ensure unrestricted access for parents while respecting our children’s needs:

Parents who pick up during nap time should be respectful of other sleeping children

If a child is at a developmental stage where separation causes stress, the teacher may request a lapse of time when parents stop visiting, and try again a few weeks later, when the child has progressed.

If a child awakens during naptime with their parent present, the parents should help them resettle or should take them from the room until it is possible to return without disrupting others. This may mean waiting until naptime ends.

Parent Participation / Volunteers

Parents are invited and encouraged to be involved in their child’s school activities. There are many ways in which parents can participate and volunteer at our school. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents who are not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and /or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parent-Teacher Conferences

YPW Spanish Immersion School believes in a strong partnership between the home and school to assure the best experience for our children. Teachers will invite you to the conferences twice during the year, once in the fall and once in the spring, to discuss your child’s development progress. This is an opportunity for parents and teachers to share information about each child.

Grievance Procedure / Complaints

A student’s successful experience at YPW Spanish Immersion School depends upon open communication between the parents and the school. This requires persistent effort on both sides combined with mutual trust and respect. If a problem or question relating to your child does arise, always attempt to discuss it first with the teacher; then with the assistant director; and finally, with the director. The decision of the director will be the final decision for the school.

Problem Solving within Our School Community

Specific guidelines will be followed to resolve problems as they occur. Parents and teachers agree to the following procedure:

1. All concerns about the classroom will first be presented to the teacher by the parents
2. If the problem is not resolved, parents may bring the concern to the Assistant Director
3. If the problem is still not resolved, the parents may appeal the decision to the Director.

Under all circumstances, good communication principles should be exercised, and confidentiality of the problem/concern should be maintained.

Community Resources

YPW has a resource file available online for parents to obtain information on different services in the community.

School Right to Refuse Admission

YPW reserves the right to refuse admission to any child at any time with or without cause. We strive to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- The need to maintain compliance with licensing regulations, including ratios.
- Staff deem the child too ill to attend
- Domestic situations that present a safety risk
- Parents failure to maintain accurate, up to date records
- Parent’s failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed for tuition days when their child is refused admission to the program.

Photographs

The preschool takes photos of the children during their daily preschool activities.

These photos are used for student portfolios, parent education, and in displays in the classroom, or other areas within our facility.

Celebrations

Birthdays and holidays are an especially exciting time for young children. Please follow these guidelines for special celebrations and/or events. The group activity must:

1. Be meaningful to the children
2. Be age appropriate
3. Fit into the routine of the day
4. Be pre-approved by the classroom teacher and/or director

Suggested activities: Sharing lunch, story time or a developmentally appropriate small group activity (such as cooking, finger plays, songs, etc.)

In case of choosing of bringing a special treat to share with the class, we kindly request that only healthier food options be brought for classroom celebrations. Examples of suitable snacks include fruit sticks, veggie trays, yogurt cups, whole-grain crackers with cheese, or homemade granola bars.

By opting for nutritious choices, we can ensure that all children have access to wholesome treats.

Birthday party invitations may not be distributed at the school unless all children in the classroom are being invited.

Positive Guidance and Discipline Philosophy

Positive Guidance

YPW Spanish Immersion School has a philosophy of *positive guidance*, incorporating creative teaching and involvement to help children develop self-discipline and self-control over their actions. It is based on mutual respect and an understanding of the children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than "act out" their feelings. In certain situations, a brief "thinking time" is used to allow a child to calm down and recover self-control before resuming group activities. There will be no harsh, cruel, or unusual treatment of any child

Challenging Behavior Policy

At YPW we follow our philosophy and core values to address challenging behaviors in a positive, supportive, and educational way. Our focus is on helping children develop self-regulation, emotional intelligence, and effective problem-solving skills. Instead of using punitive measures, we guide children through behavior challenges with empathy and understanding.

Key Elements of Our Approach:

Building Relationships: We prioritize creating a safe, connected classroom environment where children feel valued, heard, and understood. Building strong, trusting relationships with teachers and peers is essential in helping children manage their behavior.

Teaching Emotional Regulation: When a child exhibits challenging behavior, our first step is to help them identify their emotions and understand the triggers. We use tools such as "feeling charts" and simple breathing techniques to guide children in calming themselves and recognizing their emotions.

