



# Multilingual Academy

IMMERSION LEARNING CENTER

## SUMMER CAMP 2018

707 Texas Ave. Ste X | COLLEGE STATION | SUMMER 2018

# MULTILINGUAL ACADEMY

## POLICIES AND PROCEDURES

All information herein is current as of June 1, 2018. The information is subject to change. If policies or procedures change, Multilingual Academy office staff will provide timely written notice to parents. An additional copy will be posted on the "Parents Need to Know" board.

### Philosophy

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

### Our Mission

Our English-Spanish-Mandarin Chinese early immersion program is designed to develop the speaking, reading, writing and cultural abilities of every child at Multilingual Academy. Our experienced and caring teachers encourage each child's cognitive, physical, social and emotional development. In order 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 background and experience in early education. We maintain a low student to teacher ratio ensuring that your child is always adequately supervised, enabling our teachers to better get to know the children. Our staff is also required to obtain 24 credit hours of childcare training each year. We are trained in recognizing signs and symptoms of child abuse/neglect, and are required by law to report any signs or suspicions.

## Multilingual Curriculum

Multilingual Academy is a language immersion early learning center with a 3-language-way model, meaning that instructional time is broken 3 sections throughout the day: English, Spanish and Mandarin Chinese.

Each class at Multilingual Academy's Summer Day Camp has a 3-teacher system, and each "Teacher Language Triangle" is composed by a teacher fluent in English, a teacher fluent in Spanish and a teacher fluent in Mandarin Chinese. All teachers work together to develop the class curriculum, units, vocabulary and activities

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

In addition to learning three languages, our students are introduced to life in other countries through regular interaction with teachers, parents, and community members from other cultures, as well as 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. Employ teaching staff that has 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 policy of nondiscrimination in relation to ancestry, national origin, religion, gender basis prohibited by law in all aspects of operation including, but not limited to enrollment and termination of enrollment. The center respects diversity and incorporates it into the daily curriculum. Our Early Learning Multilingual Academy is open to all families in the community of Bryan/ College Station.

## Hours of Operation

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

Our Summer 2018 schedule is as follows:

Monday - Friday: 7:45 a.m. to 5 p.m.

After camp care 5-6 p.m. (\$10 per hour extra)

Saturday and Sunday: Available for private parties 12:00-6:00 p.m. and scheduled tours.

## Days Closed during Summer 2018

Wednesday July 4th, 2018

## Weather Closings

Multilingual Academy will pay close attention to any severe weather conditions. In the event of severe weather causing us Texas A&M or other government agencies to close or have a delayed

start, Multilingual Academy will also close or have delayed starts (Parents will be notified by text/or Remind app). **No refunds or exchanges are given under these conditions.**

## Tours

If you wish to tour Multilingual Academy, please call our director at 979-574-6079 or email us at [help@multilingualacademybcs.com](mailto: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. All tours are guided by a trained staff member of Multilingual Academy who is able to show the facilities, answer questions about our curriculum, routines, schedules, etc. 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 threaten with the visitor's actions.

## ITEMS TO BRING WITH YOUR CHILD ON THE FIRST DAY OF SUMMER CAMP 2018:

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 (SCHEDULED DURING JUNE 2<sup>ND</sup> OPEN HOUSE EVENT).

**On the 1<sup>st</sup> day ALL children need:**

### **\*ALL forms (required by the state of Texas)**

- Current health statement
- Current Immunization record
- Signed consent from the doctor to attend public childcare
- Four and Five year olds DO NEED hearing/vision screening
- \*Plastic nap mat, fitted sheet and small blanket if applicable (2-5 years old)
- \*Diapers/training underwear if applicable
- \*Change of clothes/shoes (ALL STUDENTS)
- \*Meals/snacks according to age and must adhere to our "Healthy Foods" policy
- \* 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

## Dress Code

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.

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. Do not wear sandals, flip-flops, soccer shoes, cleats, boots, or shoes that have slick soles. These kinds of shoes may cause twisted ankles, stubbed toes, and lots of trips/falls.**
2. **Sunscreen in their bags labeled with their first and last name.**
3. **Mosquito spray in their bags 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.**

## 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.

o For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according to Texas 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](http://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 over 4 years old. Parents are required to provide one of the following as documentation:

o The individual visual acuity and sweep check results

o 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.

o 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.

