

ADELANTE LEARNING CENTER

Parent/Guardian Handbook

1. OUR MISSION

It is our mission together with our parents to help develop the whole child. Together we will afford every child the opportunity to be successful and to develop a sense of pride as we work together to help become productive intellectual individuals. We will learn by doing, have responsibilities grow socially and have discipline in a nurturing environment. In this effort we will dedicate ourselves to fulfill each child's potential in a challenging and caring environment.

2. OUR PHILOSOPHY

Adelante Learning Center is a child-oriented school. We believe that all children learn through play, hands-on experiences and exposure to a variety of multicultural activities.

The hands-on experiences will be in the areas of art, music, science/social studies and the acquisition of a second language.

3. OUR CURRICULUM

Adelante Learning Center curriculum includes activities that meet our goals for a safe learning environment for all children. We strive to meet their needs with a variety of developmentally appropriate activities as well as dual language arts. We support their learning by offering enrichment in the areas of music, art and Spanish.

The hands-on approach in the learning centers are utilized. Examples of centers are: art, math, writing and science.

4. GENERAL INFORMATION

Our Staff at Adelante Learning Center encourages parents/ guardians to visit our school and participate in daily activities. Questions and suggestions about your child and the Center are always welcome.

Director, Barbara Bencomo (575) 312-1397

Co-director, Diana Rodriguez (575) 644-9590

Administrator, Sandra Provencio (575) 312-0373

5. OPEN DOOR POLICY

Parents, guardians and grandparents are welcome to our Center. We support and encourage family involvement. Visitors must check in with the Director before the visit. The Director reserves the right to deny a requested visit based on circumstances involving the visit. The Center will not allow a non-family member to observe the children or the Center.

6. LOCATION

Adelante Learning Center

406 W. Griggs

Adelante Learning Center Phone No. (575) 571-4069

7. REGISTRATION FOR ADELANTE LEARNING CENTER

- 1) Registration is open year-round to children 3-5 years of age.
- 2) Registration requires parents or guardians completed and signed registration and agreement that provides Center information regarding operation, policies, procedures and contact information.

Each child should bring their own nutritious lunch and drink.
Two nutritious snacks and a beverage are served daily. The menu is posted at the Director's workstation and updated monthly.

8. TOILET TRAINED:

- 1) The child enrolled at ALC must be fully toilet trained.
- 2) The child must be able to use the restroom without any assistance and tell an adult before they have to use the toilet.

9. DISENROLLMENT

In the event parents/guardians want to disenroll their child from the Center, it is required that they inform the Director and provide two weeks' notice to close the account. Failure to notify the Center will result in payment for two additional weeks of tuition. Payments for services at Adelante Learning Center are settled at the beginning of each month or week.

10. REENROLLMENT:

A reenrollment fee of \$100 will be charged when a child returns to ALC after being disenrolled.

11. MISCELLANEOUS CHARGES:

- 1) A returned check fee of \$30.00 will be charged for processing and handling. An account incurring two returned checks for insufficient funds will only be settled for payment with cash or money order thereafter. If your account is past due for two weeks, your child will not be taken into the Center until past due amounts are settled.
- 2) Late Pick-up:
A late fee of \$1.00 per minute will be assessed when a child is not picked up by 5:30 PM. The late fee will be assessed on your weekly billing.

12. CHILD PICK-UP POLICY

Only parents or guardians listed in the Registration Form are authorized to pick up their children at the end of the day. Adelante Learning Center must be notified by the registered parents or guardians if an unlisted person will be picking up your child. Written authorization provided to the Director of the Center must be received before the Center will release your child to anyone not listed on the Registration Form. Verbal authorization will be accepted only in case of an emergency. Pick up and sign out of children must be logged and signed by parents or guardians at the Director's desk.

13. CENTER SCHEDULE

7:30-8:30	Free choice/morning work
8:30-9:00	Outside recess
9:00-9:15	Wash hands/snack
9:15-10:00	Morning opening (Science/geography/phonics, etc.)
10:00-10:45	Reading instruction (Teacher directed)
10:45-11:00	Prepare for lunch
11:00-11:45	Lunch time/tablet or read a book
11:45-12:25	Outside recess
12:25-12:30	Wash up for nap time
12:30-1:00	Nap time
1:00-1:15	Story time
1:15-1:30	Wash hands/snack
1:30-2:45	Math/art
2:45-3:30	Spanish instruction/activities
3:30-4:00	Yoga/dramatic play/blocks/tablet
4:00-4:30	Outside recess
4:30-5:15	Story time/playdough
5:15-5:30	Dismissal

14. SAFETY

Child safety and safe practices is the number one priority for the staff and the Center. All staff are trained on safety procedures at the beginning of the school term.

15. CONFIDENTIALITY POLICY

Confidentiality of staff and children's records, pertinent family data, including completed registration forms referrals, and reports of contacts with other agencies will be maintained. All staff is trained to adhere to the confidentiality policy of the Center.

16. CELEBRATIONS & PARTIES

Student birthdays and special occasions may be celebrated at the Center by sharing a special treat with their school friends. Arrangements must be made with a teacher in advance. Due to food allergies, some food may not be permitted, so please check with one of our staff members. The National Accreditation Commission requires all food that is brought into our Center to be shared among children is commercially prepared.

17. FIELD TRIPS

Adelante students will participate in field trips throughout the year. Parents authorizing their children to participate in scheduled field trips must:

- Complete and sign the Field Trip Permission Waiver Form for each scheduled field trip. A child will not be allowed on a field trip without a completed and signed form and,
- Parents must pay for all fees associated with a field trip.

