Multilingual Academy

LANGUAGE IMMERSION EARLY LEARNING CENTER

POLICIES AND PROCEDURES

2025
NURSERY AND PRESCHOOL
PARENT HANDBOOK

915 Harvey Road| COLLEGE STATION, TX 77840 | 979-704-5099

MULTILINGUAL ACADEMY
POLICIES AND PROCEDURES

All information herein is current as of January 1st, 2025. The information is subject to change as needed. Multilingual Academy will provide notice of any changes to parents in a timely fashion. Notices will also be posted on the "Parents Need to Know" board.

Philosophy

Multilingual Academy believes each child has the potential to become a successful global citizen. Our goal is to develop the linguistic and cultural abilities of all students under our care by providing a safe and nurturing environment that values and respects each child's inherent talents, intelligence and individual needs.

Our Mission

Our English-Spanish-French-Mandarin Chinese-Sign Language ASL early immersion program is designed to develop the signing, speaking, reading, writing and cultural abilities of every child enrolled in our program. Our experienced and caring teachers encourage student's cognitive, physical, social and emotional development. To create and sustain a joyous educational environment and to enable each child to realize his or her richest potential, we:

- Provide a stimulating and nurturing environment with a balance of social, emotional and intellectual support.
- Work cooperatively with parents to create a warm, loving and challenging environment for each child.
- Focus on each child's development of cognitive skills, self-esteem, independence and personal responsibility.
- Encourage the self-motivation and self-discipline that will lead to a life-long pursuit of knowledge.
- Keep the size of each group small to offer the children more individual attention from their teachers, in a positive and nurturing manner.
- Recognize that children learn and develop skills through play. Play is the child's work. Our teachers carefully observe children's play and assist them in making discoveries and acquiring real-life skills.

Multilingual Academy Staff

All teachers and staff at Multilingual Academy are carefully selected from a variety of applicants who have a strong background and experience in early childhood education. We maintain a high quality student-to-teacher ratio ensuring that your child is always adequately supervised, enabling our teachers to better get to know our students.

Our staff is required to obtain at least 32 credit hours of childcare training each year to stay current with the Texas Childcare Minimum Standards. Additionlly, staff is trained to recognize the signs and symptoms of child abuse/neglect. We are required by law to report any signs or suspicions of abuse, in the best interest of each student.

An updated list of Multilingual Academy's employees posted in our "Parents Need to Know" board, as well as our most recent State Inspection Report.

Multilingual Curriculum

Multilingual Academy is a language immersion early learning center with a 3-language-way model. Instructional time is broken into 3 sections: English, Spanish and Mandarin Chinese. All teachers work to develop the class curriculum, units, vocabulary and activities. Sign language is embedded in all activities and language lessons.

Our program implements a whole-school investment model in the multilingual curriculum, which is integrated in the units and activities through a multicultural focus. We respect and appreciate all cultures and languages spoken by our children and their families, and strive to maintain a welcoming atmosphere that is culturally and linguistically responsive.

Students are introduced to life in other countries through regular interaction with teachers, parents, and community members from diverse cultures and school-wide cultural celebrations and service-learning projects.

Multilingual Academy's Curriculum is based on the following Standards of High-Quality Early Childhood Education:

1. Promote positive relationships for all children and adults to encourage each child's sense of individual work.

2. Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.

3. Use developmentally, culturally, and linguistically, appropriate and effective teaching approaches.

4. Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.

5. Promote the nutrition and health of children and protect children and staff from injury and illness.

6. Employing teaching staff that have the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

7. Establish and maintain collaborative relationships with each child's family.

8. Establish relationships with and use the resources of the community to support the achievement of program goals.

9. Provide a safe and healthy physical environment.

10. Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

Admission Policy

Multilingual Academy has a strict policy of nondiscrimination in relation to ancestry, national origin, religion, gender basis in accordance with both State and Federal law. This policy is observed in all aspects of our operations including, but not limited to enrollment and termination of enrollment. The center respects diversity and incorporates it into the daily curriculum. Multilingual Academy is open to all families in the Bryan/ College Station community and neighboring areas.

Withdrawal Policy

NOTE: When withdrawing a child a "Parent Withdrawal Form" must be submitted 30 days before the next month's tuition is due. Any withdrawals made without the 30-day period will result in the automatic charge of the next month's tuition and a fine of $500 in addition to any tuition fees already charged for the corresponding month.

Tours

To tour Multilingual Academy, please call our director at 979-704-5099 or email us at help@multilingualacademybcs.com All tours MUST be scheduled, and all visitors MUST be able to provide a government-issued photo ID before they can access the building. Visitors MUST NOT interrupt classes or attempt to have contact with children while on tour. Multilingual Academy reserves the right to ask any visitor to leave our premises at any point if our staff or students feel unsafe or threatened with the visitor's actions. Photos or video is prohibited during tours at MLA.

***COVID-19 TEMPORARY RESTRICTIONS MAY APPLY, TOURS MUST BE SCHEDULED WITH OUR ADMINISTRATION STAFF and will be subject to be scheduled after hours depending on what the situation is regarding COVID-19**

Statutory Holidays-Days Closed 2025

Holiday	Date	Day of the week	Notes
New Year's Day	1/1/2025	Wednesday	
Martin Luther King Day	1/20/2025	Monday	
Presidents' Day	2/17/2025	Monday	
Spring Break	**3/14/2025**	**Friday**	(STUDENT HOLIDAY ONLY-TEACHER INSERVICE DAY 8-HR STAFF DEVELOPMENT)
Good Friday	4/18/2025	Friday	
Memorial Day	5/26/2025	Monday	
Summer Break	**6/19/2025**	**Friday**	(STUDENT HOLIDAY ONLY-TEACHER INSERVICE DAY 8-HR STAFF DEVELOPMENT)
Independence Day	7/4/2025	Friday	
Labor Day	9/1/2025	Monday	
Columbus Day	**10/13/2024**	**Monday**	(STUDENT HOLIDAY ONLY-TEACHER INSERVICE DAY 8-HR STAFF DEVELOPMENT)
Thanksgiving	11/27/2025-11/28/2025	Thursday-Friday	
Christmas Break	12/24/2025 - 12/26/2024	**Wed.-Friday**	
New Year's Break	12/29/2024-1/2/2026	**Monday-Friday**	(STUDENT HOLIDAY ONLY-TEACHER INSERVICE DAY 8-HR STAFF DEVELOPMENT MONDAY AND TUESDAY 12/29-12/30/2024)

