

Arco Iris Bilingual Children's Center

Parent Handbook



14301 Laurel Bowie Rd
Laurel, MD 20708
301-483-8800

Revised September 2017

Arco Iris Bilingual Children's Center does not discriminate on the basis of race, color, national and/or ethnic origin, disability, or sexual orientation in the admission of students, the employment of staff, or in the administration of its policies.

Welcome to the Arco Iris Bilingual Children's Center

Early childhood development is a very important period in your child's life. Social learning, communication, intellectual awareness, and physical strides are all part of these first few years. Moreover, these are done in an ever-increasingly socially and culturally diverse environment. In recognition of these developmental changes and diverse settings, the Arco Iris Bilingual Children's Center has created a program dedicated to meeting your child's growing awareness in a bilingual English/Spanish classroom.

The philosophy of the Arco Iris Bilingual Children's Center's is to provide a learning atmosphere that is suited for advancing self-esteem, confidence, and the art of learning. We provide an outstanding program due to our child-focused environment and professional and certified staff. Our space guarantees a student-teacher ratio that will focus on the child's social and intellectual growth.

Our goal is to teach children using a variety of methods, including role playing and dramatic movement, free play, sensory development, and sharing. We also believe that each child learns and develops at his or her own pace. Since this will be a bilingual school, our curriculum will be in English and Spanish, with materials written and taught in both languages. We promote each child's natural instinct for learning, inquiry, and discovery, resulting in his or her own mastery of the world around them.

Moreover, we rely on you - the parents - as an extension of the Arco Iris staff. Who knows your child better than you? If you have any questions or comments about your child's learning, do not hesitate to talk to one of our teachers. Make sure you read the daily reports which highlight your child's activities.

We look forward to working with you and your child and ensuring that we help your child grow and develop!

Most Sincerely,

R. Carolina Reyes
Owner and Director
Arco Iris Bilingual Children's Center

Enrollment

In order to enroll at Arco Iris Bilingual Children's Center (hereinafter, Arco Iris) you must:

1) Provide the signed Enrollment and Tuition Agreement form (found at the end of this handbook)

2) Download and complete the forms found here: ArcoIrisBCC.com/the-curriculum/

- Registration Form
- Health Inventory Form
- Emergency Form
- Immunization Certificate Form
- Lotion & Ointment Application Form
- Maryland Medication Administration Authorization Form
- Asthma Action Plan Form (if necessary)
- Allergy Action Plan Form (if necessary)
- Authorization or Non-Authorization to take photographs and video

3) Pay a security deposit equal to one week's tuition (see below, Tuition Rates & Fees). This deposit will be used as the last month of tuition at Arco Iris.

Withdrawal

If you plan on withdrawing your child from Arco Iris, then you must provide written notice to the Director or the Assistant Director at least fourteen (14) days prior to the withdrawal date.

If you do not plan on having your child attend Arco Iris during the summer months (from the graduation ceremony to the first week of school), but do plan on having him or her return in September, then you must pay \$100 per month. Paying this monthly fee will guarantee your child's space in Arco Iris.

Please note: On occasion, a preschool program may not be an optimal fit for a child or family. Arco Iris is a center that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the center environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, Arco Iris reserves the right to dismiss a child from the program.

Tuition Rates & Fees

There is a \$75 one-time Registration Fee. A minimum of two days per week is required enrollment for each child in the program. Tuition rates for the 2017-2018 year are as follows:

Program	Ages	
	2-Year Olds	3 to 5-Year Olds
Half Day	\$40 / day (\$200 per week)	\$35 / day (\$175 per week)
Full Day	\$50 / day (\$220 per week)	\$45 / day (\$200 per week)

Half Days are from 8:30 am - 12:30 pm OR 2 pm - 6 pm.

Full Days are from 7 am - 6 pm.

