



Multilingual Academy

IMMERSION LEARNING CENTER

SUMMER CAMP 2022

915 Harvey Road, Suite 915 | COLLEGE STATION | SUMMER 2022
help@multilingualacademybcs.com

MULTILINGUAL ACADEMY

POLICIES AND PROCEDURES

All information herein is current as of April 1, 2022. 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-French Summer 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 4-language-way model, meaning that instructional time in language sections throughout the day: English, Spanish, French and Mandarin Chinese.

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 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 four 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 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 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. 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 2022 schedule is as follows:

Monday - Friday: 8 a.m. to 5:30 p.m.

After camp care 5:30pm - 6pm (\$10 extra daily)

Late pick-up fee: \$10 per minute late after 5 p.m. if After-Camp-Care has not been arranged.

Days Closed during Summer 2022

Monday May 30th, Friday June 17th and Monday July 4th, 2022.

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 979-704-5099 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. 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 threatened with the visitor's actions.

ITEMS TO BRING WITH YOUR CHILD ON THE FIRST DAY OF SUMMER CAMP 2022:

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:

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

*Change of clothes/shoes (ALL STUDENTS)

*1 main lunch meal/3 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. Also, remember if you have girls, skirts and dresses are fine but please put shorts on underneath their dresses.

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. Backpack/lunch box (no plastic/paper bags allowed as sack lunches).
6. All food must be ready to eat/heat up if needed in a plastic microwavable container

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

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.

*****School-age children enrolled at a public/private school may substitute the vaccination record and health statement for the School Age Health Forms Affidavit*****

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" using the Kinderlime APP before the parent's leave (PARENTS MUST 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

****COVID-19 CDC AND DFPS recommendations will be enforced and parents agree with this document to abide by all new health and sanitation requirements****

· 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 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 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 2022 Cost

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

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.

Session #1 (4 weeks) May 30th - June 24th : \$775

Session #2 (4 weeks): June 27th - July 22nd \$775

Session #3 (3 weeks): July 25th - August 12th \$580

All-Summer (All three sessions) : \$2,000

*****NO REFUNDS WILL BE MADE*****

Refund Policy: There are no refunds or proration of tuition for missed days.

Monthly Tuition: Summer: All tuition must be paid by the 1st of each scheduled session. Any tuition not paid by the 2nd 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.

Bounced checks and declined cards will incur in a \$50 charge and child/children with an outstanding balance will not be admitted until payment is complete.

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

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:**

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

****Field trips during Summer 2022 may be subject to the COVID-19 CDC AND DFPS recommendations****

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

* Major field trips: \$10 FEE per registered child per field trip (students may be required to bring lunch and snacks as normal during field trips)

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

*All summer campers in attendance will join the field trip, and students who will not be allowed to attend must stay home (no staff will remain to watch children at the center).

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 the 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 the 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.
 - Failure to pay charges incurred due to missing items, rentals, late payments, or meals provided.
- Hostile disrespect to a Center employee (which could include sexual harassment) This will be a reason for immediate termination of enrollment.**

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 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 or threats against the safety or other students or our staff will be handled immediately and may result in immediate termination of enrollment****

- 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 an electronic Procure/Kinderlime note 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 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 suspension and expulsion.

Diaper Changing and Potty Training

*****ALL CHILDREN ATTENDING OUR SUMMER DAY CAMP MUST BE POTTY TRAINED*****

We ask parents to bring extra clothes and to stay in the child's locker for the summer session.

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:

Full-Days:

- A main meal/lunch
- 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)

***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 re-heating meals and handling snacks at Multilingual Academy will wash hands and wear gloves.

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's 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.

Texas Penal Code

Multilingual Academy will inform parents verbally 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 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.

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 anytime you see something that appears suspicious, makes you feel uncomfortable, or violate 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, field trips 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/snacks/etc needed since the 1st day of attendance.

_____ I have read and understand the Late Pickup Policy and related charges, and accept to abide by them, and I authorize MLA to charge my CC on file to cover any fees incurred due to late pick-ups.

_____ 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 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 15-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 15-day notice prior to the next due date for my child's monthly tuition (\$250 fine will be charged to the family's CC on file if proper notice is not given). 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

DISCIPLINE AGREEMENT

Parent Agreement

I _____ (full name of parent/s) agree to the policies and procedures detailed in the Multilingual Academy Summer Camp Program Parent Handbook. I understand that it is my responsibility to communicate with the Center's Director and any other staff of any questions or concerns I may have. I agree with the discipline procedures followed by Multilingual Academy instructors and staff, and understand that it is my responsibility to communicate with my child about participating in ALL scheduled activities while at the center. Most importantly, I understand that Multilingual Academy is a learning program focused on my child's academic success.

Parent signature

Date

Student Agreement

I _____ (full name of child) understand that I must follow Multilingual Academy Summer Camp Program rules and be respectful with my instructors and other Center's staff, as well as with my fellow classmates. I agree to fully participate in ALL scheduled activities, and be prepared and with a good attitude every day (NO EXCEPTIONS). I understand that the Center's Instructors and Staff can correct my behavior and contact my parents if they consider it necessary. Most importantly, I understand that Multilingual Academy Summer Camp is a learning program focused on my academic success.

Camper signature

Date