*****There are no reductions in tuition for school closures due to holidays or inclement weather, illnesses, quarantine, or family vacations. Monthly tuition is assessed for an average of 20 days of care per month on a yearly basis. Tuition is distributed in 12 equal payments with no exception. MLA is scheduled to close 20 days during the 2025 calendar year for holidays and staff development-mandated training. Additional emergency closure days may be added and parents will be notified within 12 hours prior to the next day of attendance.**

We understand that family vacations may affect student attendance. Please be aware, our classes are organized around students in attendance. On occasion, classes may be combined or split evenly for staffing, cleaning and sanitizing purposes.

Please know that all the changes, rotations and class combinations are always done in the best interest of our students, always following the State Minimum Childcare Standards' mandated class ratios.***

Hours of Operation

Complies with Section 746.501 of the Minimum Standard for Child-Care Centers

Multilingual Academy is an ALL-YEAR-ROUND program, and we are unable to save or reserve spots during the summer without full tuition payment.

Monday – Friday: 7:00 a.m. to 6:00 p.m.

*****COVID/ EMERGENCY PROTOCOLS MAY FORCE MLA TO ADOPT TEMPORARY REDUCED HOURS OF OPERATION WHENEVER WE EXPERIENCE STAFF SHORTAGES DUE TO MANDATED GROUP/CLASS QUARANTINE*****

Late pick-up fee: **$10 per minute late after 6:05 p.m. in the first occurrence,**

or retroactive after a second occurrence after 6 p.m. but before 6:05 p.m.

Tuition and Fees

Waiting list fee: **$100** (non-refundable)

Infant spot reservation: **First month of tuition, plus registration fee** (non-refundable)

Preschool spot reservation: **First month of tuition, plus registration fee** (non-refundable)

Registration Fee: **$50**

Supply Fee: **$100 per TERM** (Due by the end of January, May, and September every year)

*Our supply fee covers the following items that are used daily throughout the preschool such as:

- Supplies for snack i.e. coffee filters and paper cups/bowls, spoons/forks
- Paper towels
- Toilet paper
- Soap
- Lysol
- Disinfecting wipes
- Gloves
- Supplies for classrooms: glue, paint,water colors, scissors, crayons, markers
- Paper

Monthly Tuition:

- ➔ All tuition must be paid by the 1st of the month. Any tuition not paid by the 3rd will result in your card being charged automatically.
- ➔ A $75 late fee will be added if payment is submitted after the 3rd of every month.
- ➔ A $100 fee will be added if your credit card on file is declined, or if your check is returned for any reason.
- ➔ **There will be no refunds for missed days of preschool, nor will we transfer credit from one day to another.**

****EVERY CHILD MUST HAVE AN UPDATED CREDIT CARD ON FILE BEFORE BEING ADMITTED****

A copy of the Credit Card Authorization form can be found at the front desk. Please update your CC on file as needed in order to avoid additional fees due to declined charges.

Enrollment will be interrupted if payment is not received by the 3rd of the month

Weather Closings

Multilingual Academy will pay close attention to any severe weather conditions. In the event of severe weather causing Texas A&M, ILTexas, Bryan ISD or College Station ISD to close or have a delayed start, Multilingual Academy will also close or have delayed starts (Parents will be notified by text/or ProCare app). ***No refunds or discounts apply under these conditions.***

Attendance Policy and Drop-off/Pick-up Procedures

Regular attendance at Multilingual Academy is extremely important for your child to settle in well. Routine becomes part of your child's day.

In case of necessary/emergency absences parents must:

Notify Multilingual Academy staff by 9:00 a.m. if your child is not coming in and for how long. Extended unexcused absences of 7 days or more may result in the termination of enrollment. Parents will waive their right to keep their child's spot after failing to answer MLA's inquiries about extended absences. MLA has the right to reassign a child's spot to a family in the waiting list after 7 days of an unexcused absence and no refunds will apply.

Arrival

***Please note that all drop-off and pick-up is now temporarily done in front of our main office, and all parents must be using the contactless Procare app to sign-in/out daily. Any changes to this will be communicated to parents via Procare in advance.**

Upon arrival, parents must:

- Sign-in using the Contactless feature of our Procare APP.
- Hand off all the child's belongings to the person at the front door.
- Ensure that all of the child's bottles, food containers, snacks, pacifiers, etc., are properly labeled with the child's name in order to avoid fines.
- Talk to a staff member and relate how your child's night and morning went, and submit the daily "Health Check and Materials" through Procare at check in.
- Provide any missing materials, clothing, shoes, food, snacks, etc., that were requested by our staff during the daily "Health Check and Materials" sign-in time.
- Take time to settle your child and say goodbye.

****In order to maintain a nurturing environment for your child, we encourage parents to follow all arrival procedures and never leave your children at our center without completing all steps of arrival****

****Please avoid fines by always signing in/out your child****

Departure

Upon departure, parents must:

- Sign their child out using the ProCare APP using the Contactless feature.
- Retrieve all the child's belongings
- Make personal contact with a staff member before departing with child.

In case of repeated absences Multilingual Academy staff will:

- Call parents or guardians when a child has missed three consecutive days
- Establish with parents or guardians the reason for the absence
- If after two weeks the daycare staff has not been able to reach the parents, the child will be dismissed from the program without any tuition refund, and a dismissal notification will be sent to parents through our ProCare App.

