



# Parent Handbook 2022/2023

## Spanish For Toddlers

Owner/Operator:

Maria Van Dyke  
(248) 797-6947

School Address:

Hunter Community Center  
509 Fisher Court  
Clawson, MI 48017  
(248) 597-9932

License No: DC 6302 77496

Tax ID No: 59-3811-881

For Childcare Center Rules go to: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)  
Center's Licensing Notebook available to parents. Please ask.

**Spanish for Toddlers is a Spanish Immersion Montessori Preschool and Daycare for children ages 12 months to 6 years.**

**Tuition and Schedules**

Preschool Hours: 9:00am - 12:00pm  
Full Day: 7:30am – 6:00pm  
Extended hours: 7:30am – 6:00pm  
Schedule Options: **2 days/week: Mon-Wed or Tue-Thu**  
**3 days/week: Mon-Wed-Fri or Tue-Thu-Fri**  
**4 days/week: Mon-Tue-Wed-Thu**  
**5 days/week: Mon-Tue-Wed-Thu-Fri**

There is a \$200.00 Enrollment Fee (Non-Refundable). The school calendar is broken out by the school year (Sep-May) and Summer Session (Jun-Aug). Annual Tuition payment is divided by 12 equal monthly installments:

**INFANT ROOM (12 months – 30 months)**

Full Day (7:30am – 6:00pm)

2 days: \$530/mo – MW or TTh  
3 days: \$761/mo – MWF or TThF  
4 days: \$966/mo – MTWTh  
5 days: \$1,170/mo – MTWThF

**YOUNG TODDLERS WITH DIAPERS (30 months – 48 months)**

Preschool (9:00am – 12:00pm)

2 days: \$299/mo – MW or TTh  
3 days: \$399/mo – MWF or TThF  
4 days: \$514/mo - MTWTh  
5 days: \$619/mo - MTWThF

Full Day (7:30am—6:00 pm)

2 days: \$530/mo – MW or TTh  
3 days: \$761/mo – MWF or TThF  
4 days: \$966/mo - MTWTh  
5 days: \$1,170/mo - MTWThF

**PRESCHOOLERS (4 year – 6 years)**

Preschool (9:00am – 12:00pm)

2 days: \$246/mo – MW or TTh  
3 days: \$336/mo – MWF or TThF  
4 days: \$430/mo - MTWTh  
5 days: \$514/mo - MTWThF

Full Day (7:30am—6:00 pm)

2 days: \$441/mo – MW or TTh  
3 days: \$635/mo – MWF or TThF  
4 days: \$808/mo - MTWTh  
5 days: \$976/mo - MTWThF

Once enrolled, you are enrolled for the entire calendar year (Sep 2022 – Aug 2023). Any requests for schedule changes during the school year (from September – May) will be assessed a \$100 change fee. Schedule changes cannot be guaranteed and will depend on space and availability. Prior to summer session, families will have the opportunity to complete a form to either (a) alter their schedule for the summer (Jun-Aug) without penalty, or (b) withdraw from the program during the summer months. **If you withdraw from the program entirely during the summer months, we cannot guarantee that a spot will be available in September. Any schedule changes after the start of summer session will also require a \$100 change fee.**

Tuition fees are due on the first day of the month, even during breaks and school closures. A \$20.00 late fee will be added after the 5<sup>th</sup> of the month (NO EXCEPTIONS). An incremental \$20.00 late fee will be added every 5 days thereafter. If monthly tuition is more than 1 month past due, your child will be withdrawn from the program. If your child is sick or you will be out of town, please make sure to send your tuition fee before the 5<sup>th</sup> to:

Spanish for Toddlers  
509 Fisher Court, Clawson, MI 48017

There are no refunds or make up days for absentees or weather-related school closures. A \$30.00 fee will be charged for returned checks.

A fee will be charged if your child is picked up late without previous arrangements, with the following time structure:

- The first 15 minutes late will be assessed a \$10.00 fee
- Every additional minute after 15 minutes will be assessed a fee of \$1.00/minute

Please make every attempt to pick up your child on time. If you need to leave your child at the school for additional non-scheduled hours/days, you may arrange to do so with prior notice. The rate for additional hours/days are:

• Additional full-day: \$60
• Additional hour: \$10/hour

### **Holiday and Emergency Closing Procedures**

If public schools in the Royal Oak School District are closed, we will in most cases do the same, including snow days. We will **not** close for cold days, unless temperatures or windchill reach 30 degrees below zero degrees Fahrenheit or lower.

**School Calendar: September 2022 – December 2022**

September 5, 2022	Labor Day (NO school)
September 6, 2022	First Day of School
November 23,24,25, 2022	Thanksgiving Break (NO school)
December 9, 2022	Last Day of School
December 12-16, 2022	Extra daycare week (Additional cost)
December 19, 2022- January 6, 2023	Christmas Break (NO school)
January 9, 2023	First Day of School

**Drop Off of Children**

Children can be dropped off at any time, starting at 7:30 am when previously arranged. Check price list.

