



# Little Einsteins Parent Handbook

## Welcome to Little Einsteins

Little Einsteins was founded as a childcare by Oscar and Donna Amador in 2008 and has grown into a Spanish School, which now provides education to our student with devoting and caring teachers from different cultural backgrounds. We are open to ages 6 weeks to 6 years regardless of race, gender, nationality, religion or creed. We encourage creativity through play, movement, dance, music, art and other. The Children have the opportunity to explore and learn different cultures and they learn to speak, read and write in Spanish through books, photographs, games, experiments, field trips and other teaching materials according to each age group. It is our goal to promote above average kids, academically and socially, in a safe environment in which they experience confidence, and respect for themselves and others.

## Bilingual Brains Do Better

The brain has two types of tissue visible to the naked eye, termed gray and white matter. Gray matter makes up the bulk of nerve cells within the brain. Studies have shown an association with gray matter density (or volume and intellect), especially in areas of language, memory, and attention. Brain imaging showed that bilingual speakers had denser gray matter compared with monolingual participants.

## Our mission

We strive to nurture young children in a culturally rich environment opening the vistas of the world to them through the gateway of bilingualism. Through Collaborative discourse and the joy of play, together in a rich stimulating environment, our student will become knowledgeable, self-motivated and critically thinking world citizens. Their respect for children of diverse peoples will naturally evolve as they are immersed daily in authentic Spanish/English language and cultural experiences.

## Enrollment Forms

All students must have an up to date Enrollment Form with current addresses, phone numbers, and emergency contact information. Each student must have a current school contract on file and must be updated annually. If you are in need of any forms please email us at [littleinsteins.cc@hotmail.com](mailto:littleinsteins.cc@hotmail.com) please let us know if any information has changed so we can update paperwork. There is a 1-month written notice for any schedule changes and no credits will apply to any unused time within this 1-month period. (Including School year and summer camp)

## Specialized Learning Approach

We believe that children come with their own learning styles and questions. Our approach, which is supported by the constructivist philosophy, is that curriculum should be negotiated between the children, the teacher and the group through shared experiences. Part of the Little Einsteins philosophy is constructed from the Montessori approach to education and characterized by an emphasis on independence, freedom within limits, and respect for a child's natural psychological, physical, and social development. We use this philosophy as an approach to foster our children within their development.

- Mixed age classrooms, with classrooms for children ages 2½ or 3 to 6 years old by far the most common
- Student choice of activity from within a prescribed range of options
- Uninterrupted blocks of work time, ideally three hours
- A constructivist or "discovery" model, where students learn concepts from working with materials, rather than by direct instruction

Typically, our classrooms are separated for the majority of active learning time per age and capabilities, however there are also times that we will utilize this approach to mixed age groups if a child is responding to and learning in a development manner. This being said, there may be times that a child may spend time in an upper/lower classroom to prepare for upcoming transitions and help in all developmental areas, as well as accommodate ratios. Before and After school will remain a mixed play time with structured and unstructured activities.

### Accounts Payable

Raul Valdivia, CPA will be maintaining our client files, invoices, and yearly reports. Please continue to make all payments out to Little Einsteins and deposit them in our payment box above the sign in sheet, pay through your online bill pay and mail to 1111 SW 170<sup>th</sup> Ave Beaverton OR 97003, make direct checking account payments via Quickbooks, or make payments by visiting our website and submitted your tuition costs through PayPal. (convenience fee of 2.9% applied to PayPal Payments) Our accounts payable department can be contacted by email at [raulcpataxprep@gmail.com](mailto:raulcpataxprep@gmail.com) All invoices and charges will come directly from Raul Valdivia and his assistants so if there are any questions in regards to your invoice and/or charges please contact them to discuss and copy Little Einsteins in your emails.

### Schedule Changes

Little Einsteins is more than happy to accommodate and help if parents are in need of extended hours or days, below are the costs accordingly as stated in Little Einsteins policies and contracts. Schedules are determined by your enrollment paperwork, any extra days/times will be charged accordingly, as detailed below. Little Einsteins is more than happy to accommodate parent's needs of additional and changing of schedules periodically. Please keep in mind that Little Einsteins needs to accommodate staffing accordingly so please let me know if there is any permanent changes in your students schedule and if there are any questions.