- Tuition payments are monthly and biweekly. Tuition will be due on the first three days of each month and the 15th of the month.
- A late fee of \$35 will be charged if payment is received after the 4th day of the month.
- There will be a \$40 fee for any returned check.
- Tuition payments made in cash must be paid in person. Check payments may be made in person or left in the check box found on the table at the entrance of Arco Iris.
- Regular payment is still required during the December/July closings.
- Sibling Discount is 10% of the total amount.
- Overtime Fees for late pick up on or after 6:00 pm are due upon arrival, paid to the teacher required to stay overtime. We take these fees very seriously and collect them without exception. The fees are \$5.00 for the first five minutes and \$2.00 for every additional minute.
- Arco Iris reserves the right to terminate enrollment should an account become overdue.
- \$100 Summer Hold Fee: to be paid when your child does not attend Arco Iris during the summer months (from the graduation ceremony to the first week of school), but do plan on having him or her return in September. Paying this monthly fee will guarantee your child's space in Arco Iris. For multiple children, the \$100 fee is applied only once.
- \$50 Family Vacation Hold Deposit: when you go on vacation you must pay the \$50 hold deposit (per child) so that your child's spot can be guaranteed. This deposit will be credited back to you upon your return.
- For Part-time Students: children must be in the center at least three days per week; tuition for part-time students will be charged upon an agreed upon period set by the parents and the Director (regardless of closings, health issues, vacation, or withdrawal from school); no refunds, credit, or remission of fees/tuition, or make-up days provided for holidays or inclement-weather closings and/or absences for any reason that occurs on the part-time student's schedule day.

You must acknowledge and agree to the policies outlined at the end of this Parent Handbook regarding all the tuition and payment rules, as well as other rules and regulations pertaining to Arco Iris.

Communication

Arco Iris is very proud of its commitment to open communication. We feel that it is extremely important to be in close contact with parents regarding how your child spends his or her day. Since drop-off and pick-up times are often rushed and busy times for children, parents, and teachers, we encourage you to schedule a classroom conference either by phone or in person. We also ask that you share with us information that may be affecting your child in school in order to best assist you.

All the teachers have email accounts that you can find on their monthly newsletter. Alternatively, you can send a message to arcoirisbcc@gmail.com, and the Director or Assistant Director will ensure the proper teacher gets your message.

Non-Discriminatory Policy

Arco Iris does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, sexual preferences, or disabilities. Toilet training is not required for enrollment.

Arco Iris provides for all children, including those with identified disabilities and special learning and development abilities. Modifications are made in the environment and staffing patterns in order to include children with special needs. Arco Iris staff are aware of the identified/diagnosed special needs of individual children and are willing to be trained in following through specific intervention plans. The supervising lead teacher or the Director will make appropriate professional referrals when necessary. Arco Iris will expect that family members be involved in the development and use of individualized education plans. Arco Iris will address the priorities and concerns of families of children with special needs.

Hours of Operation

Monday to Friday 7:00 am to 6:00 pm

Drop-off and Pick-up Policy

It is the responsibility of the parent to call and inform Arco Iris if arriving after 9:00 am. Parents are responsible for picking up their children promptly by 5:45 pm. This will allow the inevitable time period that is taken up by collecting the child's items, and discussing any concerns with the teacher.

Children will be released only to the parent or legal guardian. Should an unexpected situation arise in which the parent or legal guardian cannot pick up the child, the parent or legal guardian must speak with the child's teacher. Arco Iris will only release the name listed on the emergency form. When that person arrives, he or she must show a driver's license to verify proof of person.

Arco Iris' staff are always happy to provide an individual overview of a child's day to the parent at pick-up time. Please note, however, that this will not be possible after 6:00 pm. As stated in the Tuition Rates & Fees section of this document, overtime fees for late pick up on or after 6:00 pm are due upon arrival, paid to the teacher required to stay overtime. We take these fees very seriously and collect them without exception. The fees are assessed as follows:

\$5.00 for the first five minutes and \$2.00 for every additional minute.

Breakfast, Lunch, and Snacks

You must bring your child's lunch each day. However, we will provide a simple breakfast, including milk, cereal, waffles, or mini pancakes, as well as an afternoon snack.

IMPORTANT NOTE REGARDING PEANUT AND TREE NUT ALLERGIES

Arco Iris Bilingual Children's Center adheres to a TOTAL NUT FREE policy. Parents and guardians need to be mindful of any products containing nuts when preparing lunches or snacks. No nut or seed butters are permitted at Arco Iris. If such products are sent with a child's lunches, then they will not be served. Parents of children who, historically, have suffered an anaphylactic reaction to any foods or insect bites, need to provide the school with a recent medical action plan.

