Las Abejitas

Bilingual Education Center

FAMILY HANDBOOK

2024

Welcome & Bienvenidos

Dear Family,

Thank you for choosing Las Abejitas Bilingual Education Center. We understand that choosing who cares for your child is an important decision and we feel privileged to be trusted with that care. We look forward to providing your child with a warm and enriching environment that encourages creativity, integrity, independence, curiosity, and the ability to celebrate our differences. We recognize that every child is unique and will strive to help them reach their own potential. As a bilingual center, we will focus on Spanish/English acquisition while preparing children academically and socially to be successful in Kindergarten.

Please take time to review the entire handbook before signing the Family Handbook Acknowledgement. Feel free to reach out to our office for any questions or concerns you might have. We are so excited for your family to join our center family and look forward to getting to know you and your child!

Sincerely,
Kayla Munoz
Director

Table of Contents

Philosophy..... 4
Mission..... 4
Hours of Operation..... 4
Days Off..... 4
Admission & Enrollment..... 5
Inclusion..... 5
Non-Discrimination..... 5
Family Activities..... 5
Confidentiality..... 5
Staff Qualifications..... 6
Child to Staff Ratios..... 6
Communication & Family Partnership..... 7
Open Door Policy..... 7
Publicity..... 7

Curricula & Learning **8**

Bilingual Learning..... 8
Learning Environment..... 8
Curricula & Assessment..... 8
Outdoor Play..... 8
Transitions..... 9
Electronic Media..... 9
Multiculturalism..... 9
Celebrations..... 9
Rest Time..... 9
Toilet Training..... 10

Guidance **11**

General Procedure..... 11
Discipline Policy..... 11
Challenging Behavior..... 11
Physical Restraint..... 11
Notification of Behavioral Issues to Families..... 11

Tuition and Fees **12**

Important Notice..... 12
Tuition Rates..... 11
Tuition Deposit..... 12
Payment..... 13
Methods of Payment..... 13
Late Payment Charges..... 13
Returned Checks/Rejected Transaction Charges..... 13
Late Pick-up Fees..... 13

Attendance & Withdrawal **14**

Absence..... 14
Vacation..... 14
Withdrawal..... 14
Transfer of Records..... 14
Closing Due to Extreme Weather..... 14

Drop-off and Pick-up **15**

General Procedure..... 15
Cell Phone Usage..... 15
Authorized & Unauthorized Pick-up..... 15
Right to Refuse Child Release..... 15

Personal Belongings **16**

What to Bring..... 16
Lost & Found..... 16
Toys from Home..... 16

Nutrition 17
Foods Brought from Home....17
Food Prepared for or at the Center....17
Food Allergies....17
Meal Time....17
Infant Feedings....17
Children 24 Months and Older....18
Health 19
Immunizations....19
Physicals....19
Illness....19
Allergy Prevention....20
Medications....20
Communicable Diseases....20
Safety 22
Clothing....22
Extreme Weather and Outdoor Play....22
Communal Water-Play....22
Injuries....22
Biting....22
Respectful Behavior....23
Smoking....23
Prohibited Substances....23
Dangerous Weapons....23
Child Custody....23
Suspected Child Abuse....23
Emergencies 24
Lost or Missing Child....24
Fire Safety....24
Emergency Transportation....24
Family Activities....25
Family Handbook Acknowledgement....26

About Us

Philosophy

At Las Abejitas Bilingual Education Center we understand that each child is unique, and we strive to meet every child where they are, developmentally, socially and cognitively. Children naturally love to learn, and we encourage this inclination by providing a safe and nurturing environment in which they can explore and play. As a bilingual center, we foster a strong foundation in the child's first language while providing opportunities for second language acquisition.

Mission

Our mission is to provide quality child care by fostering a love of lifelong learning while providing children with a safe, nurturing environment to develop socially, emotionally, and cognitively. The bilingual nature of our program allows children to deepen their understanding of the world around them while promoting brain development.

Hours of Operation

Child care services are provided from 7 AM to 6 PM Monday through Friday.

Days Off

2024	**2025**
January 1-2 (New Year's)	January 1-2 (New Year's)
March 8 (Staff Training/Meeting)	March 7 (Staff Training/Meeting)
April 1 (Easter)	April 20 (Easter)
May 10 (Staff Training-Meeting)	May 16 (Staff Training/Meeting)
June 19 (Juneteenth)	June 19 (Juneteenth)
July 4-5 (Fourth of July)	July 4 (Fourth of July)
August 9 (Staff Training/Meeting)	August 15 (Staff Training/Meeting)
September 2 (Labor Day)	September 1 (Labor Day)
October 11 (Staff Training/Meeting)	October 10 (Staff Training/Meeting)
November 27-29 (Thanksgiving)	November 26-28 (Thanksgiving)
December 23-26 (Christmas)	December 23-26 (Christmas)
December 31 (New Year's Eve)	December 31 (New Year's Eve)

We will follow LPS guidelines for closing on snow days.

Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment of your tuition during these days allows us to retain staff, pay operating expenses, and hold your child(ren)'s spot. We encourage families to take advantage of these days off to schedule appointments and vacations. No credits will be given for sick or vacation days, holidays, staff training closure, closure due to inclement weather, infectious disease (except as noted below), or public health emergencies such as a pandemic, or weather-related emergencies.

Credit may be given for serious illness/injury. In the unfortunate event of extenuating circumstances, such as your child being hospitalized, or absent due to a serious contagious disease or serious illness or injury, credit may be issued. A doctor's note is required to receive credit.

Admission & Enrollment

All admission and enrollment forms must be completed and the enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of $25 is due at the time of enrollment. This fee is non-refundable.

A two-week, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the last two weeks of the child's enrollment.

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

We encourage families to tour the center before their child's first day in order for them to become familiar with the environment. For health and safety, we limit center tours to after-hours or on Saturdays. To facilitate a smooth transition for your child's first days of care, we encourage you to develop a drop-off routine. For example, two kisses and one goodbye hug. It's important to make this short and sweet without lingering in order to make the transition as smooth as possible.

Inclusion

Las Abejitas Bilingual Education Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage the full and active participation of all children in our program based on his/her individual capabilities and needs. Families are encouraged to include staff in IFSP and IEP meetings. Therapists and special educators are welcome to do the therapy and visits in the child's classroom, or in another area of our building.

Non-Discrimination

At Las Abejitas Bilingual Education Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

A child's first teacher is their family. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. Furthermore, we offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released, except for that required by our regulatory and partnering agencies. All records concerning children in our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and caregivers outside the programs and services we offer is a private matter, not connected to or sanctioned by Las Abejitas Bilingual Education Center.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child-to-staff ratios:

Age	Child to Staff
6 weeks-18 months	4:1
18 months- 2 year-olds	6:1
3 year-olds	10:1
4-5 year-olds	12:1
6+ year-olds	15:1

Communication & Family Partnership

Daily Communications: Our center uses Tadpoles for enrolled families to provide daily communications, such as a daily picture update and information about feedings, diaper changes, and naps for infants. You can download this app from your phone's Play Store or Apple Store and use it to communicate directly with your child's teachers and check in each day.

Bulletin Board: Located by the sign-in table, the bulletin board provides center news, upcoming events, faculty changes, holiday closing dates, announcements, parent resources, etc.

Newsletters: Newsletters provide center news, events, announcements, etc. These newsletters will be emailed to you directly.

Email: We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, help with special events, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on the premises and sign out upon leaving. Due to separation anxiety, we recommend visits only to preschool classrooms. All volunteers must pass a background check and complete volunteer orientation.

Conferences: Family & teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents to nurse their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

Curricula & Learning

Bilingual Learning

English/Spanish language acquisition is a key goal for our program. Early childhood education is the perfect time to introduce a second language in a natural, consistent manner. At this age, language is attained more passively, through play and socialization. Babies and young children form neural connections at a much faster pace, allowing them to learn a second language much more quickly than older children and adults.

Children will have two main teachers throughout their day: one who speaks mostly English, and one who speaks mostly Spanish. Our teachers will start with simple language, using clear, concise speech, pictures, actions and repetition. Students will be taught preschool curriculum in both languages, engaging with the materials in many different ways: speaking, listening, drawing, creating, manipulating, and playing.

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. Furthermore, we strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to those who are different from us, and the ability to work and play with others.

Curricula & Assessment

Las Abejitas Bilingual Education Center uses Creative Curriculum, a curriculum that meets Nebraska state standards. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress, so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, health/physical development and share observations with parents/guardians. We provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a=collaborative one, involving parents/guardians, and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outdoor Play

Weather permitting, we take children for supervised outdoor play and/or walking trips around the neighborhood at least once a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment paperwork. During inclement weather, we will have gross motor play in the church activity center gymnasium or walk around the inside of the church.

Please dress your child appropriately for the season. Walking shoes are a must. Sandals without a back strap and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children and staff will be guarded in all activities.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure that the smoothest possible transition occurs as new routines and new people are introduced.

The transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

The transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. You will be notified of each transition and your child's teacher will keep you updated with how your child is adjusting.