Health Check

The health and well-being of each child at Multilingual Academy is of the utmost importance to us, therefore MLA staff will conduct a "Daily health and materials check" before the parent's leave (PARENTS MUST SIGN AND AGREE WITH THE FINDINGS OF THE HEALTH CHECK AND PROVIDE ANY OF THE MISSING MATERIALS/ITEMS/FOOD, BEFORE THE CHILD CAN BE ACCEPTED).

The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day. 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 center

· Whether keeping the child in care will pose an increased risk to other children and adults at the center

****Challenging behavior from parents towards MLA staff in regards to the decision of excluding children from care may result in an enrollment dismissal warning or immediate termination****

Illness and Exclusion

Complies with Section 746.3601 and 746.3603 and 746.3605 of the Minimum Standard for Child-Care Centers

· Also, due to the health and well-being of each child at Multilingual Academy, we will strictly adhere to the following illness and exclusion criteria:

- ➔ Fever as measured by a temperature of 100 degrees Fahrenheit or higher
- ➔ Vomiting (two or more episodes in 24 hours)

- ➔ Swelling/Redness of the Throat
- ➔ Constant Cough
- ➔ Extreme Fatigue/Lethargy
- ➔ Head Lice
- ➔ Reddened/Draining Eyes
- ➔ Skin Rash
- ➔ Bumps on Hands, Feet and/or Throat
- ➔ Uncontrollable Diarrhea
- ➔ Mouth Sores
- ➔ Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious

· If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called (PARENTS WHO FAIL TO PICK-UP THEIR CHILD AFTER 1 HOUR OF RECEIVING A CALL FROM OUR STAFF WILL BE CHARGED $10 PER MINUTE ON THE AUTHORIZED CREDIT CARD PROVIDED FOR THE CHILD'S FILE).

· Illness reports will be generated and must be signed and dated by both a Multilingual Academy's staff member and a parent.

· A child must be fever-free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.

· If a child leaves with any condition that the MLA staff considers that must be addressed by a health professional before the child may return to care, the parents accept the responsibility of consulting with a health professional and agree to submit a detailed note with a diagnosis that explains the condition or illness in detail, and provides a medical opinion on whether it is safe, and when the child can return to a childcare setting.

· If a child is diagnosed as having a contagious condition, parents should notify Multilingual Academy as soon as possible so we can alert other families. **Confidentiality will be upheld.**

MLA will follow all CDC guidelines regarding COVID-19 in addition to any extra directions given by the Health Department at the moment of reporting a positive case, quarantine procedures and timeframes stated the agency will be shared to parents on a detailed report sent through the Procare App to inform parents.

Enrollment Dismissal Procedure

Failure of parents to abide by our facility's policies and procedures may result in termination of your child's enrollment. Disregard of Center policies and procedures may include, but is not limited to, the following circumstances:

• Not paying balances/fees on time.

• Repeatedly leaving a child past closing time.

• Refusing to accompany the child into the Center.

• Refusing to communicate with our staff when requested.

• Failure to return requested forms by due date.

• Failure to provide/replace all materials, clothing, food, snacks, etc., after requested by staff.

• Endangering the well-being and safety of children (e.g. leaving medicine in child's lunchbox).

• Continually bringing the child in early or picking up late.

• Failure to submit or update medical forms by due date.

• Arriving or departing with a child while under the influence of substances/leaving apparently incapable of safely caring for a child.

• Failure to update the Enrollment/ Health History and Emergency Care Plan form.

• Hostile disrespect to a Center's employee (which could include sexual harassment).

ITEMS TO BRING WITH YOUR CHILD ON THE FIRST DAY

Parents, we recommend that you schedule a one-on-one orientation with our center's director or designated staff member before your child's first day of attendance.

On the 1st day ALL children need:

1. **ALL forms:**

✓ Admission form
✓ Current health requirements form
✓ Current Immunization record
✓ Signed consent from the doctor to attend public childcare
✓ Four-12 year olds DO NEED hearing/vision screening
✓ Child Assessment form
✓ Liability Waiver
✓ Credit Card on file authorization form (it is the responsibility of the parents to update their Credit Card on file as needed to avoid additional fees for charges denied, declined, or bounced).
✓ Policies and procedures parent handbook/orientation contract form (last page only)

2. **The following sleeping and clothing items must be provided also since the 1st day of attendance, and staff can deny care if the parents fail to provide/return items from the list after the scheduled periods when these items go home to be cleaned:**

NURSERY (6 WEEKS-OLD TO 17 MONTHS-OLD)

*Feeding form MUST be completed by the last day of each month by parents and submitted directly to an MLA administrator in order for the child to remain in care (strict State Licensing requirement).

*SafeFit Zippered Sheets (at least 3 SafeFit Zippered Sheets 3"-4" thickness, 24" x 38", 2 to be in their cubby and one in their crib)

*Diapers/training underwear if applicable (at least 10 per day in care)

*Baby wipes

*3 changes of clothes to stay in their cubby at all times

*3 clean plastic/silicone bibs daily, plastic bowls, spoons, forks or containers as needed daily

*3 pairs of non-slip socks to stay in their cubby

***Labeled (name of child) nursing bottles filled with the required amount of water per feeding (staff will not wash bottles to be reused)**

*Marked formula if applicable

*Marked food containers, lunch boxes, backpacks, jackets, etc

*Meals/snacks according to age and must adhere to our "Healthy Foods" policy

*Purified water in case parents want our staff to refill the bottles while in care

PRESCHOOL (18 MONTHS-OLD TO 5 YEARS-OLD)

*Plastic nap mat (Peerless Plastics KinderMat, 1" x 19" x 45") no bigger nap mats will be accepted (available at amazon.com, waltmart.com and Once Upon a Child).

*Nap mat sized sheet and small blanket (18 months-5 years old). Pillow no required but allowed. No adult-sized pillows will be allowed.