18. DRESS CODE

Children will be playing outdoors so please make sure your child has comfortable clothing and shoes for the season. Their clothing should be identified/labeled with your child's name. Adelante Learning Center is not responsible for lost or stolen

property.

During the summer session, cool casual dress is recommended. It is strongly recommended that children wear tennis shoes during field trips as there is walking involved.

- Due to laws pertaining to day care and facilities and your child's protection, we are unable to assist a child with more than offering a change of clothing if there is a toilet accident. If a child needs more assistance, we will call the parents/guardians to take care of the situation

19. BRINGING TOYS TO SCHOOL

Children should not bring valuable toys and other possessions to Adelante Learning Center other than on days scheduled for "Show and Tell". Aggressive toys (guns, knives, swords, etc.) will not be allowed at any time. "Show and Tell" days will be typically on Fridays. Adelante Learning Center will allow parents to bring nap time favorites (plush toy or blanket) for their child.

20. NOTIFICATION OF ABSENCE

Parents or guardians of a child attending the Center on a full-time basis are requested to notify the Director or leave a message that their child will be absent.

21. PARENT/GUARDIAN CONCERNS

Parents or guardians that have questions or concerns are welcomed and encouraged to contact the Director by phone or in person. Phone numbers to contact the Director are provided in this handbook.

22. MEDICATION

No medication will be administered to any child at any time. Parents/Guardians must come to the Center to administer medications. Only exception is an inhaler or EpiPen medication which must be self-administered, kept in office and must be in the original prescription bottle/package with:

- 1) Your child's name on the bottle/package
- 2) The name of the medication/drug
- 3) The dosage
- 4) Date and time to be administered

It should be noted that the state of New Mexico considers sunscreen "medication". With parent permission, we will apply your recommended sunscreen.

23. CHILD NEGLECT AND ABUSE

The Center will report obvious or suspected cases of abuse and neglect to Child Care Services. Center staff will follow procedure as outlined in the Employee Handbook to report child abuse or neglect. Suspected child abuse phone number: Child Care Services Bureau 575-524-6044 or child neglect phone number 1-855-333-7233.

24. DISCIPLINE

Adelante Learning Center discipline policy will not and does not employ the following measures to discipline a child:

- physical punishment of any type, including shaking, biting, hitting, or putting anything on or over a child's mouth
- withdrawal of food, rest, bathroom access, or outdoor activities
- abusive or profane language, including yelling
- any form of public or private humiliation, including threats of physical punishment or
- unsupervised separation

Discipline measures and procedures the Center does employ to ensure a safe and secure environment are:

- 1) Rough play, fighting or inappropriate language is not tolerated and will be disciplined with a written warning and consultation with parents or guardians.
- 2) A second event involving rough play, fighting or inappropriate language will result in suspension from the Center for one (1) day.
- 3) A third event involving rough play, fighting or inappropriate language will result in expulsion from the Center for the rest of the school term or summer camp session.

25. ACCIDENT/INJURY

Center staff will dispense first aid in the event of a minor injury. Center staff is CPR and First Aid certified. In the event of serious injury, Center staff will:

- 1) Immediately attend to the child and if care beyond first aid is required Center staff will;
- 2) Contact parents and/or call 911 for emergency treatment.
- 3) Attention requiring first aid will be tended to by staff and they will fill out an Incident Report. If child requires emergency care, parents or guardian will be contacted.

26. SICK CHILD IN CENTER

Children becoming ill during their stay at the Center will require parents or guardians to pick up their children as soon as possible. Children showing the signs of communicable illnesses as defined by the Health Services Division communicable diseases list will be required to be picked up by their parents or guardians when notified by the Center Director.

27. LOST CHILD

- 1) If a child is not accounted for at any time, the staff member responsible for the child will immediately search the premises. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- 2) If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the Director will be notified that the child is missing.
- 3) The staff member will also double-check to confirm the location of the child such as the pick-up of the child by their parent or guardian.
- 4) Center staff will begin lock down procedure. All exits will be monitored by staff letting no one in or out of the facility.
- 5) The Director and staff member responsible for the child will call 911, since the staff member will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- 6) A report of the incident will initially involve a telephone call to CYFD at 575-373-6600 and followed by a written notification and report within 24 hours of the

incident's occurrence detailing the incident that has threatened or could threaten the health and safety of children and staff members.

28. EMERGENCY EVACUATION

In the event of an emergency evacuation of the Center (fire, bomb threat, etc.) the staff will:

- 1) Follow the emergency evacuation response procedures detailed in the Center's Operating Procedures Manual
- 2) Communicate with the rest of the staff of an evacuation in progress and rally at the parking lot at the south side of the building
- 3) Roll call will immediately be taken to account for children
- 4) Contact emergency authorities of the situation and,
- 5) Notify parents/guardians by phone

29. DISASTER PREPAREDNESS AND RESPONSE

The Center has established procedures in preparation for, and response to:

- 1) Shelter-in-place: All exterior doors are locked, children and staff remain inside the Center with the lights on and normal activity continuing until word is received that it is safe to resume any outside activity; **Parents may not enter the building during a shelter-in-place or lockdown.**
- 2) Lockdown: All school doors (interior and exterior) are closed and locked, all curtains and blinds closed, lights are turned off throughout the building, and children and staff are instructed to wait quietly for further instructions.

30. ACKNOWLEDGEMENT FORM

- 1) Please detach and return this page of the Handbook to the Director as our way of knowing you read and understood the Parent Handbook. Keep your Handbook for reference throughout the year.

Parent Signature

Child Name

Child Name

Child Name

Date