## **Drop-off/Pick-up Procedures**

### **Health Check**

The health and well-being of each child at Multilingual Academy is of the utmost importance to us, therefore we will conduct a "Daily health check" before the parent's leave (PARENTS MUST SIGN AND AGREE WITH THE FINDINGS OF THE HEALTH CHECK 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

## 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:

- o Fever as measured by a temperature of 100 degrees Fahrenheit or higher
  - o Vomiting (two or more episodes in 24 hours)
  - o Swelling/Redness of the Throat
  - o Constant Cough
  - o Extreme Fatigue/Lethargy
  - o Head Lice
  - o Reddened/Draining Eyes
  - o Skin Rash
  - o Bumps on Hands, Feet and/or Throat
  - o Uncontrollable Diarrhea
  - o Mouth Sores
  - o 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, the child will be separated from other students under teacher supervision, staff will notify parents, and 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).
- Illness reports will be generated and must be signed and dated by both an 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 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.**



## Tuition and Fees

### Summer Day Camp 2018 Cost

One-time Registration Fee - \$50 per child due at time of registration and is good through end of summer. (Includes paperwork, student's materials, and Camp-Field trip-Camp transportation, weekly movie ticket and Field-trip t-shirt)

One-time campers will be assessed a \$10 registration fee (includes paperwork and student's materials for a day), and if a camper continues to attend the Summer Camp program (even sporadically), the additional \$40 will be charged to complete the total \$50 registration fee.

Registration MUST be paid in full at the time of registration in order to secure your child's placement. (No partial payments accepted)

Any CHANGES to original registration must be made in person at our office. Cash, checks or credit cards accepted at the time of registration.

	Day	Week	Month	All Summer
Half-day 8 am-12:30 pm	\$40	\$150	\$500	\$1,400
Full-day 8 am-5 pm	\$55	\$250	\$750	\$2,250
After Camp Care 5 pm-6 pm <small>Per extra hr.</small>	\$10	\$50	\$200	\$550

Payments and/or changes MUST be made the WEDNESDAY prior to the week of attendance. Cancellation fee: \$25 per registered week cancelled at least by the Wednesday before the week you wish to cancel. If cancellation of registration occurs after such Wednesday or the same week of Camp withdrawal, NO REFUNDS WILL BE MADE.

**Refund Policy:** There are no refunds or proration of tuition for missed days. However, missed days CAN BE transferred from one day to another at your convenience (June 4th-August 17th 2018).

**Monthly Tuition:** June-August. All tuition must be paid by the 1st of each scheduled session. Any tuition not paid by the 2<sup>nd</sup> day will result in your card being charged automatically. \*There will be no refunds for missed days without proper previous notice or change of attendance, but we transfer credit from one day to another when parents notify us in writing the with at least a week in advance.

Bounced checks and declined cards will incur in a \$35 charge and child/children with an outstanding balance will not be admitted until payment is complete.

SESSION 1	SESSION 2	SESSION 3
JUNE 4TH-JUNE 29TH	JULY 2ND-JULY 27TH	JULY 30TH-AUG. 24TH
REMEMBER OUR TUITION IS FLEXIBLE AND YOU CAN ROLL-OVER ANY DAYS NOT USED DURING A SESSION!!!		

**\*\*EVERY CHILD MUST HAVE A CREDIT CARD ON FILE BEFORE BEING ADMITTED\*\***

## Field Trips

Multilingual Academy goes on field-trips as planned in the weekly schedule available at the Parents Need to Know bulletin board (subject to change). Field trips may be cancelled at Camp's discretion.

Parents will be notified in writing of any changes of field-trip location and times as well as they will be clearly posted within the check-out area with at least one day in advance.

Please make sure to pack appropriately for the particular field trip we will be attending that day (i.e. extra money for games, pants, socks, & jacket for ice skating, towels, extra clothes, sunscreen, etc).

Multilingual Academy will provide transportation to all field trips scheduled for the summer sessions. If parents wish to attend and transport their children to any field trips, parents must sign a field trip transportation waiver before the day of the scheduled field trip.

## Field-trip Fees

All field trips have additional costs and **MUST BE PAID BEFORE THE DAY OF THE FIELD TRIP:**

Tuesdays: Movie field trips/NO FEE/STUDENTS CAN BRING MONEY FOR SNACKS

Thursdays: Bowling/\$4 FEE for shoe rental

Fridays: \$10 FEE per registered child per field trip

\*Please note all field trips are subject to change. Parents will be notified of any changes via the Kinderlime APP, email or phone call.

\*Parents can find a schedule of the field trips on the PARENTS NEED TO KNOW BULLETIN BOARD.

\*Cinemark summer club and the Jerry L. Ringer field trips are already included in your child's registration.

## Enrollment Dismissal Procedure

Failure of parents to abide by our facilities 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 bills on time.
- Repeatedly leaving a child past closing time.
- Refusing to accompany child into the Center.
- Failure to return requested forms by due date.
- Endangering the well-being and safety of children (e.g. leaving medicine in child's locker).
- Continually bringing 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 Enrollment/ Health History and Emergency Care Plan form.
- Hostile disrespect to a Center employee (which could include sexual harassment)

## Parental Notifications

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

From time to time, Multilingual Academy may choose to update the Operational Policies and Procedures. The most recent version will be available at [www.multilingualacademybcs.com](http://www.multilingualacademybcs.com) to view or download, as well as available upon request.