*Diapers/training underwear if applicable (at least 10 per day in care).

*2 changes of clothes to stay in their cubby.

*Croc-style shoes for daily use inside the building only (these indoor shoes will stay at our center at all times, unless the child needs a new/other pair).

*Marked sippy cups or spill proof bottles and formula if applicable. No twist bottles allowed at the center at any time due to the cap's choking hazard!

*Marked food containers, lunch boxes, backpacks, jackets, etc.

*Meals/snacks according to age and must adhere to our "Healthy Foods" policy.

*3 clean plastic/silicone bibs, plastic bowls, spoons, forks or containers as needed daily.

* Toys: Multilingual Academy has a wide variety of games and toys. Personal toys **are not permitted** in our center, as they can cause disputes and can be broken or lost. Multilingual Academy is not responsible for stolen, lost, or broken toys or personal effects.

****Security/comfort items are allowed for our students with special needs, with a letter from their doctor, therapist, or psychologist on file. Otherwise, parents are required to take the toys from their children at our lobby, during the check in time****

Dress Code (ALL AGES)

Please keep in mind our program is always on the go teaching the children through several different methods. We have different types of sensory bins that could get messy from time to time, crafts involving glue and paint, and other day to day activities that could possibly get on your child's clothing. With that in mind, please make sure that you are sending your child each day in clothing that you will not mind them getting messy in. Also, remember if you have girls, skirts and dresses are fine but please put shorts on underneath their dresses.

Outdoor (ALL AGES)

Outside time is just another activity that the children really enjoy and weather permitting; each class will have two separate times for outside play. We require that all children have:

1. Shoes and socks to play outside. To ensure their safety, children are not allowed to wear sandals, flip-flops, soccer shoes, cleats, boots, open toe shoes or shoes that have slick soles. These kinds of shoes may cause twisted ankles, stubbed toes, and lots of trips/falls.

2. Sunscreen to keep in their cubbies labeled with their first and last name.

3. Mosquito spray to keep in their cubbies labeled with their first and last name.

4. Spill proof water bottles WITH their name labeled clearly.

5. Jacket when cold outside WITH your child's name clearly labeled on the tag (if staff requests a jacket during the morning check in period, parents are responsible for providing it before the child's 1st outdoor period of the day). RENTAL FEES WILL APPLY IF YOUR CHILD WILL BORROW A JACKETS FROM MLA TO BE ABLE TO PARTICIPATE IN OUTDOOR ACTIVITIES.

COST OF MISSING ITEMS AND FINES

The costs and fines below are designed to be high with the objective to educate families to always provide all items for their children, and to help teachers provide the best child care experience possible while at our center.

Also, providing and labeling items needed for the proper care of children in a State Licensed Center is required by our Child Care licensing office (DFPS) and our center may be subject to fines if we do not meet expectations.

FAMILIES WILL NOT BE CHARGED FOR ACCIDENTAL AND SPORADIC ITEMS MISSING OR NOT LABELED, WE WILL HAPPILY PROVIDE ANYTHING NEEDED TO MAKE YOUR CHILD'S DAY COMFORTABLE WHENEVER YOU ACCIDENTALLY FORGET TO PROVIDE AN ITEM. HOWEVER, IT IS THE PARENTS' RESPONSIBILITY TO PROVIDE ALL ITEMS REQUIRED DAILY AND LABEL ALL ITEMS AS REQUIRED BY THE STATE OF TEXAS FOR CHILDREN ATTENDING A LICENSED CENTER. ONLY MULTIPLE (3 OR MORE *CONTINUOUS* MISSING ITEMS) VIOLATIONS WILL BE CHARGED ACCORDING TO THE FOLLOWING FINE SCHEDULE:

*NAP ITEMS	$15 PER DAY
*Diapers/training underwear	$10 PER DAY
*Baby wipes	$5 PER DAY
*Change of clothes/shoes	$15 PER DAY
*Plastic bibs	$5 PER DAY
*Feeding bottles	$10 PER BOTTLE
*Items not labeled	$5 PER ITEM NOT LABELED
*Lunch	$15 PER MEAL
*Snacks	$5 PER SNACK
*Spill-proof water bottle	$10 PER DAY
*No sunscreen	$10 PER DAY
*No bug spray	$10 PER DAY
*Failure to sign in/out	$10 PER DAY

****ALL CHARGES NOT PAID IN PERSON DURING THE CHILD'S DISMISSAL ON THE DAY OF THE INCIDENT, WILL BE CHARGED AUTOMATICALLY TO THE CHILD'S CC ON FILE BY THE END OF THE DAY. CHARGES DENIED, DECLINED OR BOUNCED WILL RESULT IN A $35 ADDITIONAL FEE TO BE PAID BEFORE THE CHILD CAN RETURN TO CARE****

Health Practices

To ensure the health and safety of all our students at Multilingual Academy, we request that all children will follow these guidelines while in our care:

- ✓ Child's appearance is clean (hair, skin, nails, teeth)
- ✓ Clothes are visibly clean and fresh
- ✓ The child wears proper/safe, easy to put on/off shoes (refer to dress code)
- ✓ The child's sleeping items, sheet and blanket are returned washed every Monday
- ✓ All food will be kept in lunchboxes at an appropriate temperature with cold packs or heat packs provided by parents. If a child's meal is found to have been exposed to unsafe temperatures, Multilingual Academy will ensure the safety of the child by disposing of the spoiled meal and providing a prepackaged meal at the cost of the parents

****Failure to abide by these health practices may result in temporary suspension or enrollment dismissal****

Immunization Requirements for Admission

Complies with Section 746.613, 746.617, 746.621, 746.623, and 746.625 of the Minimum Standard for Child-Care Centers

· Multilingual Academy is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to

Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

o Provided immunization records must include the following:

- ✓ The child's name and birth date;
- ✓ The number of doses and vaccine type;
- ✓ The month, day, and year the child received each vaccination; and
- ✓ The signature or stamp of the physician or other health care professional who administered the vaccine.
- ✓ For a child attending a pre-kindergarten program or school away from the childcare center
- ✓ Parents can provide a copy of the immunization records
- ✓ Parents can provide a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the prekindergarten program or school listed in the statement.

o For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according toTexas Department of State Health Services rules in 25 TAC §97.66.