Conflict Resolution: We teach children to express their needs and feelings verbally, guiding them to resolve conflicts peacefully. Teachers model appropriate behavior and provide language prompts to help children navigate their emotions and interactions.

Natural Consequences: We focus on natural or logical consequences rather than punishment. This approach helps children understand the impact of their actions in a constructive manner. Consequences are communicated calmly and consistently, promoting learning rather than discipline.

Individual Support Plans: For children who experience ongoing behavioral challenges, we collaborate with families to create individualized behavior support plans. These plans integrate the principles of Conscious Discipline, positive discipline and behavior change and ensure that both home and school environments support the child's growth. Regular reviews and updates are part of this plan.

Family Communication: We believe in keeping families informed about their child's progress, both positive and areas for improvement. Regular or daily communication allows us to work together to support the child. Teachers will provide updates on the child's emotional and social development through parent-teacher meetings, written reports, and informal check-ins. Parents are encouraged to share their insights as well to create a unified approach.

Parental Involvement: We encourage parents to apply Conscious Discipline and positive discipline techniques at home for consistency. A unified approach between home and school helps children feel secure and reinforces their emotional and social development.

Objective: The objective of our challenging behavior policy and strategies is to help children develop and grow holistically. We aim to teach them Spanish, culture, and important social skills through fun, educational, creative, and hands-on experiences. Our goal is to foster their emotional, cognitive, and social development in an engaging and supportive environment.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. *Parents are responsible for enforcing this policy with their children.* Children during nap/rest time are permitted to use one plush/non-musical toy with which to nap / rest. Toys will be inspected by YPW staff for safety, appropriateness and may be prohibited at the sole discretion of the teacher.

Dress Code

Clothing

Children are engaged in various activities during the day; some of these activities can be messy, and or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Coats, hats, and gloves may be needed. Due to these activities, children are required to be dressed in seasonable appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls or clothing with difficult closures. These types of

clothing present challenges for children in relation to toileting. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with minimal assistance.

Children are not permitted to wear open-toed, and/or open backed shoes. Sandals and flip-flops are not allowed. The most appropriate type of shoes for participation in school activities are rubber-soled sneaker/ tennis shoes.

Children ages 3 to 5 are required to have one seasonable and size appropriate complete change of clothing at the school always. Children under 3 years of age are required to have two seasonable and size appropriate, complete changes of clothing at the school always.

A complete change of clothing includes shirts, pants, underwear, socks and shoes. Place the clothes in a Zip-Lock plastic bag labelled with your child's full name.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and shoes. YPW is not responsible for lost or damaged items.

Jewelry / Accessories

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well all the other children enrolled in the program. In addition, YPW will not be responsible for lost or stolen valuables.

Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return the school to remove the jewelry if it is discovered after the parent leaves. Repeated violations of this policy (more than 3 violations policy school year) are violation of SAFETY POLICIES and will result in dismissal from the program.

Physical Activity and TV time

All YPW children go outside (weather permitting) daily for at least an hour; once in the morning and once in the afternoon. Children should dress in appropriate clothes for the weather.

YPW does not allow any of their younger students: from infants to early preschool to watch TV during school hours. Students from preschool and above, from time to time will watch a program if it's related to the current unit of study and it's in Spanish. Parents will be notified when screening time is scheduled during regular school hours.

Field Trips

YPW frequently supplements class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs paid in advance for your child to attend.

Health and Safety

Infant Safe Sleep

All staff, substitute staff, and volunteers at YPW will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs, unless you provide an Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately. Unless you provide a form for, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's healthcare professional.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers)
- Actively observe sleeping infants by sight and sound
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide a form for, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional

Water Activities

While the weather is warm, the school celebrates "Splash Days" on our playgrounds using a water hose, wading pool, buckets, cups, etc. All children need a labeled towel, swimsuit, and "water" shoes at school during the warm season. Water/sand tables in every classroom and on the playgrounds are used in the daily curriculum.