We will hold an end of the year preschool graduation ceremony for preschoolers who are going to kindergarten. We will read books and talk about kindergarten the last month of the academic year to make the transition easier.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time to time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience and an increased understanding of the world. During the summer, we will have a weekly movie for ages 3+ showing during nap time.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life in it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and the community. While we celebrate Christian holidays (Christmas and Easter), we welcome families of all religions to our center and would happily let students share their celebrations with us.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants regularly.

After lunch, all children less than 6 years of age participate in a quiet rest time. Children are encouraged but not required to sleep and may be given quiet activities.

School-age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, space and time for quiet play will be made available.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Kindergarten Readiness

At Las Abejitas Bilingual Education Center, we believe that kindergarten readiness is a critical foundation for a child's lifelong educational journey. Early preparation equips children with the academic, social, and emotional skills they need to thrive in a structured classroom environment.

Our focus on bilingual education further enhances this readiness by fostering cognitive flexibility, cultural awareness, and improved problem-solving abilities. By developing language proficiency in both Spanish and English, our students gain a significant advantage in communication and adaptability, setting them apart as they enter an increasingly interconnected world.

In addition to language development, our holistic approach ensures that children acquire essential skills such as early literacy, numeracy, and social interaction. Through engaging, age-appropriate activities, we nurture their curiosity, build their confidence, and instill a love for learning. Kindergarten readiness is not just about meeting academic benchmarks—it's about empowering children to enter the next stage of their education with enthusiasm, resilience, and a sense of belonging. At Las Abejitas, we are committed to providing every child with the tools they need to succeed in kindergarten and beyond.

Guidance

General Procedure

Las Abejitas Bilingual Education Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help them develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people and property, and to learn to understand the results of their actions.

Discipline Policy

We use the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Adults. This model was created by The Center for the Social and Emotional Foundations for Early Learning (CSEFEL) and Technical Assistance Center on Social Emotional Intervention for Youth Children (TACSEI). We focus on fostering nurturing and responsive relationships with our teachers, students, and families and providing a high-quality learning environment to help prevent discipline problems. Students who need additional help move up the tiers and receive additional social-emotional/behavioral support. Find more information about this framework at this website: challengingbehavior.org

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Las Abejitas Bilingual Education Center has a right to learn in a safe and friendly place, be treated with respect, and receive the help and support of caring adults.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain zero tolerance for bullying. If you have any concerns about this at any time, please report them to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others, and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include if a child appears to be a danger to others, continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel, or an undue burden on our resources and finances for the child's accommodations for success and participation.

Tuition and Fees

Important Notice

All payment and fee processing will be completed by ACH or credit card through our Tadpoles website/app. Check and cash payments will be collected by our director, Kayla Munoz. If you have a question or concern regarding payment or fee, please contact Kayla Munoz.

Tuition Rates

Full-time rates include up to 10 hours/day. Additional time or part-time will be charged hourly and the schedule will be predetermined on the *Enrollment Agreement Form*. We are not accepting part-time infants or toddlers at this time.

Infants (6 weeks -17 months)	$1,460/month, $330/week, $9.25/hour
Toddlers (18 months - 35 months)	$1,295/month, $300/week, $8.75/hour
Preschool (3 - 5 years)	$1,170/month, $270/week, $7.50/hour

School-age care, including transportation (Kindergarten - 12 years)

Before school, breakfast provided	
Lincoln Public Schools 6:00 - 9:00	$390/month, $90/week
After school, snack provided	
Lincoln Public Schools 3:38 - 7:00	$455/month, $105/week
*Both before and after schoo*l	
Lincoln Public School Elementary	$780/month, $180/week
Full day during school days off	*$50/day*
Early dismissal days	$6.50/hour
Summer camp	$230/week

**We offer a 10% discount on the oldest school-age child's tuition for families with multiple children enrolled at our center.*

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure, or closure due to inclement weather.

Tuition Deposit

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care, provided a two-week written notice is given. If a two-week written notice is not given when a child has

withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit**.**

Overtime Rates

Overtime rates are contingent on prior agreement of hours of care needed. When your family surpasses the hours of scheduled child care per week, the normal hourly rate plus a fee of $2/hour will be charged to your account for each overtime hour of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by 6 PM on the day specified in the *Enrollment Agreement*.