· More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

Tuberculin testing requirements complies with Section 746.627 of the Minimum Standard for Child-Care

Centers Tuberculin tests are not required by Multilingual Academy, but we recommend that parents discuss this test with their doctors.

Hearing and vision screening requirements Complies with Section 746.629 of the Minimum Standard for Child-Care Centers

Vision and hearing screening tests are required for children 4 years old by September 1 st. Parents are required to provide one of the following as documentation:

- The individual visual acuity and sweep check results
- A signed statement that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center.
- An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

Discipline and Guidance

Complies with Subchapter L, Discipline and Guidance of the Minimum Standard for Child-Care Centers

Multilingual Academy uses positive methods of discipline and guidance. Our goal is to help develop and build a child's self-esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

☐ Our staff will attempt to avoid discipline problems by:

• Making rules clear and simple

• Being consistent when dealing with children

☐ The staff is trained in the principles of emotional intelligence with focus on young children and will be flexible in their approach to discouraging a potential problem.

☐ **Specific techniques for discipline include:**

• Speak to the child at his/her level while maintaining eye contact and using a calm voice

• Listen to the child's explanation of his/her behavior

• Remind the child of rules at school

• Speak to the child in positive, not negative terms

• Remove the child from the group and placing in time out for one min of their age (example; 2 year old=2 minutes, 3 year old=3 minutes, 4 year old= 4 minutes, and 5 year old= 5 minutes)

****Aggressive behavior will be handled immediately****

· Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

· A caregiver will only use Multilingual Academy's "Self-Responsibility" methods of discipline (Self-Responsibility Discipline Method teach the child to be responsible for his/her acts, and learn to make good choices that lead to positive outcomes) and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- ➔ Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- ➔ Reminding a child of behavior expectations daily by using clear, positive statements
- ➔ Redirecting behavior using positive statements
- ➔ Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

***Multilingual Academy will not use harsh, cruel, or unusual treatment of any child.**

Discipline Reports

Multilingual Academy directors and staff will try every means possible to avoid having to write a child up, but unfortunately there are times that it may come to that process when necessary. After a child's initial write-up, the consequences for further misbehavior are as follows. Dismissal may occur for an inappropriate behavior of a child which violates the rights of theirs and/or which shows no improvement after the following steps are taken to change such behavior. (We understand that many toddlers go through developmental stages of hitting, biting, etc. Parents and teachers will work closely to resolve these stages while protecting the other students).

Our teachers follow a 4 step process when it comes to write-ups for a child.

1. Parents are notified about the child's behavior by a note through our Kinderlime app and/or phone call.

2. A conference is held with parents, teachers, and the director to develop a plan to deal with inappropriate behavior.

3. A second conference is held between the parents, teacher, and director to reevaluate the inappropriate behavior.

4. One week suspension from school (If a child is sent home on a Monday, they may not return back to school for one week until the following Tuesday).

5. The child is dismissed from the program when no improvements are seen within the time period that is to be set by the director, teacher, and parent of the child.

*During each parent conference, the parent is expected to work with the director and other teachers in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program.

Multilingual Academy is deeply committed to seeing your child grow in their time in our facility and we want to avoid having to use these more serious disciplinary actions. Please be aware that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

Teacher-Administration-Parent Conferences

Communicating with parents is something we love doing, if any of our parents ever need a conversation in depth, with more details, feedback, suggestions, exchange of points of view, guidance, or any other helpful information we can provide in the best interest of your child, we would gladly share it with you.

There are Teacher-Parent conferences that are held twice a year on March and October (days are included in our monthly calendar) and parents can choose the times for a 10min conference with their child's teacher to be via zoom or phone call. Throughout the rest of the year they can be scheduled in person upon request with a minimum of 24 hours in advance.

Biting Policy

Biting is a very common problem with younger children. Toddlers often bite out of frustration. Although biting is a natural behavior for young children, we do everything possible to prevent it. When a biting incident occurs, we calm the child who has been bitten, clean the area thoroughly with soap and water and apply a cold compress to the area. The parents of the bitten child are informed of the bite via the accident report; the parents of the child who bit are also informed.

We talk to the child who did the biting and calmly but firmly explain that biting hurts and that biting is not allowed. We then explain that when we touch someone it must be a gentle touch. When biting continues, we plan a more concentrated program of intervention:

• Meet with the parents of the child who is biting to discuss possible reasons and plan together to change the biting behavior.

• The child will be closely monitored in order to carry out the plan determined by the parents and staff with the aim of intervening before a biting incident. Staff will give positive attention for acceptable behavior.

• When the child bites, staff will use the techniques listed above and remove the child from the area where the biting took place. Staff will tell the child he or she cannot play in that area when he or she bites. Staff will redirect the child's activities to another area. When it is time to allow the child into the area where the biting occurred, they will say "You may try again to play in the block area. You may not bite our friends."

Damage to Multilingual Academy's Property

All costs resulting from intentional damage to Multilingual Academy's Property, office, classrooms, materials, and transportation vehicles by students, will be billed accordingly to the child's parent on record, and the child will be suspended from any of our programs until repairs or payment has been submitted. Property damage balances incurred by enrolled students must be paid within a 2 week window, beginning on the date the notification is given to the parent on record (the credit card on file will be automatically charged if payment is not submitted within the 2-week notification window).

Diaper Changing and Potty Training

Diaper Changing

If a child is not toilet trained, disposable diapers and wipes are to be supplied by the parent. Regulations state that children under 12 months may not be toilet trained in a group care setting. Multilingual Academy nursery teachers will change all diapers (MUST BE DISPOSABLE). Diapers must provide diapers/changing supplies for their child. The teachers will inform you when your child's diapers are running low.

