

LA ESCUELITA LLC HANBOOK*



* All parents are required to read and sign the policies before their student's first class. Failure to read and sign the policies will delay the student's start date.

**La Escuelita LLC rev. June 2023
Policies**

PLEASE READ CAREFULLY

By Signing Below, I/We accept the following **Registration Policies**:

I, _____ (“Parent”), agree to enroll my child(ren)
_____, (“Student(s)”) at La Escuelita LLC in the following
subject(s): _____.

By Signing Below I/We accept the following **Payment Policies**:

- La Escuelita LLC enrolls students on a monthly basis. Hence, your student is registered for La Escuelita’s calendar month to month. **The renewal of their assistance at La Escuelita LLC is done automatically- unless you inform us a month before.**
- Your student may join our class at any time during the month. Our program is designed to work with your student at their own level at any point when they start. We will pro-rate the first month depending on the number of classes the student takes.
- At the time of registration, a **\$100 Non-refundable registration fee** is collected.
- Please note that tuition prices and fees are subject to change. For the most up-to-date information, kindly contact the director.
- At La Escuelita, we request that monthly tuition payments be submitted during the registration process and no later than one week prior to the start of each month (within the last 7 days of each month). Timely payments ensure your student's enrollment in their regular class every week throughout the corresponding month.
- ***\$20.00 late fee applicable for tuition received late - **NO EXCEPTIONS**
- If you or your student, for any reason, need to terminate or reschedule future classes we require one month's written notification. This can be via text, email, or letter. In the event that we have not received written notice at least one month in advance, we retain the right to invoice tuition for the entire month.
- ***\$20.00 rescheduling fee applicable for changes made without one month notice - **NO EXCEPTIONS**
- We offer a 10% student discount for siblings who attend class twice a week (totaling a minimum of 4 classes a week). If the students reduce their classes to once a week (thus, two classes in total), we reserve the right to withdraw the 10% discount from your total monthly bill.

By Signing Below, I/We accept the following **Attendance Policies**:

- If your student misses a class, we do offer make-up classes. However, your tuition must be current and you must inform us no later than 9:00 AM of the class day, and for

Saturday students, you need to inform us no later than Friday, 5:00PM. Make-up classes only extend to **ONE class per billing month**. Make-up classes are **not** guaranteed. Additionally, **if a make-up class is missed, we cannot reschedule it- therefore, the class will be lost (even if it was paid in full)**.

- If you would like to schedule a make-up class for your student, you must call, text, or email us in advance to help us maintain proper student/teacher ratios in our classes.
- La Escuelita LLC will make every effort to accommodate your make-up needs; however, **we do not provide refunds for missed classes - NO EXCEPTIONS.**
- In the event that your student is absent for the first two classes of the month and payment has not been received, your registration will be forfeited. To re-register, it will be necessary to submit the registration fee once more.

By Signing Below, I/We accept the following '**Pick-Up**' Policies:

- Only parents, legal guardians, and people authorized in writing by the parent with physical custody may pick up a student from student care.
- To ensure your student's safety, please notify La Escuelita LLC, in writing, that someone other than you will pick up your student. We will ask the individual to present La Escuelita LLC with proper identification.
- If you, or whoever is picking up your student, is aware that they are going to be late, they should call La Escuelita LLC to advise staff of this and of their plan to pick up their student. Due to the operational and staffing costs incurred when a parent/guardian is late, **a late fee will be charged.**
- **When the parent/guardian is late:**
 1. We will contact the parent/guardian at the numbers on the student's file card
 2. If contact with parent/guardian is not established, we will call the emergency contact(s) on the student's file card and make arrangements for the student to be picked up.
 3. In the event that you and the emergency contact(s) are not available and it is 30 minutes past established pick-up time; we will contact the appropriate Children's Aid Society and follow their instructions.
 4. If the parent/guardian is repetitively late, **we reserve the right to terminate our aforementioned school contract and will not issue a refund if classes are canceled due to late pick ups.**
- The late fee schedule is as follows:
 - The **first** time a late pick-up occurs, a \$5 fee will incur for every 10 minutes past the pick-up time.
 - The **second** time a late pick-up occurs, a \$10 fee will incur for every 10 minutes past the pick-up time.