**Schedule of Daily Activities**

The “flexible” infant room routine is as follows:

- 7:30-8:00 Drop off and time for children to finish breakfast
- 8:00-8:30 Playtime
- 8:45-9:00 Diapers
- 9:00-9:30 First nap/ Play time/ Walk (outside or inside, depending on weather)
- 9:30-10:30 Circle time begins. During this activity, we work on the weather, day, month, absentees, news, learn new songs and demonstrate the craft or activity of the day. We also have Music Time
- 10:30-10:50 Wash hands/ Snack
- 11:00-11:30 Play time in the gym or outside if weather permits
- 11:40-12:00 Wash hands/ Lunch
- 12:00-12:15 Diapers
- 12:30-2:30 Second nap
- 2:30-2:45 Diapers
- 3:00-3:30 Walk
- 3:30-3:50 Wash hands/ Snack
- 3:50-4:00 Diapers
- 4:00-6:00 Play time in the gym or outside if weather permits /Children get picked up

The Toddler Room routine is very much like the Preschool routine:

7:30-8:00	Drop off and time for children to finish breakfast in greeting room
8:00-9:00	Playtime in the gym or outside if weather permits
9:00-9:15	Children are greeted and they get ready for circle time.
9:15-10:00	Circle time begins. During this activity, we work on the weather, day, month, absentees, news, learn new songs and demonstrate the craft or activity of the day. We also have Music Time.
10:00-10:45	Children choose their activities and work.
10:45-11:00	Snack
11:00-11:20	Play time in the gym or outside if weather permits
11:20-11:40	Story Time
11:40-12:00	Children get ready to go home, sing a going away song and are dismissed
12:00-12:30	Lunchtime
12:30-1:30	Play time in the gym or outside if weather permits
1:00 - 3:30	Naptime or work on Spanish curriculum and/or cultural lessons
3:30 – 4:00	Afternoon snack
4:30 - 6:00	Play time in the gym or outside if weather permits, children get picked up

**Please note that the above schedule is approximate. We are in tune to the children's different needs and will adjust our schedule accordingly.**

### **Dismissal**

Parents needing to pick up their children early should call so that we can have your child ready. No adult may pick up a child unless their name is on the Child Information Card. Proper identification is required. If we don't recognize an adult, we will ask for identification.

### **Separation Anxiety**

The first few weeks may be difficult as you and your child separate. We suggest that you step into the hall with your child, greet the teacher and let us take it from there. We will greet your child and gently direct him/her to the classroom. Please give your child a hug and reassurance that you will be back to pick him up, and leave. Lingering too long can make it more difficult for your child's initial adjustment. Never leave without saying "goodbye". Please assist the teacher by walking your child into class instead of carrying him/her and passing the child into the arms of the teacher.

Your child's experience should be a joyful one. You will be called if your child is very sad or scared. Please keep in mind that separation anxiety is normal and temporary and will ease as your child becomes accustomed to the program. Some children adjust immediately, and others take more time. Either way is normal. If you have any questions or concerns, please let us know.

### **Health Information**

Each child is required by state regulations to have on file a 'health appraisal' statement. This record should be up to date (as required by the state and county) and include a copy of his/her

immunization record, and information regarding allergies.

- We require all students to be fully vaccinated, **NO EXCEPTIONS**.
- Children arriving at school noticeably ill will **not** be accepted. Please do not send your child to school if within the last 24 hours he/she has/had a fever, diarrhea, has been vomiting or has developed a rash. Children are to return to school after being 24-hour symptom free **WITHOUT MEDICATION**. Should a child become ill during the day, the parent will be notified immediately. The child will be separated from the group and remain under adult supervision in the school office until the parent or authorized person arrives to take the child home (please do so within 30 minutes). Same procedures apply for all staff and volunteers.
- Only prescription medication or over-the-counter medication with your child's name clearly marked on it will be administered. You must fill out and sign a medication permission form and notify us that your child has medication.
- In the event that a child contracts a communicable disease and exposes the other children, parents will be notified of such exposure. A written note signed by the sick child's doctor will be required for the child to return to school.
- In case of an injury or medical emergency during school time, the child's health is our priority. First aid will be administered first and the parent or authorized adult will be notified as quickly as possible. If medical attention is required, we will call the local 911 emergency service, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician. Please see attached Emergency and Incident Form.

## Classroom Policies

### **Food**

All snacks and lunch must be provided every day. Make sure your child has had breakfast before sending him/her to school if he/she will be dropped off at 9 am or later. Make sure all bottles, sippy cups food containers and lunch boxes are labeled with your child's name, last name and date.

### **Dress**

Please send your child in comfortable clothes. Shorts are a good choice for the hot weather. **No open-toe shoes**, please. Your child's name must be placed on all outdoor clothing, backpacks and other personal belongings to help ensure their return. **Jewelry:** Since jewelry is frequently lost, students are not allowed to wear it, with the exception of I.D. bracelets that properly fit and have a secure closure and small earrings.