Animals

Your child may have a class pet or can interact with a pet as part of the educational program. From time to time, classrooms will have safe “live” animals such as gerbils, hamsters, guinea pigs, mice, rats, tropical fish goldfish, snail, tadpoles, and spiders. Per licensing regulations, children and staff will practice good hygiene and hand washing when pets or their accessories are handled. Children in school may not have direct contact with chickens, ducks, reptiles (turtles, lizards, snakes), or amphibians (frogs, toads).

Food Policy

YPW does not offer lunch, not morning or afternoon snacks.

We encourage you to pack your child a balanced, nutritious meal with a variety of options for your child to choose from. We are unable to refrigerate lunches.

Good options if you would like to send items that should be kept chilled: lined lunchboxes, ice packs and/or freezing their juice box or water to act as an ice pack.

For the safety of our children and to make lunchtime run smoother we don't use microwaves to heat up students' food. As you all may know, microwaves tend to heat food unevenly, which creates a burning hazard for little ones. We understand this might add a layer of complexity when planning your children's meals. Some options are to pack foods that can be enjoyed without needing warming up or use containers that retain heat for several hours.

To plan a nutritious lunch and snack for your child, try to include the following:

Protein (egg, dairy, soy, fish, and nuts (except peanuts), Fruit , Vegetable - Grain (bread, pasta, rice, etc.)

A drink (we suggest a reusable bottle unless you use the drink as an icepack (see above)

**We strongly suggest keeping sugary foods to the bare minimum. We also ask that you do not pack candy in your child's lunch or send it in to share with others.*

Some popular lunch and snack options, though this is not an exhaustive list:

Applesauce, sliced fruit, or a fruit cup

Bagel with cream cheese/spread

Bean, vegetable, or meat burrito

Breadsticks, Cereal with milk in a separate container

Cheese and crackers, or cheese sticks/string cheese

Cheese quesadillas, Egg or tuna salad

Eggs—scrambled, hard-boiled or in an omelet, Fish sticks

Fresh fruit, Fruit salad, Hummus and pita

Mac-and-cheese (or another pasta item brought in a Thermos, such as spaghetti)

Pasta—with sauce or as a salad with cheese, egg, tuna and/or whatever veggies they will eat

Peaches or bananas in sour cream, yogurt, or cottage cheese

Pizza or pizza bagels, Muffins

Sandwiches: cheese; almond/cashew/nut/sunflower butter and jelly (or bananas or celery); hummus; tuna; egg salad; cream cheese (with cucumber or jelly)

Tofu, Tofu dogs (“not dogs”) or tofu “chicken nuggets”

Vegetable soup

Lasagna, Veggies, Yogurt

To aid your child's feeling of independence and to help alleviate confusion during lunchtime and snack, please peel eggs and fruit with rinds (e.g. oranges), cut grapes, etc. Please pack a spoon or fork when necessary.

For the two, three, and four-year old's, do not include popcorn, nuts, whole grapes, raisins or raw carrots. These foods can cause choking.

We will try to return leftover food to the lunch bag. This may give you an indication of what your child has eaten.

In the afternoon, we offer the students the option of something from their lunch and/or afternoon snack.

Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Children and teachers use this time to work on socialization and table manners.

Please pack at least one drink. We recommend freezing your child's drink(s) the night before to use as an ice pack in their lunch. It will keep cold food cold and will thaw before lunch time (usually around noon). You may use an actual ice pack.

Glass bottles or containers are not permitted. Label the lunchboxes, please!

Peanut Aware Policy

Our Preschool does not allow peanuts to be sent in lunches and snacks. We do this to protect the safety of our students with severe peanut allergies. If your child has a severe allergy to other kinds of nuts (i.e., they cannot be near tree nuts), we'll make sure they are in a nut-free area for lunch and snack.

We cannot guarantee a peanut-free environment, but we will do our best.

Please remember to alert us to any food allergies.

Due to licensing rules, staff is not allowed to serve children less than four years-Old:

Whole grapes (please cut them in half), Raw Peas, Uncooked carrots, Nuts (of any kind), Pretzels, Chunks of peanut butter, Popcorn.

Food and Milk cannot be left at the school over the weekend. Please make sure to take with you all your child's food from the refrigerator (if available) on the last day of the week.