### Additional Fees

- Arranged Extra Day when child is not normally scheduled for that day (with 24 hour written notice): 1/2 day (4 hours or 8:45-12:45pm)- \$35.00/ Full Day (7 hours or 8:45am-3:45pm)- \$65.00/ Extended Full Day(10 hours or 7:30am-5:30pm)-\$85.00
- Arranged extended Before or After School outside of child's weekly schedule: \$15.00 per hour/per child
- Unarranged time outside of your students schedule (early drop off/late pick up): \$1.00 per minute with a 15 minute grace period. School Drop off hour's 8:30-8:45am, School Pick up hour's 5:30-5:45pm
- NSF and Late fees are \$35.00
- Bi-monthly payments: additional \$10.00 delivery and transaction fee. Payments due on 20<sup>th</sup> & 5<sup>th</sup> month prior to care.
- Additional Costs associated with any fieldtrips, school events, and/or school functions will be emailed out in our Newsletter

- \$199.00/\$299.00 annual registration and supply cost. (Covering registration, school supplies, and fieldtrips 1Adult, 1 student)

-Schedule changes must be emailed to [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com) and approved by Little Einsteins prior to acceptance.

Alternate supervisor email is [littleeinsteinspanishschool@gmail.com](mailto:littleeinsteinspanishschool@gmail.com)

### School Hours

Little Einsteins is open from 7:30am-5:30pm. Extended Before and/or After school are available by request. Please email us at [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com) to discuss this option and fees.

*Hours of operation are as follows:*

School hours: 8:45AM-3:45PM (1/2 day- 8:45am-12:45pm; Full Day- 8:45am-3:45pm)

Before School: 7:30am-8:30am (Extended before school are available per request)

After School: 3:45pm-5:30pm (Extended After School is available per request)

All students must be picked up by 5:45pm. Our staff will be calling families that are late and \$1.00/min fee will be assessed to any students that remain at school after 5:45pm. Failure to comply with this or any policies set forth by Little Einsteins would result in termination of the school/parent agreement.

### Little Einsteins Attendance Policy

Our goal is to have our students in attendance for class. Excused absences are those caused by illness of a student and/or family member; religious holidays, medical/dental appointments, and/or emergency situations that require a student absence? Please contact us at 503-629-0477 or [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com) to notify our staff of any excused absences.

### School Communications

Monthly Newsletter: September-June Academic year, Little Einsteins sends out a monthly newsletter detailing class information, monthly themes, and/or any important dates. Make sure to stay up to date with Newsletter information

Emails: Emails will be sent out weekly or as needed with any current need to know information for parents. Please make sure to check emails to stay up to date on important school news and events.

Social Media: Please stay up to date with activities, events, and photos by following us on Facebook at <https://www.facebook.com/LittleEinsteinsSpanishImmersionSchool/>

**Direct Email: [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com)**

**Teacher Email: [littleeinsteinsspanishschool@gmail.com](mailto:littleeinsteinsspanishschool@gmail.com)**

### **Drop off and Pick up**

As a state regulation, our parents are required to sign their child in/out every day. Please do not forget, it's very important that the school has daily records of this. Please bring your child no more than five (5) minutes prior to the scheduled starting time. We offer a 15 minutes grace period for convenience and unusual circumstances. Also please make sure to pick up your child promptly at designated dismissal time. Parents are granted available access to their children at all times.

*(Attention): There is an early drop off/late pick-up fee of \$1.00 per minute after closing time or scheduled drop off/pick up time of child.*

### **Authorization to pick up child**

We will not release your child to any person unless we have prior authorization in writing to do so by the parent/guardian. Please list anyone who will be picking up your child on Application and authorization sheet and communicate with us so we are also formally informed. You can email us at [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com) to arrange alternate pick up. Any alternate pickup arrangement must be in writing either to the email above or provided to your student's teacher.

