



Parent Handbook

De Colores Spanish Immersion 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.

Enrollment:

You must provide the signed Enrollment and Tuition Agreement form and provide the following information in order to enroll your child for care:

- Physical examination and vaccinations (including blood test for lead and oral health assessment for children ages 3 and older), all which will have to be updated annually
- Authorization to apply medical treatment in case of emergency
- Contact information in case of emergency
- Summary of any medical treatment your child has received and/or any medical condition
- Grant or no grant of authorization to take photographs and video

Children with special needs may be enrolled at De Colores Spanish Immersion Program if their developmental and social needs can be met with reasonable accommodations and without fundamentally altering the educational and developmental program offered by the De Colores Spanish Immersion Program.

Hours of operation:

Monday to Friday 8:00 AM to 6:00 PM

Drop-off and Pick-up Policy:

It is the responsibility of the parent to call and inform De Colores Spanish Immersion Program in arriving after 9:00 am. Staff may take children to the park after that time and therefore need to be advised when a child will arrive late. Parents are responsible for picking up their children promptly by 6:00 pm. Fees for late pick up after 6:00 p.m. are due upon pickup (paid to the teacher required to stay overtime) and are assessed as follows: \$5.00 for the first five minutes and \$2.00 for every additional minute.

De Colores 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. If you would like to have a detailed conversation about your child's day, please arrive by 5:45 pm.

Feeding:

All food will be provided by the parents/ responsible party. Each day you must bring the following for your child:

- Milk and/or Formula
- Breakfast
- Lunch
- Afternoon snack

****IMPORTANT NOTE REGARDING PEANUT & NUT ALLERGIES****

Due to the severe allergy that some children may have to peanuts and products with peanuts or peanut derivatives, under no circumstances may parents send any food product with peanuts or nuts to De Colores Spanish Immersion Program. This includes, but is not limited to: peanuts, peanut butter, granola or cereals with nuts, nut candy (ie. M&Ms), and granola bars with nuts.

Illness:

If your child has any of the following: “pink eye” or conjunctivitis, “chicken pox”(varicela), frequent diarrhea, vomits (three in a row or more) or a fever of 100’F or higher, we will separate him/her from the other children and monitor him/her constantly. This is done for his 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 completely cleared-up. 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 De Colores Spanish Immersion Program.

Emergencies:

The family will have to provide telephone numbers and names of people authorized to receive their children. They will have to be 18 or older.

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 the first aid. If something appears that requires greater care, we will call the child’s doctor or/and 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.

Nut Allergy:

Due to the severe allergy that some children may have to peanuts and products with peanuts or peanut derivatives, under no circumstances may parents send any food product with peanuts or nuts to De Colores Spanish Immersion Program. This includes, but is not limited to: peanuts, peanut butter, granola or cereals with nuts, nut candy (ie. M&Ms), and granola bars with nuts.

Absence, Holidays and Closings:

If for some reason, the child is going to be absent, the family should inform De Colores by 9:00 AM.

De Colores will follow DC Public School’s holiday calendar except during winter and summer break. De Colores will be closed approximately 2 weeks in late December/early January. Parents/Guardians will receive the exact dates of closings approximately 3 months in advance. Please refer to official De Colores School Calendar provided.

We will also follow DCPS’s weather related school closings. To find out if the schools are closed in the District, please check online at <http://dcps.dc.gov/portal/site/DCPS/> De Colores reserves the right to close even when DCPS remains open if the Director determines that the weather conditions are unsafe for travel for children and staff. Please note that De Colores is unable to provide refunds for unanticipated weather related or emergency closings.

De Colores will also have a yearly calendar so parents will be able to anticipate holidays.

Transportation:

It is the responsibility of the family to bring and pick-up the child to and from the De Colores facility.

Class management:

Our program recognizes the importance of helping children acquire and develop internal control and a positive attitude towards others. De Colores provides a nurturing and secure environment where your child will be able to develop and refine these social skills. De Colores is committed to offering guidance helping the children learn and understand the confines of acceptable behavior. De Colores 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 De Colores.

Personal Materials:**INFANTS AND TODDLERS**

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

- A blanket – (to be taken home at the end of each week for washing)
- A complete set of extra clothes for every day
- Disposable diapers – (no cloth diapers permitted)
- Baby Wipes
- Diaper Rash Ointment
- Bibs (if applicable)
- Toothpaste and Toothbrushes (if applicable)
- Hair Brush
- Sun Screen and Insect Repellant
- 2 Bottles (if applicable)
- Sippy Cup (if applicable)
- Fitted Sheets for a Child Size Cot or Crib

PRE-KINDERGARTEN

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

- A blanket – (to be taken home at the end of each week for washing)
- A complete set of extra clothes for every day
- Baby Wipes
- Toothpaste and Toothbrushes
- Hair Brush
- Sun Screen and Insect Repellant
- Fitted Sheets for a Child Size Cot

Lost and Misplaced Items:

De Colores will show the utmost care in looking after personal items. Please label all of your child's belongings.

Photographs:

De Colores may periodically take photos of children to produce informational materials and document events for parents. By signing this form, you give De Colores 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.

Birthday Celebrations:

De Colores 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. If you would not like to celebrate your child's birthday please let us know in advance.

Please do not send any treats, party favors, cakes, or candy that contain peanuts or peanut derivatives as part of the birthday celebration.

Telephone and address changes

Any change of address or telephone must be immediately communicated to De Colores.

Concerns about Care:

We strive to maintain a high standard in the care of your children. If for some reason we are not meeting your expectations, we urge you to bring it to our attention. We value your opinions and suggestions.

Teacher Parent Conferences:

Teacher parent conferences will be scheduled on twice a year to discuss your child's development, his/her achievements and to share some of his/her artwork. We also encourage parents to approach us at anytime they would like talk about their child.

Suggestions:

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

Nut Free Policy:

As part of the ongoing safety awareness at De Colores Spanish Immersion Program, the Center adheres to a TOTAL NUT FREE policy throughout the entire school.

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 De Colores. If such products are sent with a child's lunches they will not be served.

Parents of children who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan.

If you are in agreement of all the above, please sign and date.

Child's Parent/ Legal Guardian
Signature

Printed Name

Date

De Colores Director
Signature

Printed Name

Date