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 all information be kept current at all times!!**

**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:** Parents will be notified in writing of any changes to our operational policies and enrollment agreement. Once changes have been enacted, parents will need to sign a form indicating they are aware of the changes that were made.

## 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 emotional make-up of young children and will be flexible in their approach to discouraging a potential problem.

Specific techniques used by all staff for discipline will be to:

- 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:
  - o Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - o Reminding a child of behavior expectations daily by using clear, positive statements
  - o Redirecting behavior using positive statements
  - o 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 and/or phone call.
2. A conference is held with parents, teacher, 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 they 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 discipline 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 a suspension and expulsion.

## Biting Policy (Preschool age and under)

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."

**\*\*Older preschoolers who continue to bite will be referred for more assessment and help.**

## Diaper Changing and Potty Training

**\*ALL CHILDREN ATTENDING OUR SUMMER DAY CAMP MUST BE POTTY TRAINED OR THEY WILL FALL UNDER THE DAYCARE-PRESCHOOL PROGRAM/TUITION**

### 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.

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 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 changes of clothes
- Croc-style plastic shoes
- Additional pull-up training underwear

Our program does recommend that in order for your child to be in the 4's or 5's class, he or she **MUST** be potty trained.

### **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.

Children 12 month and older will use Plastic/Water proof 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 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 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 indicates otherwise.

#### **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 30 degrees and below 100 degrees. Heat index warnings and wind chill factors are taken into account.

## 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 does not provide meals 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 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:

#### 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 TWO snacks if your child will be at our Academy for MORE than 7 hours
- A reusable water bottle (MUST BE SPILL PROOF)

### Accepted Food Groups for Children 6 years and older

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 to 1	1 to 1 and 1/2	1c. 1% Milk or 1& 1/2 oz. Natural cheese or 1 c. Yogurt
Meat/ Meat Alternative	2/3 to 1	1	2 oz. Cooked lean meat, poultry, or fish or 1/2 c. Cooked beans or 1/2 c. Tofu or 2 Tb. Peanut butter
Vegetables	1 to 1 and 2/3	2	1/2 c. Raw or cooked vegetables or 1/2 c. Raw leafy vegetable
Fruit	2/3 to 1 and 1/3	1 to 2	1/2 c. Canned or chopped fruit or 1 medium piece fruit or 3/4 c. Juice
Whole Grains	2 to 3 and 2/3	3 to 5+	1 slice bread or 1/2 c. Cooked cereal or 3/4 oz. Ready to eat cereal or 1/2 c. Cooked pasta or rice or 4-6 crackers



**\*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 HEALTHY-FOOD GUIDELINES, OUR STAFF WILL PROVIDE A MEAL OR SNACK AND THE PARENT WILL BE CHARGED FOR ANY COST INCURRED.**

## 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 Aggieland Preschool 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. All staff preparing meals and handling snacks at Multilingual Academy holds a *Food Handling License*.

## 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.

### 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 Tutor John Offices located on 707 Texas Ave. Suite 110E College Station, Tx 77840. Once inside Tutor John Offices, 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

- In general, for the safety of the children and our caregivers, parents are not allowed past the front desk, with the following exceptions:
  - o If desired on their first visit, parents can be led on a tour through the facility with their child by a staff member. A copy of each adult's driver license will be required before any tour of our facilities
  - o If deemed necessary by management for the safety or well-being of a child

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.

Multilingual Academy is monitored by security cameras. The video from each of these security cameras is saved for 60 days and will be reviewed by management if there are any questions or concerns.

## **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.

## **Questions or Concerns**

Something we value greatly is feedback from parents. If you have a question or concern 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) 674-6079 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) 574-6079.
3. If you have questions about tuition or payments please contact the front desk or the director at (979) 574-6079.

## Parent Orientation Agreement Form

Please initial each section:

\_\_\_\_\_ I have read the Handbook and have been oriented to Multilingual Academy Summer Program Policies and Procedures. I agree to abide by them.

\_\_\_\_\_ I have read and understand that I must provide the complete list of documents and materials/clothes/meals needed since the 1<sup>st</sup> day of attendance.

\_\_\_\_\_ I have read and understand the Late Pickup Policy.

\_\_\_\_\_ I have read the Guidelines of Exclusion of Sick Children.

\_\_\_\_\_ 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 by Center staff. The photographs 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 I know that it is my responsibility to provide a car seat or booster seat if requested by the center.

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**Parent/Guardian Signature**

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**Print Name**

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**Date**