Multilingual Academy nursery teachers will change diapers according to *Division 2, Diaper Changing of the Minimum Standard for Child-Care Centers*. Parents will receive documentation of diaper changes that take place while in our care, through our Kinderlime app.

By law we are not allowed to apply any ointment during changing without a written consent from the parent. (Please see the front desk if this form is needed and then also, please notify your child's teacher).

Potty Training

Learning to go to the toilet is one of the most complex and developmental tasks of early childhood. Toilet learning requires specific neurological and physical maturations in the child. When the child is ready, parents and staff discuss the child's individual toilet learning program

and work through the process together. While potty training your child, you will be required to bring at least two sets of extra clothing so that we can change your child in case of an accident.

Multilingual Academy teachers will assist with potty training by taking the child to the restroom once every hour. The information will be documented for your knowledge if you want a report.

We ask parents of children who are potty training to bring extra clothes and materials:

-Send 2 EXTRA changes of clothes

-Croc-style plastic shoes

-Additional pull-up training underwear

Our program does require that in order for your child to be in the preschool 3,4 and 5 classes, he or she MUST be potty trained.

Breastfeeding Children

Multilingual Academy has a breastfeeding nook located in the infant room that enables a mother to breastfeed her child while in our care. In addition, parents have the right to provide breast milk for their children. For the safety of the other children in our care, the nursing parent may be required to complete a background check with our center.

Screen Time Policy

Screen time can be used throughout the day only for activities related to our curriculum such as Music and Movement, or language instruction/vocabulary practice clips. It will not exceed an hour total throughout the day.

Accommodations Policy

Multilingual Academy is a private institution committed to fostering an inclusive environment that embraces the diversity of our community and cultures. we strive to provide a safe, nurturing, and developmentally appropriate environment for all children in our care. while we make every reasonable effort to accommodate individual needs, accommodations must align with our ability to maintain a safe and high-quality learning environment for all children.

To ensure we can best support your child we ask that families communicate any accommodation requests during the enrollment process. Requests will be reviewd on a case-by-case basis to determine feasibility within our program's capacity and staffing resources. Please note that while we are committed to inclusion, accommodations that would compromise the safety, well-being or developmental needs of the children in our care may not be possible. Families are encouraged to discuss specific accommodations needs with our administrative team prior to enrollment.

Sleeping Policy

Safe Sleep for 12 Months and Younger

If a parent requests their infant be placed in a sleeping position or in a device that is not allowed by minimum standard rules, Multilingual Academy must inform the parent of the requirement to have their infant's health care professional complete Infant Sleep Exception, Form 2710, based on the infant's medical needs. Once the parent brings the completed sleep exception form, we will review it to ensure it is complete. Once Multilingual Academy and the infant's caregiver sign the Infant Sleep Exception Form, the sleep exception will be allowed within the time frame outlined by the health care practitioner.

Children 12 Months and Older

Multilingual Academy will offer scheduled rest/nap times to children in our care according to the developmental and physical needs of each age group/class. The Texas Childcare Minimum Standards consider that it is fundamental that children get a developmentally appropriate rest period, and MLA strongly agrees and follows the State's Standards. MLA will ensure that every student has an uninterrupted nap period that allows children to recover from all the mental, physical and emotional stimulation they experience throughout the morning instructional time. MLA students are required to follow a rest/nap routine according to their class schedule, and if they fall asleep, MLA staff and teachers will not interrupt their sleep/rest period up as long as their naptime stays within the period delimited in Subchapter M of the Minimum Standards, if parents pick them up for a doctor's/therapy/other scheduled appointment, or because they're being dismissed from the center for the day. As early childhood educators, we understand that having a developmentally appropriate nap/rest routine is necessary for the health and emotional intelligence of a child, and directly impacts their academic achievement and overall development.

Children 12 months and older will use Plastic/Waterproof nap mats, a personal sheet set and blanket (provided by parents during enrollment). These personal items will be returned to parents of each child every Friday or the last day of an educational week to be cleaned and sanitized at home. In case of accidents, our center will provide clean mats/sheets/blankets to ensure that all children are able to continue with their nap/rest routines with minimum disruption (and the soiled items will be sent home the same day to be cleaned and sanitized). All personal napping/rest items will be stored in each corresponding child's locker/cubie/bag and will be labeled with the child's name.

Outdoor Play/Exercise

Outdoor play is an integral part of the daily curriculum. The American Association of Pediatrics recommends and State Licensing requires that children play outside daily. Children who attend are expected to participate in all scheduled activities, unless a physician's medical instructions of limited duration indicate otherwise, and families are responsible to send children with weather appropriate clothes and shoes to participate in outdoor play/activities.

Age and weather guidelines:

-Children under two years of age will go outdoors if the temperature is above 37 degrees or below 100 degrees.

-Children over two years of age will go outdoors if the temperature is above 32 degrees and below 100 degrees. Heat index warnings and wind chill factors are taken into account.

*It is the responsibility of the parents/legal guardians to send their children dressed appropriately for the weather in order to ensure that no clothing limits the child's ability to perform activities outdoors. In addition, parents are responsible for bringing any needed clothing items in case MLA staff requires to do so in order for the student to be able to participate in any activities.

Meals and Food Service Practices

Complies with Subchapter Q, Nutrition and Food Service of the Minimum Standard for Child Care Centers

Meals

Lunch/Dinner:

Multilingual Academy Infant and Preschool Programs *do not provide meals nor snacks during lunch or dinner time*. Parents are responsible for providing nutritional meals for their child. **Your child's meals should include easy-to-eat foods such as finger foods. Please pack and label foods that your child enjoys.** Teachers will encourage children to eat healthy foods first and then dessert foods (ALL FOOD SENT FROM HOME MUST MEET OUR HEALTHY FOOD-HEALTHY CHILD POLICY).