### **Security**

At Little Einsteins are first priority is your child's safety, as a security measurement Little Einsteins will be changing door codes periodically for the security of our students. Please do not release our door code to anyone other than parents and/or guardians whom are listed on your child's enrollment paperwork. Also please make sure to be attentive when approaching the school property and surroundings and watch for children. As well, make sure to drop off your child with a member of our staff acknowledgment and pick up with the acknowledgement of one of our staff members.

### **Clothing Attire/Belongings**

At Little Einsteins, we wear comfortable play clothes. Please bring an extra change of clothes in a container (bag, shoe box, etc.) with child's name on it. These will be used for emergencies, dirty, or soiled clothes. Please refrain from having your child bring unnecessary items or toys to school, except on show and tell days. This can cause conflicts between the other children and as a precaution we are asking for our parents to make sure that these items stay at home.

### Emergency Evacuation

In case of fire, we will immediately call 911 and evacuated to either exit on ground level. We will meet in front parking lot of facility. We will call each parent to pick up his or her child. The children have a fire drill every month in case of such emergency and bimonthly have earthquake, tornado, and lockdown drills.

### Meals

Parents are responsible to supply child's lunch and the school is responsible to provide AM/PM snacks and 1% milk at lunchtime. We serve meals at designated time and if child is not arrived by designated time then parent is responsible to provide meal/snack beforehand. In order to protect our kids from allergies, we have our nut-free policy. Parents are responsible to inform in a timely fashion of any food allergies that your child may have.

**Lunch Time:** Please pack filling, nutritious meals for lunch hour. When children do not have adequate lunches they are unable to perform at there best. Please remember that lunchtime is not designed as a snack but rather a meal period so please refrain from bringing in sugar sweets or other items that may not be the best items for our students. Thank you for your continued help in this matter.

### Conferences

We will communicate with each parent on their child's accomplishments and work improvements as well as where the child may needs improvement. We will arrange Teacher/Parent conferences as needed for each parent to attend.

If parent would like to set up a time to discuss anything with Little Einsteins regarding their child's behavior, habits, growth, etc. please notify Little Einsteins by email ([littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com)) and an appointment can be arranged. Feel free to discuss with our teachers your child's habits and routines.

## Celebrations

We have a special celebration for children on their birthday. We like to celebrate in a cheerful way. Feel free to help us through a little celebration and bring a store bought snack to share. Throughout the school year we will arrange other events with the children and/or parents. Please remember that Little Einsteins is NUT FREE

## Volunteering

At Little Einsteins we love parents being involved with their children education, therefore feel free to sign up to volunteer via e-mail at [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com). If you are a guest of Little Einsteins please make sure to sign up in our Volunteer sign up sheets. Our fieldtrips are designed to include as many parent volunteers as needed so please pay special attention to these events.

## Immunizations

All children must be current with immunizations. Please notify us if your child has anything contagious that other parents should be made aware of (chicken pox, measles, head lice, etc.)

## Health and Safety

*The welfare of each child is important to us and we are striving to provide a safe and sanitary environment for the children. To aid in the prevention of spreading germs (especially in cold and flu season) we encourage lots of hand washing throughout the day.*

## Illness

For the protection of all the children, we ask that you do not send your child to school if one or more of the following symptoms exist:

**PINK EYE / FEVER / VOMITING / SEVERE COUGH / COLD / OR RUNNY NOSE**

In case an illness is discovered at childcare, the child will be isolated. The parents will be notified immediately to pick up the child.

If your child becomes ill and needs to be seen by a physician due to a viral infection or contagious symptoms such as, strep throat, head/foot/mouth, stomach virus, etc. We are asking that you provide a doctors note prior to their return to school. Please remember that children with temperatures must be keep home for a minimum of 24 hours before returning to school.

## Injury

In case of accidental injury or acute illness, we will treat based on our experience and first aid treatment. Immediately attempt to contact parent or guardian. If we are unable to reach you or any emergency number you have given us, we will call child's physician and ambulance if necessary. It is important to keep childcare up to date on phone numbers and emergency information and any changes in your child's health needs included allergies.