- If late six times in any four-week period the parent/guardian and student will face expulsion from La Escuelita LLC.

By Signing Below, I/We accept the following **Bully Prevention Policies:**

- La Escuelita LLC believes all students have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance.
- La Escuelita LLC will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
- La Escuelita LLC expects students and/or staff to immediately report incidents of bullying to the teacher or Director. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity whether in or around the classroom setting.
- Each school will adopt a Student Code of Conduct to be followed by every student while at La Escuelita LLC, or when traveling to and from school or a school-sponsored activity, whether in or around the classroom setting.
- The Student Code of Conduct includes, but is not limited to:
 - **Any student who engages in bullying may be subject to disciplinary action up to and including expulsion from La Escuelita LLC.**
 - Students are expected to immediately report incidents of bullying to the teacher or Director.
 - Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
 - If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Director.

If you have further questions, please contact our office at (925) 209-6463 or admin@laescuelitap.com

Parent or Guardian Printed

Date

Parent or Guardian Signature

La Escuelita LLC rev. June 2023
Liability Form/Informed Consent/General Release Form

PLEASE READ CAREFULLY

Thank you for being part of the La Escuelita LLC community. We are thrilled to offer your student many activities they would not get in my other educational setting. Through occasional time in nature, art, and free play we allow your student to safely stretch their comfort zones and grow while in a safe and adventurous space. However there are minimal risks involved in their freetime at La Escuelita LLC and La Escuelita LLC cannot be held liable for such accidents and injury.

PLEASE READ AND SIGN BELOW.

By Signing Below I/We:

- I/We the parent(s) hereby give my/our approval for my/our student to participate in any/all activities during the school year. I/We will notify the teacher/staff of La Escuelita LLC should I/We choose for my/our student to avoid specific activities for any reason.
- I/We assume all risks and hazards incidental to such participation with La Escuelita LLC, including, but not limited to, transportation to and from school, activities, accidents, injury or death while at La Escuelita LLC or while my/our student is in the care of teachers/staff of La Escuelita LLC. I/We do hereby waive, absolve, indemnify and agree to hold harmless La Escuelita LLC and their staff and guest participants and persons transporting/teaching my/our student .
- I/We understand medical insurance will NOT be provided by La Escuelita LLC, and all medical costs incurred while in the care of La Escuelita LLC is my/our responsibility.
- I/We agree in the event of an emergency that requires immediate action before I/We can be reached for a staff member of La Escuelita LLC to use their best judgment in the treatment/care of my/our student, including but not limited to, CPR, bandaging, taking your student to the emergency room.

PLEASE READ CAREFULLY AND SIGN BELOW TO INDICATE YOUR AGREEMENT.

NOTE: THIS FORM INCLUDES A RELEASE OF LIABILITY.

La Escuelita LLC requires that all students (and their adult parent(s) or guardians) assume all risks associated with the school year by signing this general release.

For and in consideration of my student being permitted to participate in Mindfulness time at the neighborhood park, I hereby voluntarily release, discharge, waive and relinquish any and all claims or actions for damages for personal injury, permanent disability, death, or property damage which I or my student may have, or which may hereafter accrue to me or my student, as a result of my participation in Mindfulness activities during the school day and while I or my student are at the facility, on field trips, or off campus in a school related activity or for any other reason. This release is intended to discharge, in advance, La Escuelita LLC, its owners, employees and agents, and the guest teachers/participants from any and all liability arising out of or connected in any way with my student's participation in the school years activities.

I further understand and agree that this release, discharge, waiver, and assumption of risk is to be binding on my and my student's heirs, executors, administrators, and assigns.

I further agree to indemnify and to hold harmless La Escuelita LLC, its owners, employees and agents, or the owners or maintainers of any facility used by La Escuelita LLC for activities, for any loss, liability damage, cost or expense which may incur as a result of any injury or property damage I or my student may sustain while participating in the activity.