Illness

If your child has any of the following: "pink eye" (conjunctivitis), "chickenpox" (varicella), frequent diarrhea, vomiting (three times in a row or more), or a fever of 100 degrees F or higher, we will separate him/her from the other children and be monitored constantly. This is done for the child's safety and for the safety of the other children. We will call the family or guardian immediately and expect that the child will be picked up within two hours. In case the family cannot pick up the child, the family will have to provide us with the name of the responsible party that will pick up the child. This person must be 18 years of age or older. Your child must remain at home until the illness has cleared completely. In the case of any of the above-mentioned conditions, a child must remain at home for a minimum of 24 hours without any further symptoms prior to returning to Arco Iris. Moreover, if your child is not well enough to participate in all aspects of the daily schedule, please keep your child at home.

Emergencies

The family will have to provide telephone numbers and names of people (ages 18 and over) authorized to receive their children. When that person arrives, he or she must show a driver's license to verify proof of person.

Medicine

We will only be able to provide medication to children whose parents have filled out the medication authorization form, which needs to be signed by a physician. A child taking antibiotics will have to stay home for at least the first 24 hours of the cycle.

Accidents

In the case a child is in any type of accident, the family will be informed immediately after the child receives first aid. If something appears that requires greater care, we will call the child's doctor and/or 911.

Allergies

It is the responsibility of the family to maintain us informed about any type of allergy that the child may have. We will assume the responsibility of not providing the child with anything that the family will not authorize; this includes food, liquids, medicine, and latex.

Peanut and Tree Nut Allergy

Due to the severe allergy that some children may have to peanuts, products with peanuts or peanut derivatives, or tree nuts, under no circumstances may parents send any food product with peanuts or tree nuts to Arco Iris. This includes, but is not limited to: peanuts, tree nuts, derivative products made from these.

Absences, Holidays, and Closings

If for some reason, the child is going to be absent, the family should inform Arco Iris by 8:30 am. Arco Iris will be closed approximately two weeks in late December/early January and for one week in July. Payment is still required during the December/July closings.

Parents/Guardians will receive the exact dates of closings approximately 3 months in advance. Please refer to the official Arco Iris Bilingual Children's Center Calendar provided.

Inclement Weather Policy

School closings and delays are made to ensure the safety of our children. You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so.

In order to find out if Arco Iris is closed due to weather conditions, please tune to Fox 5 Morning News or look to our Facebook page ([Facebook.com/ArcoIrisBCC](https://www.facebook.com/ArcoIrisBCC)).

Tuition is a flat rate and there is no prorated cost due to closings, weather-related or otherwise. It is the responsibility of the family to make prompt payments according to the contract established. In this way, Arco Iris can meet all of its obligations including payroll, insurance payments, rent, and other associated business costs.

Transportation

It is the responsibility of the family to bring and pick up the child to and from Arco Iris.

Class Management

Our program recognizes the importance of helping children acquire and develop internal control and a positive attitude towards others. Arco Iris provides a nurturing and secure environment where your child will be able to develop and refine these social skills. Arco Iris is committed to offering guidance helping the children learn and understand the confines of acceptable behavior. Arco Iris considers the child's family as an essential part of this process and will count on its support to find the best solution to any problem that may occur during the hours the child is within the care of Arco Iris.

Our discipline goals:

- Helping children establish internal controls. The ultimate goal is self-discipline.
- Helping children recognize, name and verbalize their feelings and needs rather than withdrawing or acting them out physically.
- Helping a foster a comfortable and safe environment.

Personal Materials

Please bring the following items with your child on his or her first day:

TODDLERS

- Blanket (to be taken home at the end of each week for washing)
- Complete Set of Extra Clothes for Every Day
- Disposable Diapers – (no cloth diapers permitted)
- Baby Wipes
- Diaper Rash Ointment with Lotion and Ointment Application Form
- Sunscreen and Insect Repellant
- Sippy Cup (if applicable)
- Fitted Sheets for a Child Size Cot
- Backpack for all of your child's belongings

CHILDREN AGES 3s, 4s, and 5s

- Blanket (to be taken home at the end of each week for washing)
- Complete set of extra clothes for every day
- Baby Wipes
- Sunscreen and Insect Repellant
- Fitted Sheets for a Child Size Cot
- Backpack for all of your child's belongings

Lost and Misplaced Items

Arco Iris will show the utmost care in looking after personal items. Nevertheless, please label all of your child's belongings.