### **Personal belongings**

Children are not allowed to bring toys to school from home, unless requested by the teacher for show and tell or a teaching lesson.

Please provide the following; make sure that everything is marked with your child's name.

Your child should carry a backpack with:

1. Complete change of clothes in a plastic bag (underwear, socks, shoes, and clothes appropriate to the season)
2. If not toilet-trained: 3 diapers, wipes & rash medicine. Parents will need to provide additional diapers, wipes and rash medicine that will remain on-site at the school. Teacher will notify parents when refills are needed.
3. Toilet training: 1 extra shirt, 4 pants, 4 regular underwear (no pull ups), extra shoes and socks.

Children should wear clothing that can be easily removed (no onesies, please).

Before you start toilet-training your child, make sure to communicate it to us so that we can plan a smooth experience for him/her. We will ask you to send your child in regular underwear. Make sure to have your child wear loose fitting clothes. Pants/shorts with elastic bands are preferred. Zippers, snaps, or buttons might make it difficult to get to the potty on time. They should also be able to remove and put their shoes on with ease (velcro closures or slip-on shoes preferred).

### **Discipline**

We will use positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation. Limits are set, the rules don't change, consistency is maintained to help the child feel happier and to be safe.

- We will provide plenty of rewards by means of praise and positive reinforcement. Every now and then there is a sticker, happy face or special treat.
- Additionally, it has been our experience that "time out" is sometimes necessary and only for a short period of time (never more than 2 minutes at this age). It is breathing space for the child and for the teacher.

### **Birthdays**

A child's birthday is a very important day. Please check with us in advance so that we can do something special at school. You can help by doing the following for that day:

- Bring a poster board with a picture of your child at each age and a picture of the child's family to share with his/her classmates.
- Bring a special treat to share with the class. Please keep the treats simple. This is not meant to replace a birthday party you may have at home, only to enhance your child's day.
- Please send birthday party invitations through the mail. This saves the feelings of children not invited. If everyone is included, we will gladly distribute them.

### **Withdrawal**

If a child needs to be withdrawn from the school, we require a **30 day advance written notice** so that the vacancy can be filled by another child.

### **Observing or Volunteering in the Classroom**

Parents are welcome to come in at any time to observe the classroom. Although advance notice is not required it can be helpful in minimizing any disruption in the classroom. Please consider the following rules when observing, visiting or volunteering at our school.

- Always use a quiet voice.
- We will provide you with a chair. Come in quietly and sit in the classroom in the chair assigned by the teacher.
- Greet your child and the classmates only if they approach you. Do not encourage conversation with them. You are here to watch them work.
- Do not interrupt the children at work, nor should you correct them.
- Encourage your child to return to whatever she/he was doing by quietly telling her that you came to “watch her work.” If your child wants to stay with you, it is O.K. Do not force your child to join in activities as this will only aggravate the situation. Your child works just as well as the other children. Enjoy observing them and tell their parents about it. Chances are they observed your child working just as beautifully.
- If you must leave before school is over and you will not be taking your child, please let him know. Do not sneak out.

### **Important Notes**

- When toddlers are out of diapers and completely potty trained (meaning being accident-free for at least a month), tuition prices go down.
- For safety’s sake, children must always be left in the care of an adult, with the children being brought directly into the classroom. Do **not** leave them alone in the hallway.
- Children must never be left at school without an adult present.
- The following are two additional phone numbers should the regular school phone line be busy:
  - Maria Van Dyke’s cell phone (248) 797-6947, and
  - Hunter Community Center (248) 589-0334
- Change of classroom days and/or hours can only be done when registering for the School Year or the Summer Session. Any change during the school year or during Summer will result in a \$100 change fee, **if** spots are available.
  - (i) The licensing notebook contains all the licensing inspection and investigation reports and related corrective action plans since May 28, 2010.
  - (ii) The licensing notebook is available to parents during regular business hours.
  - (iii) Licensing inspection and special investigation reports are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

There will be no discrimination based on sex, religion or race.

SPANISH FOR TODDLERS - CLAWSON  
PARENT HANDBOOK RECEIPT

We have read the Parent Handbook in its entirety. We understand the school's tuition policy, due dates and late fees as outlined in the Handbook and agree to pay monthly tuition in advance by the 1<sup>st</sup> of the month. We also understand that any withdrawal from the program may result in losing our child's spot.

We have read the Parent Handbook and agreed to the policies and procedures outlined within.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of child

\_\_\_\_\_ I give permission to Spanish for Toddlers to share my contact information with other currently enrolled families within the school, for setting up carpool, playdates, etc. This information may not be distributed outside of the Spanish for Toddlers community or used for any other purposes.

\_\_\_\_\_ I do NOT give permission to Spanish for Toddlers to share my contact information with other currently enrolled families within the school, for setting up carpool, playdates, etc. This information may not be distributed outside of the Spanish for Toddlers community or used for any other purposes.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of child

**Please complete and return this form to the administrative office prior to your child's first day.**

For the parent handbook please go to [www.spanishfortoddlers.com](http://www.spanishfortoddlers.com)