I agree to comply with the program's stated and customary terms and conditions for participation according to La Escuelita LLC. If I observe any significant change with regards to my student's readiness for participation in the program, I will remove my student from the program immediately.

I have read this Informed Consent/General Release, fully understanding its terms, that I give up substantial rights by signing it, and sign it voluntarily.

Parent or Guardian Printed

Date

Parent or Guardian Signature



555 Peters Ave. Ste 220-225
Pleasanton, CA 94566
(925) 209-6463

**La Escuelita LLC rev. June 2023
Emergency Form**

STUDENT INFORMATION:

Student Name: _____ DOB: _____

Address: _____ City: _____ Zip: _____

Student Name: _____ DOB: _____

Address: _____ City: _____ Zip: _____

EMERGENCY CONTACT INFORMATION: Please provide information for primary and alternative contact persons who may be notified in case of an emergency.

Name of Primary Contact: _____ Relation: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

Name of Secondary Contact: _____ Relation: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

OTHER ADULTS APPROVED FOR PICK-UPS: To ensure the safety of your student, please add the information for any other people approved to pick up your student. We will ask the individual to present La Escuelita with proper identification.

Name: _____ Relation: _____ DOB: _____

Phone Number: _____ Email: _____

The information requested on this form is confidential and for emergency use only. In the event of an emergency while participating at La Escuelita LLC, the information will be used by La Escuelita LLC personnel. Please provide accurate, complete, and true information. In case of an emergency, I give permission for my information to be released for emergency purposes. I also agree that any of my emergency contacts listed on this card may be notified in an emergency, as needed.

Parent or Guardian Printed

Date

Parent or Guardian Signature

**La Escuelita LLC rev. June 2023
COVID-19/ Illnesses Form**

Regarding Coronavirus (COVID-19):

During this pandemic we are all trying to remain educated to make sure we are taking the right precautions. We are taking measures to protect ourselves and all our students at La Escuelita LLC, this includes immunization, providing masks, and sanitizing the teaching areas often. If you or your student have ANY symptoms - such as fever (over 99°), cough, runny nose, sneezing, or generally COVID 19 symptoms- you must keep them home. Students may also carry the virus with no symptoms, so it's important to keep them home if anybody in your household has any symptoms.

Regarding other illnesses:

If your student has tested negative for COVID-19, but is feeling ill, they can still attend class, **IF** they wear a mask for the whole duration of the class. Per our policies, if your student must miss class, we offer once-a-month rescheduling- if you inform us no later than 9:00 AM of the class day or for Saturday students, you need to inform us no later than Friday, 5:00 PM. We do not offer credit or refunds for missed classes. We will do everything in our efforts to accommodate your make-up needs.

If you have further questions, please contact our office at (925) 209-6463 or admin@laescuelita.com

Parent or Guardian Printed

Date

Parent or Guardian Signature

**La Escuelita LLC rev. June 2023
 Allergy Form**

“Severe food allergies” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that required immediate medical attention.

Please list any foods to which your student is allergic or severely allergic, as well as the nature of your student’s allergic reaction to the food.

If your student is not allergic to any foods, please check the box below and sign.

No food allergy to report.

FOOD:	Nature of allergic reaction to the food:

 Parent or Guardian Printed

 Date

 Parent or Guardian Signature

**La Escuelita LLC rev. June 2023
Minor (Child) Photo Release Form**

I, _____, the parent or legal guardian of
_____ [student] hereby grant La Escuelita LLC my
permission to use photographs and/or video for any legal use, including, but
not limited to: publicity, copyright purposes, illustrations, advertising, and
web content.

Furthermore, I understand that no royalty, fee, or other compensation shall
become payable to me by reason of such use. If you do not accept your
student to be photographed, please check the appropriate box and sign below.

I do not approve of my student being photographed at La Escuelita
LLC or La Escuelita LLC events.

Parent or Guardian Printed

Date

Parent or Guardian Signature