At Multilingual Academy parents MUST provide their children's food every day of their child's attendance. Snacks are scheduled to be serviced two to three times a day, depending on the age and schedule of each class.

PARENTS MUST SEND DAILY:

FOR ALL STUDENTS:

- Easy-to-eat foods (our staff does not cut, cook, prepare, portion, or provide plates or utensils).
- Food must be sent in spill-proof containers, each labeled with the child's name **(if the parents want to differentiate breakfast/lunch/dinner portions, the parent is responsible to label the food).**
- To ensure the safety of your child, please pre-cut all food to the child's appropriate age-size in order to avoid risk of choking (our staff is unable to pre-cut or portion any big-sized fruit, vegetables or other food items. Food that is considered unsafe will be returned home, and the child may be given a different snack to comply with the meal rules of the child care licensing office, and the credit card on file for the child will be charged automatically).

Half-Days:

- 1 Meal and AT LEAST ONE snack if your child will be at our Academy for LESS than 5 hours.
- 1 Meal and AT LEAST TWO snacks if your child will be at our Academy for 5-7 hours.

- A reusable water bottle (MUST BE SPILL PROOF).

Full-Days:

- 2 Meals and AT LEAST THREE snacks if your child will be at our Academy for MORE than 7 hours
- A reusable water bottle (MUST BE SPILL PROOF, NO TWIST/CAP BOTTLES ACCEPTED)

***IN CASE A CHILD DOES NOT HAVE THE APPROPRIATE AMOUNT OF FOOD/MEALS, OR IF THE FOOD BROUGHT FROM HOME DOES NOT MEET OUR CENTER'S ACCEPTABLE-FOOD GUIDELINES, OUR STAFF WILL PROVIDE A MEAL OR SNACK AND THE PARENT WILL BE AUTOMATICALLY CHARGED TO THE FAMILY'S CREDIT CARD ON FILE FOR ANY COST INCURRED.**

Accepted Food Groups for Children 12 months through 2 years

Food Groups	Number of Servings To Meet 1/3 Daily Needs	Number of Servings To Meet 1/2 Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or 1/2 oz. Cheese or 4 oz. Yogurt
Meat/ Meat Alternative	1	1 and 1/2	1/2 to 1 oz. Cooked lean meat or 1/2 to 1 Egg or 1/4 c. cooked beans
Vegetables and Fruit	1 and 1/3 +	2 +	2 to 3 Tb. Cooked vegetables or 2 to 3 Tb. Canned fruit or 1/4 Small fresh fruit or 1/4 c. Juice
Whole Grains	1 and 1/3 +	2 +	1/2 Slice Bread or 1/4 c. Cooked Cereal or 1/4 c. Pasta or Rice or 1 or 2 Crackers

Accepted Food Groups for Children 3 through 5 years

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet 1/2 Daily Requirement	Serving Size
Milk	2/3 of One Serving	1	3/4 c. 1% Milk or 1 1/2 oz. Cheese or 3/4 c. Yogurt
Meat/ Meat Alternative	2/3 of One Serving	1	1 1/2 oz. Cooked lean meat or 3/4 Egg or 1/4 c. Cooked beans
Vegetable	1	1 and 1/2	1/2 c. Raw or cooked vegetable or 1/2 c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/2 c. Juice
Whole Grains	2	3	1/2 Slice Bread or 1/4 c. Cooked cereal 1/2 oz. Ready to eat cereal or 1/4 c. Cooked pasta or rice or 3 to 5 Crackers

Food Allergies

The safety and well-being of our students is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before and after each and every meal time.

*If your child has a food allergy please make sure to note it on their registration form as well as provide Multilingual Academy with a copy of the allergies from your child's health care professional. We will also need an emergency plan signed by you and your child's doctor to keep on file, and to give to your child's teacher, along with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).

*During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

*Parents of children with food allergies are required to provide written documentation of the food allergy.

*If the child is severely allergic to peanuts or any other nuts, it is recommended that parents inform staff not to provide any food as some products served at Multilingual Academy are produced in facilities that may also produce nut products.

Multilingual Academy will not provide any nut products and **ask parents to also not provide nut products for their children's meals and snacks.**

Food Service and Preparation

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions.

Emergency Preparedness

Medical Emergency Procedure

Multilingual Academy is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

- **Medical Emergency:** In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary, the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

Emergency Drills

In order to teach children safety routines and to be prepared in case of a real emergency, fire drills, weather drills and lock down drills are scheduled throughout the year.

Evacuation Plan

In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. We will relocate to a safe place and parents will be informed the name and location of the place in order for them to pick up the children. Once relocated, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or landline provided by our place of shelter. In addition, all parent emergency contact numbers, authorizations for emergency medical care, and registration forms will be transported and available for use.

Emergency Preparedness Plan Evacuation routes and relocation plans are posted in every room. Routine drills will be conducted according to licensing requirements, Minimum standards and Licensing Inspection Report. A copy of the Minimum Standards for Child-care Centers is available for review at Multilingual Academy upon request.

Incidents & Accidents at Multilingual Academy

Precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

· Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects · Incidents by contact with furniture or objects · Incidents to fingers from doors and containers

· Accidents while playing indoors and/or in the outdoor play space

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign the incident report for all injuries, no matter the severity, when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about whom injured whom for confidentiality purposes, but a report will need to be signed.

Parental Visitation

Complies with Subchapter B, 746.201 (7) Administration and Communication of the Minimum Standard for Child-Care Centers

Multilingual Academy has an open door policy with no need for prior approval for parents and/or legal guardians of our enrolled students. Our center values parental involvement in our students' education, and we firmly believe that academic and emotional growth is supported by the parents' interest in participating in activities such as observing their child in class, our campus, playground and all MLA grounds, as well as program activities scheduled throughout the year on and off campus.

For visitation arrangements for family members or friends, parents must contact MLA administrators and provide the individual's information, fill out a visitation permission form for non-parents, and acknowledge that non-parental visitation will be limited to time/activity according to our MLA staff, in order to ensure the safety and learning experience of all other students.