Photographs

Arco Iris may periodically take photos of children to produce informational materials and document events for parents. By signing this form, you give Arco Iris permission to photograph and use your child's image. If you do not want your child's image to be captured in any form, please make note on this form.

I, _____, DO / DO NOT consent my child(ren),
(Print Name of Parent / Legal Guardian) (Circle One)

_____, to be photographed. By consenting,
(Print Name of Child(ren))

I further authorize that the photography may be published for any purpose and in any form.

Signature of Parent/Guardian

Date Signed

Birthday Celebrations

Arco Iris would like to celebrate each child's birthday. If you would like to participate or provide something to share with the class please let us know in advance. Please let us know in advance if you would not like to celebrate your child's birthday. *Please do not send any treats, party favors, cakes, or candy that contain nuts or nut derivatives as part of the birthday celebration.*

Telephone and Address Changes

Any change of address or telephone must be immediately communicated to Arco Iris.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled twice a year to discuss your child's development, his or her achievements, and to share some of his or her artwork. We also encourage parents to approach us anytime before 6:00 pm if they would like talk about their child.

Suggestions

If you have any suggestions about how we can improve our service, please communicate them to us either by writing, by phone, or personally.

Contact Information

Please feel free to call or email Arco Iris with any of your questions or concerns.

Arco Iris Bilingual Children's Center
14301 Laurel-Bowie Road
Laurel, MD 20708
301-483-8800
arcoirisbcc@gmail.com

Acknowledgement

I hereby acknowledge that I have read this Parent Handbook in full and understand the rules, requirements, conditions, as well as my responsibilities.

I also hereby agree to the following tuition policy regarding payments:

1. To give Arco Iris fourteen (14) days written notice in the event that I will need to withdraw my child(ren). Written notice must be given to the Director or the Assistant Director.
2. To give the Arco Iris Director any changes in my child(ren)'s schedule by making a written statement with the Director two (2) weeks prior to the effective change in schedule.
3. To pay a non-refundable registration fee of \$75, per child, with checks made payable to Arco Iris Bilingual Children's Center. Cash is acceptable. This is to be paid at the time of registration.
4. Tuition rates are based on a monthly and bi-weekly rate and there will be **NO TUITION REFUNDS** due to illness, inclement weather, labor strikes, power and/or water outages, holiday closings or other legitimate conditions beyond the control of Arco Iris.
5. To pay tuition by cash (in person) or check (payable to Arco Iris Bilingual Children's Center) no later than the third (3rd) of the month unless specified differently by the Director. **A late fee of \$35 will be charged to me if my tuition is paid on or after the 4th of the month.** After 30 days, failure to pay will result in termination unless a payment plan with the Director is negotiated.
6. To pay a \$100 Summer Hold Fee if the child will not attend Arco Iris between the graduation date in June and the first week of school. This is a flat rate and is for both single children and multiple children of a family attending Arco Iris.
7. To pay a \$50 per child Family Vacation Hold Deposit if the child (or children) will be on vacation while Arco Iris remains open. This deposit will be credited back to your account upon the child's return.
8. To pay a \$40 return check fee if a payment is deemed Non-Sufficient Funds or any other designation of a bounced or otherwise invalid check.
9. To pay tuition during the late December and late July Arco Iris closings.
10. Beginning at precisely at 6 pm (according to the teacher's watch or clock), **an overtime charge of \$5 for the first five minutes and \$2 for every minute thereafter will be charged and paid immediately to the teacher. The child cannot return until this payment is made.**

_____	Carolina Reyes	_____
Arco Iris Bilingual Children's Center	Printed Name	Date
Director		
Signature		

_____	_____	_____
Parent / Legal Guardian	Printed Name	Date
Signature		

_____	_____	_____
Parent / Legal Guardian	Printed Name	Date
Signature		