Lunch & Snacks

Children bring their own lunch and snacks, with each container labeled with their first and last name. For babies this includes premade bottles and lids.

Parents are responsible to make sure the food in their lunch meets the nutritional requirements and guidelines as established by the United States Department of Agriculture (USDA). YPW is not responsible for the nutritional value children receive.

Please, refrain from sending gum or sweets with your child.

Make sure to send a healthy morning and afternoon snack for your child as the school does not provide snacks for children.

We have partnered with a catering company to cater lunch to our students from Monday to Friday.

Parents have the option to order from them at the beginning of each month. The menu and order form will be available right outside of the reception desk.

The catering company uses a commercial kitchen which is inspected by local health officials when preparing YPW lunches.

Breastfeeding Accommodations

Because we are committed to healthy mothers and children, YPW is a breastfeeding friendly school. Mothers are welcome to breastfeed their child at any time in our infant center.

The school supports breastfeeding by:

- Accepting, storing, and serving expressed human milk for feedings;
- Accepting human milk in ready-to-feed sanitary containers labeled with the infant's name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.
- Ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; and
- Providing a comfortable place for breastfeeding and coordinating feedings with the infant's mother.

For additional resources about breastfeeding please visit:

<https://www.awhonn.org/consumer-resources/breastfeeding-resources-for-parents/>

<https://www.womenshealth.gov/breastfeeding/breastfeeding-resources>

Food Choking Hazards

Following the United States Department of Agriculture's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) guidelines YPW does not provide the following foods at any time, and we ask you not to send these foods with your children either:

Fruits/Vegetables

- Cooked or raw whole corn kernels
- Uncut cherry or grape tomatoes
- Pieces of hard raw vegetables or fruit, such as raw carrots or apples
- Whole pieces of canned fruit
- Uncut grapes, berries, cherries, or melon balls
- Uncooked dried vegetables or fruit, such as raisins

Proteins

- Whole or chopped nuts and seeds
- Chunks or spoonfuls of nut and seed butters, such as peanut butter
- Tough or large chunks of meat
- Hot dogs, meat sticks, or sausages
- Large chunks of cheese, especially string cheese
- Bones in meat or fish
- Whole beans

Grain Products

- Cookies or granola bars
- Potato or corn chips, pretzels, popcorn, or similar snack foods
- Crackers or breads with seeds, nut pieces, or whole grain kernels
- Whole grain kernels of cooked barley, wheat, or other grains
- Plain wheat germ

Sweetened Foods

- Round or hard candy, jelly beans, caramels, gum drops, or gummy candies
- Chewy fruit snacks
- Chewing gum
- Marshmallows

Please make sure to cut foods into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability.

For more information please visit: <https://www.cdc.gov/nutrition/infantandtoddlernutrition/foods-and-drinks/choking-hazards.html>

Various

- Liquids and food that are hotter than 110 degrees F. are kept out of reach of children
- Teachers and staff are educated on food allergies and they take precautions to ensure children are protected
- Staff does not reward good behavior or clean plate with foods of any kind

Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the school's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at YPW. This is per our licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend YPW. The physical examination form, indicating the child's fitness to attend YPW, must be completed by a licensed healthcare professional and returned to the school director within the first 30 days of enrollment.

Health Statement

Immunizations

State licensing requires that each child's file contains an original or a copy of the original immunization record signed by the physician on the date of admission. Immunization records must be kept current as children receive additional immunizations and must remain current for the entire school year or the child will be unable to attend class.

Under-immunized children may be excluded from the school if vaccine-preventable diseases occur to which children are susceptible.

We also require a signed statement from a licensed health professional that has examined the child within the past year indicating the child is physically able to take part in the preschool program. A health statement must be on file with the preschool within one week of enrollment.

Vision and Hearing Screening

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a vision and hearing screening for children who are enrolled in preschool. All children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment. The school office will maintain the individual vision and hearing screening report on file.