· In general, for the safety of the children and our caregivers, a copy of each adult's driver license will be required before any tour of our facilities.

o Breast-feeding moms are allowed in the infant room and are encouraged to use our breast-feeding nook at any time. However, we ask mothers to be respectful of the nursery teachers schedules and routines, as well as the child care minimum standards which prohibit parents from attempting to interrupt or alter the activities of the class.

We encourage you to visit and observe your child or have lunch with them. However, young children often have difficulty understanding that when parents come to visit, they must go back to school or work. Please use good judgment when visiting your child, children do outgrow this separation difficulty, and our staff is here to assist you with these transitions.

*Our best times to come for visitation are open play time and lunch.

We do ask that while visiting your child you do not distract from any activities going on.

*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins. All volunteers will undergo the required background check and FBI fingerprint check at their own cost.

Multilingual Academy is monitored by security cameras. The video from each of these security cameras is saved for 7 days and will be reviewed by management if there are any questions or concerns.

Parental Notifications

Complies with Section 746.501 of the Minimum Standard for Child-Care Centers

Multilingual Academy's Operational Policies are annually revised and updated as needed, every time these are updated parents are notified and provided with a copy electronically through our website at www.multilingualacademybcs.com to view or download, as well as available upon request physically at our front desk, and through our monthly newsletter.

It is important that parents keep Multilingual Academy aware of changes in contact numbers; home, work, and cell- as well as changes of address or email addresses. We will also need updated emergency contact numbers, changes in designated pick-up people, or pertinent medical or educational information. Please give these changes to the front desk in writing or by email. **Because of our need to contact you immediately concerning the well-being of your child it is essential that all information be kept current at all times.**

Parents can also change their information without the assistance of a staff member through the Procare App, all you need to do is log in, tap on the drop-down menu on your top left corner, then tap Edit Profile and you'll be able to change your information there.

Medical Notification: Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or assistant director. Parents are also asked to sign the accident report as proof that they were notified of the accident. Although accidents do unfortunately occur, safety is our number one priority in our childcare facility.

Notification of Policy Changes: Multilingual Academy's Operational Policies are annually revised and updated as needed. Every time our policies are updated, parents are notified and provided with a copy electronically through our website at www.multilingualacademybcs.com to view or download, as well as available upon request physically at our front desk, and through our monthly ProCare newsletter.

*****Parents assume the responsibility to read and review the changes made, and automatically accept to abide by the new policies and procedures. Their original parent handbook agreement signature will be upheld as proof that parents accept to abide by any future updates made to MLA's Policies and Procedures*****

Firearms and Other Weapons

· Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.

· For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

Texas Penal Code

Multilingual Academy will inform parents in writing that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Reporting Suspected Child Abuse

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit:

http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Abuse Hotline and Website

· Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide · Make your report through their secure web site and you will receive a response within 24 hours: www.txabusehotline.org

Preventing and responding to abuse and neglect of children

Multilingual Academy will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

Questions or Concerns

Something we value greatly is feedback from parents. If you have a questions or concerns regarding your child please communicate them through the following contacts:

1. If you have questions about your child's class please contact your teacher, or call (979) 704-5099 to speak directly to the director or assistant director.

2. If you have questions or concerns about our program you can contact the Childcare Director at (979) 574-7739.

3. If you have questions about tuition or payments please contact the front desk or the director at (979) 704-5099.

State Licensing Contact:

*It is our top priority to keep your child free from harm. In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is (979) 731-0118, and the website is www.dfps.state.tx.us. Please remember any time you see something that appears suspicious, makes you feel uncomfortable, or violates policy; please bring it to the attention of the Multilingual Academy director.

Viewing of the Minimum Standards Rules and Licensing Reports:

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing are available for review at any time. If you would like to review these documents, please visit the front desk and we will direct you to the appropriate locations.

Parent Orientation Agreement Form

Please initial each section:

_____ I have read the Handbook and have been oriented to Multilingual Academy policies and procedures. I agree to abide by them, and I understand that my signature will validate any future changes or updates made to MLA's Parent Handbook, as I accept my responsibility to read all of MLA's written communication in order to be aware of curriculum, calendar, schedule or policy changes.

_____ I have read and understand that I must provide at least one credit card authorization form, and understand that I give permission to Multilingual Academy to automatically charge my credit card on file in case I fail to pay my child's monthly tuition by the 3rd of every month, as well as to pay for any materials, food, or other miscellaneous charges or late fees incurred while my child is in care at this center.

_____ I have read and understand that I must provide the complete list of documents and materials/clothes/meals needed since the 1st day of attendance, and I understand that my child's enrollment can be paused or suspended if I fail to submit or update any documents requested in order to any student to be at the operation.

_____ I have read and understand the Late Pickup Policy and related charges, and accept to abide by them.

_____ I have read the Guidelines of Exclusion of Sick Children, and understand that MLA's staff make the final decision to exclude any child from care, based on the center's health policies and the State's health standards.

_____ I agree to keep all information on the Enrollment/Health History and Emergency Care Plan current. Change of information forms can be found at the front desk.

_____ I give permission for my child to be photographed/videotaped by Center staff. The photographs/video will be used only within our building and/or Multilingual Academy's website.

_____ I give permission for my child to be transported by Multilingual Academy's staff and attend any scheduled field trips, and I know that it is my responsibility to provide a car seat or booster seat if requested by the center.

_____ I have read the 30-day withdrawal notice requirement, and understand that I am responsible to cover any fines or tuition that may result in the failure to submit a 30-day notice prior to the next due date for my child's monthly tuition. I also understand that any outstanding balance left in my child's account after withdrawal will be sent to a collections company and may reflect in my credit history until the balance is paid.

_____

Name of child/children enrolled

_____

Parent/Guardian Signature

_____

Print Name

_____

Date