## School Entrance and Parking

School entrance is front or back door. It is appropriate to park on either the front or back parking lots. If you are parking in the front parking lot remember to do so where others are able to get around you. Also please remember on wet and icy conditions to be extremely cautious upon arrival and departure. Roads, street, driveway, entrance, etc may be slippery, wet, icing and any injuries; Little Einsteins will not be held accountable for. School closures

Childcare will be closed all Federal Holidays as well as spring and Christmas Break.

|                       |                                  |
|-----------------------|----------------------------------|
| September             | First Day of School              |
| November              | Veteran's Day Holiday            |
| Thursday, November    | Thanksgiving Day                 |
| Friday, November      | Schools closed                   |
| 2 weeks (Dec-Jan)     | Winter break                     |
| Monday, January       | Martin Luther King, Jr. birthday |
| Monday February       | Presidents' Day holiday          |
| 1 week in March/April | Spring break                     |
| Monday, May           | Memorial Day holiday             |
| Friday, June          | Last day for students            |

## Holidays and Vacations

There will be NO credits given on monthly rates for any holiday closures, missed days due to weather, illness or personal commitments. Tuition is still charged during child/parent illness or vacation periods. Any concerns or questions can be discussed with Little Einstein's.



## Discipline

At Little Einsteins we use positive guidance and redirection for discipline. We try to help the child develop self-control, self-esteem, and respect for others. Our goal is to develop happy, well-adjusted children who can control their own behavior and take responsibility for their actions. We want to develop children abilities to plan and work cooperatively with others, promote independence in solving problems and help them to handle their emotions and frustrations in an acceptable manner. We believe that using a positive guidance approach in guiding children can achieve the goals. Following there are some of the methods used for this purpose:

1. Encourage praise and positive reinforcement
2. Teach coping skills and discourage inappropriate behavior
3. Teach children necessary life skills
4. Ensure that the expectations of children are well established and clear to all who enter the program
5. Refocused on involving children, not directed at children
6. Be fair, consistent and calm
7. Have realistic expectations
8. Focus on prevention of inappropriate behavior

## Suspension and Expulsion Policy

Habitual and/or Aggressive Behaviors can result in suspension and possible expulsion from the Little Einsteins Program for a short term or permanent basis. At Little Einsteins, we focus on positive development, working with families, and communication in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our program:

### **Causes for Suspension and/or Expulsion:**

- A child is at risk of causing serious injury to self or others in a physical or emotional manner.
- Parents and/or teachers are unable to provide an appropriate plan to work with disruptive behaviors.
- Failure of a child and/or parents to adjust to school policies and structure after a reasonable amount of time
- Uncontrollable tantrums, angry outburst, or unable to following school rules
- Excessive biting, hitting, pulling hair and/or other unacceptable behavior.
- Failure to complete and/or update yearly forms
- Failure to stay current on monthly tuition dues
- Excessive tardiness on either parents and/or child's behalf

Prior to suspension or expulsion, Little Einsteins will work cooperatively with parents and students to develop a plan to move forward and support the child, family, and teachers. Little Einsteins will keep record of any incidents that occur and will promptly notify parents of any behaviors that contribute to an unsafe environment at School. This will include a correspondence sent home indicating what the problem is, a formal meeting to discuss a resolution to any conflict, and finally; if behavior does not improve, Little Einsteins may find that our program may not be the best fit and can no longer accommodate any particular child. Given this outcome, parent will be given a minimum of 2 weeks notice to find a more suitable place of care.

### Complaints

It is our desire to resolve any concerns or issues that you may have regarding the care of your children with you. If there is any worry or concern please bring it to our attention by either emailing us at [littleeinsteins.cc@hotmail.com](mailto:littleeinsteins.cc@hotmail.com) or calling us at 503-998-1422. We will do our best to respond and resolve your concern in a timely fashion. Parents can always access the childcare Division at 1800-556-6616 or 503-947-1400

### Termination

Either parent or school may terminate contract by giving 1 month of written notice in advance of the ending date. Payments are still due for the notice period. School reserves the right to drop a child from enrollment for reasons of delinquency in payment of fees, non-cooperation, or inability of the child or parent to adjust to the school program or policies.

### Acknowledgement

By receiving this email, I confirm that I have read the Parent Information Packet and submit and agree with everything I have read.

Little Einsteins Staff