The content of each child's health and safety file is confidential but is immediately available upon request to:

- Administrators and educators who have consent from a parent or legal guardian to access the records
- The child's parents or legal guardians
- Regulatory authorities

Illness / Exclusion

Your cooperation is needed to maintain a healthy and safe environment for our school. Please follow these guidelines to decide whether to keep your child at home or not:

An illness that prevents the child from participating in routine activities

An illness that requires more care than the staff can provide without compromising the needs of the other children in the group

A child's presence poses an increased risk to others with whom the child may be in contact

The school cannot admit any child appearing to be sick, without a written statement from a doctor or registered nurse certifying that no contagious disease is present.

Children should be kept at home when they meet any of the following criteria:

- Temperature of 99.4 or higher, in the past 24 hours
- Conjunctivitis ("pink eye"), redness of the eye and/or lids, usually with yellow discharge.
- Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature.
- A rash you cannot identify, or which has not been diagnosed.
- Impetigo: red pimples, which become small vesicles surrounded by a reddened area.
- Diarrhea three or more times within 24 hours
- Vomiting within 24 hours
- A cold with fever, sneezing, or nose drainage
- An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.
- A contagious disease, including measles, chicken pox, mumps, strep throat, etc.

While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters.

Because of conflicting medical opinions about the advisability of re-admitting children receiving treatment who still appear ill, the school will err on the side of safety when making such decisions and ask for your tolerance and understanding.

Should your child contract a contagious illness, please notify the school immediately so other parents can be alerted to the possibility of exposure. Guidelines issued by the Texas Department of Health dictate re-admission criteria.

Contact the office for details.

Administering Drugs / Medication

Routine or "as needed" medications are not administered by the staff. This includes medications for asthma (inhaler or neb), pain, fever (Tylenol, Advil), antibiotics, cough syrup, and others. Parent(s) are welcome to

stop by the school to administer medications they wish their child to have. It is up to the parent(s) to store and transport any medications.

Parent(s) of children with asthma are urged to consult their physician about an “asthma action plan” developed regarding this medication policy. For example – having the parent administer a short-acting bronchodilator (Albuterol) inhaler prior to playing outside to avoid an asthma attack.

YPW Staff will only administer medications during a life-threatening event. For example, an anaphylactic shock (epinephrine injection).

The parent(s) needs to provide the director with a current physician order (within a year) indicating medication, dose, route, along with specific directions as to when (what symptoms) the child should receive this medication.

The medication container must be clearly labeled from the pharmacy with the child’s name, dose, route, directions, and expiration date. The medication must be “current” and not “expired.” This medication will be stored in the school.

Following administration of epinephrine, the emergency services will be called, and then the parents will be notified. It is the responsibility of the parent to replenish the medication stored in the school and to ensure the medication is current (not expired).

Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from your doctor’s office.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases YPW from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided YPW exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the medication policy detailed herein.

Children with Special Needs

YPW supports families that need additional accommodation with a child with special needs, disability, receiving therapy, or with a different home language.

Communicable Diseases

YPW follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. Copies can be purchased, for a nominal fee, from the National Association for Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone.

If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pickup with someone listed on the child's emergency contact form.

Children will be excluded from participating in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. YPW reserves the right to refuse to allow a child to return if the school director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to fever may not return to the program until they are fever free, without fever reducing medication for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 99.4 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea occurring 3 or more times in a 24-hour period. Children may return to the programs when normal bowel movement resumes.

If your child is absent due to illness, we request that you notify the school director. This enables our faculty to keep track of any illness which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the school director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared.

Fire/Emergency Drills

YPW Spanish Immersion School conducts monthly fire and emergency / evacuation drills. During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. If the school is running a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

Alternate Safe Location

Should the administration of YPW Spanish Immersion School or any emergency services personnel determine the building which houses the school to be too dangerous to be occupied, the staff and children will be taken to the following places:



YPW Westlake: Walgreens Pharmacy located at: 3700 Bee Caves Rd, Austin, Texas 78746.

YPW Central: First Presbyterian Church of Austin located at: 8001 Mesa Dr, Austin, TX 78731

Once the children are assembled here, the staff will begin contacting parents or emergency contact persons to pick them up. As stated before, children must be picked up within 45 minutes of the telephone call.

It is extremely important that parents provide accurate and complete information as to how or where they can be reached by phone each day. The information given to us in the sign-in/out sheet is used to locate you in case of an emergency.