A non-refundable registration fee of $15 is due annually on January 15th.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer, or credit card. To set up automatic, recurring payments or pay with a credit card, download the Tadpoles app and register with our program.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of **$5** will be added to your next tuition payment for each day that it is late. One late payment fee may be waived per year. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 90 days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Activity Fee

We have an activity fee of $50/month that will be invoiced the 1st to be paid by the 15th. Please let us know if this would be a financial hardship on your family.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $2 per minute will be assessed beginning at 6 PM and will be due upon arrival**.** Repeated late pick up may result in child care services being terminated.

Attendance & Withdrawal

Absence

If your child is going to be absent or arrive after their scheduled drop off time, please call us at 402.488.2859 or message us on the Tadpoles app. We will be concerned about your child if we do not hear from you.

If a school age child is going to be absent from after-school care, please contact us in advance.

Vacation/Sick Days

While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions as to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced through Tadpoles and on our Facebook.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange. We will follow LPS Guidelines for school closures due to extreme weather.

Drop-off and Pick-up

General Procedure

We open at 7 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children to the inner center doors and sign them in through their Tadpoles App.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court-ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, then the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after two hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

Personal Belongings

What to Bring

- **Infants**: Three bottles labeled with their name to be kept at the center, at least 6 diapers per day, and at least 2 changes of clothes per day. We have emergency diapers available and will charge $2/emergency diaper used. All breast milk must be labeled and dated. We supply Sam's or Walmart brand basic formula. Any other formula needs to be provided by the family.
- **Toddlers**: Three sippy cups labeled with their name to be kept at the center, socks and shoes, at least six diapers and at least two changes of clothes per day (or more if toilet training). We have emergency diapers available and will charge $2/emergency diaper used.
- **Preschoolers:** at least one change of clothes, socks and shoes, and a water bottle labeled with their name to be kept at the center.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e. clothes, bottles, diapers, pacifiers, etc.) to prevent items from becoming misplaced or lost. Please do not bring anything of high value, as we are not responsible for lost or damaged items. Soiled clothing will be sent home.

Upon enrollment, each child will be assigned a bin. Bins are labeled with your child's name . Please check your child's bin on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located under the check in table. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Nutrition

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Anything brought from home must be peanut-free.
- Perishable food to be shared with other children must be store-bought and in its original package.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
- If the child has special dietary needs as outlined in a doctor's note.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (http://www.fns.usda.gov/cnd/care/) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time, the dining table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by consistent teachers.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles/bags must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after consultation with the child's family.

Children 18 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.
- Preschool and younger students will be served breakfast if they arrive by 8:10. If your student will arrive later, please arrange to feed them breakfast before they arrive.
- After school child care participants will be offered a light snack at each session. These snacks are not a meal. Before school students will be offered breakfast. To be served breakfast, school-age students must arrive by 8:00 a.m., if not, please arrange for your child to eat breakfast before they arrive. During the summer, students are offered breakfast, lunch, and a snack.

Immunizations

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. We check with the public health department or the American Academy of Pediatrics for updates on the recommended immunization schedule. Our state regulations regarding the attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine-preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical form should be received before but must be received no later than 5 days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up to date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in a greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.

- Has a physician or another health professional's written order that the child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
    - The child's physician signs a note stating that the child's condition is not contagious, and;
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of all children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. Please try to give your children the required medication at home whenever possible.

Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Non-prescription medications require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the , specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Heamophilus Influenza (invasive)
- Measles (including suspect)
- Meningoccocal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

Safety

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities, so please be aware that your child may come home with dirty clothing. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment which could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals without back straps and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 98°F or less than 32°F degrees. Additionally, outdoor play will be canceled in case of inclement weather.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water play. Precautions are taken to ensure that communal water play does not spread communicable infectious diseases.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or your emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants' and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized po tentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, by the manner, it is used or intended to be used, capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within ten minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with multiple exits, fire alarms, and a sprinkler system. Our fire evacuation plan is reviewed with the children and staff on a regular basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program and to review goals
- Classroom Representative – serves as a liaison between classroom parents and teachers and helps coordinate celebrations, service work and special events.

Family Events: We have events throughout the year that bring our entire community together. Watch for the announcements! Some examples include but aren't limited to:

- Open house
- Ice cream social
- Christmas concert/party
- Family picnic

Classroom Activities: Enjoy and help your child's class with these special activities:

- Share a meal with your child
- Chaperone walking field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Potluck Meal
- Family Teacher conference

Family Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time to time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the family handbook for Las Abejitas Bilingual Education Center, and I have reviewed the family handbook with a member of Las Abejitas Bilingual Education Center staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure, or information contained in the Las Abejitas Bilingual Education Center Family Handbook that I do not understand.

Enrolled child(ren):

Recipient Signature	Date
Center Staff Signature	Date