Incident/Accident Reports

Should your child be involved in an incident/accident during the school day, a staff member will complete an incident/accident report. Parent or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident report and return a copy to the school director within 24 hours. Failure to sign and return an Incident/Accident report in this time will result in your child’s exclusion from the program until such time as the report is returned signed.

Child Abuse

Mandated Reporters of Child Abuse

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of YPW are considered mandated reporters, under this law. The employees of YPW are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at YPW Spanish Immersion School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of YPW cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the reports was made in “good faith.”

Causes for Reporting Suspected Child Abuse or Neglect

Include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restrains (e.g. car seats, seat belts)

- Dropping off / Picking up a child while under the influence of illegal drugs / alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Child Abuse and Neglect Reporting Procedures (6A.10)

When we have reasonable cause to suspect child abuse or neglect, we shall report it to the appropriate community agency and follow up to ensure that appropriate action has been taken.

When appropriate, parents or guardians will be informed that the referral has been made.

Employees are to communicate any concerns/suspicions of abuse to the Director first. The director can help evaluate symptoms and may have information that will assist in determining a staff member's role in such a matter.

Employees accused of child abuse or neglect

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of the Child Protective Services investigation, as well as any criminal charges filed against the employee. YPW will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

YPW Spanish Immersion School will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report. Employees indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Employees exonerated of the accusation by the appropriate state or local investigating agency and/or found not guilty of criminal charges will be returned to their position on the first business day following receipt of documentation sustaining that the charges/investigations are closed. Nothing herein, however, alters the at-will nature of the employees' employment.

Fiscal Accountability Policies and Procedures

Evidence of sound fiscal accountability using standard accounting practices is verified by a licensed CPA.

Financial policies and procedures are consistent with the program's vision, philosophy, mission, goals, and expected child outcomes.

Operating budgets are prepared annually and there is at least a quarterly reconciliation of expenses to budget. A system exists to review or adjust the budget if circumstances change, and it includes a yearly audit. Budgets are reviewed and amended as needed.

Fiscal records (such as revenue and expenditure statements, balance sheets, banking reconciliation, etc.) are kept as evidence of sound fiscal management

The person directly responsible for School implementation, (General Director, Director or Assistant Director)



and Bookkeeper, is included in long-range fiscal planning and in operating budget preparation, reconciliation, and review.

The school has resources to support the school's vision, philosophy, mission, goals, operation, and expected child outcomes. School Administrators and other School leaders actively work to generate and manage the resources needed to support a program of excellence.

Employee Vaccinations

All YPW Spanish Immersion School employees are encouraged to receive an annual flu shot.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a licensed childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Firearms

Firearms are prohibited in an educational facility serving minors. Individuals who have an Open Carry or Concealed Handgun License may not bring these firearms into our facility. Firearms may be kept in the licensed individuals' personal vehicle while on our premises.

Social Networking Websites

Cyber identity and social networking is very exciting these days. However, please understand that employees of YPW Spanish Immersion School are prohibited from participating in social networking with parents and children including but is not limited to Facebook, Twitter, and Snapchat. Special closed classroom Facebook groups can be created so that parents and staff can communicate and share pictures from the day.

Eco Healthy Practices

During drop-off and pick-up, please turn your vehicle off. We discourage idling vehicles in our parking lot due to exhaust fumes and environmental concerns. This eco-friendly practice helps reduce air pollution and promotes a healthier environment for our children and community.



Licensing Requirements

The following information is posted and available for review at the school office:

The school's license, Letter/Form from the most recent licensing Inspection or investigation, Emergency and Evacuation Relocation Plans, Licensing minimum standards applicable for childcare centers ,
License Notice of Availability for Revise of:

The most recent fire inspection report

The most recent sanitation inspection report

The most recent gas inspection report and

Parents may contact the licensing office, DFPS child abuse hotline and FPS website as follows:

Local DFPS Licensing Office 512-834-3426

Texas Child Abuse Hotline 1-800-252-5400

Child Care Licensing Web Site:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>
and http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp

Local Office - [1340 Airport Commerce Dr. Ste 525, Austin, TX 78741](#)

We, at YPW Spanish Immersion School, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in early education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at YPW Spanish Immersion School.