



Welcome to Amanecer Academy Family!

Thank you for your consideration in becoming part of the Amanecer Academy Family. Amanecer Academy was founded by Laura Paz and Gertrudis Munoz. **Amanecer Academy** is a 100% Spanish Immersion Childcare Center and Pre-school. As parents and grandparents of bilingual children in the United States we have observed some of the advantages of bilingualism. Based on current research being bilingual has profound effects on the brain. Children who are bilingual outperform their monolingual counterparts in School. Bilingualism has also shown to shield adults and children from cognitive diseases such as dementia. We Amanecer Academy believe children are protagonists in their own learning. We value and nurture the whole child in all their capacities. We will foster an environment where children are able to express and communicate through their own language of learning. We believe that children experience the greatest growth and learn the Spanish Language in a context of a relationship with their teachers. We first build relationships where children feel loved and secure. We strive to provide a warm, caring, comfortable and safe environment for our children. Together, we will establish routines that are predictable and consistent. All children will be treated with gentleness, honesty and respect. We will encourage them to treat others in this manner. Our classrooms cultivate an unbiased atmosphere see society through a lens that celebrates diversity of thought and culture. We believe teachers and educators are important role models. Therefore, we use modeling as a vital tool in our classrooms. To maintain an atmosphere where children feel comfortable and confident, we use constructive guidance and positive reinforcement as tools for discipline.

We would be honored to be able to serve your family.

Sincerely,

Laura Paz



Policies and Procedures

Enrollment and Tuition

Policy: Children between the ages of 6 weeks and 5 years are welcomed at Amanecer Academy LLC.

Children may attend Amanecer Academy between the hours of 7:45 am to 5:30 pm. Schedules can vary depending on Tuition.

- Payment should be made payable to Amanecer Academy LLC. Payment must be made on a monthly schedule with full payment due before the 5th of each month. Parent agrees to pay a fee of \$25 for any returned or dishonored check. Amanecer Academy saves the right to assess a fee of \$25 dollars late fee for the tuition paid more than one business day past the due date.
- Tuition in full is paid regardless of missed days due to child's illness, parent's choice, inclement weather, identified program closure dates and identified holidays. See attached Closure date form
- Payments can be made via check to Amanecer Academy LLC. Please make sure you receive a receipt from the staff person you are handing your payment to. Also for alternative payment, options (i.e direct deposit) ask for more information from School Administration.
- Starting April 2021. Amanecer Academy will be able to bill parents through our enrollment platform brightwheel. We will be sending receipts through brightwheel as well. Amanecer Academy will be responsible for the .60 cent fee assessed by Brightwhell for direct bank payments.
- Parents will be responsible for 2.9% fee if they wish to pay via brightwheel with debit or credit card.

Whitdrawal and Dismissal:

Policy: A one month notice is required before withdrawing a child from our Childcare Center. Account must be paid in full before withdrawing a child from our Day Care.

Amanecer Academy reserves the right to cancel the enrollment of a child at their discretion, or for the following reasons:

- Non payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement
- Child has needs that we can not accommodate with our staffing pattern.



-Physical and or verbal abuse of staff or children by parent or child.

Communication:

Policy:

Proper communication between our parents and the staff at Amanecer Academy is extremely important. Teachers will be sending home information in written form or via e mail on a regular basis. Infant and Toddler Programs will receive daily reports. You are welcome to call and schedule a meeting if you wish to become better acquainted with the teachers.

Because we are a 100% Spanish Immersion Childcare and Pre-School some of the teachers will not be fully bilingual. Communication in English with Administrative Staff or English Speaking staff will be provided upon request.

Remember to communicate in writing any changes to your child's schedule. We must also be informed in writing if any new person is picking up your child from Daycare/School.

Custody Orders:

Until custody has been established by a court action, one parent may not limit the other parent from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to administration staff.

Holidays and Closures:

Please see attached Holiday and Closure schedule.

In service day

It is important for staff to have time to prepare lessons and attend conferences. We include two in service dates a year. Please see Holiday and Closure schedule for more information.

Unexpected Closings:

Amanecer Academy LLC will follow Beaverton School District designated "snow days" closure schedule. In an event that we are closed due to an emergency beyond our control (i.e power outage, no water service, ice storm etc). Every attempt will be made to contact parents of closing.

Attendance:

Policy:



Regular attendance at Amanecer Academy is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time. **Procedure:**

Parents will:

- Notify the daycare staff by 9:30 am. if your child is not coming in

Arrival

Upon arrival, parents must:

- Sign the intake forms before leaving the Child Care Home.
- Put all diaper bags and extra clothing in the child's cubby or bin
- Label soothers and need to be properly labeled. Please notify Teachers if any items need to be refrigerated so Teachers can refrigerate accordingly.
- Talk to a staff member and relate how your child's night and morning went/Concerns (if needed)
- Take time to settle your child and say goodbye

Departure

Upon departure, parents must:

- Sign their child out with time child is leaving
- Make personal contact with a staff member Daycare
- Staff will: Phone parents or guardians when a daycare child has missed three consecutive days of daycare. Establish with parents or guardians the reason for the absence.
- If after two weeks the daycare staff have been unable to reach the parents, the child will be dismissed from the program.

Discipline

Policy:

At Amanecer Academy we work hard to develop a positive relationship between teacher and child. We believe if an interesting and challenging program is offered, then discipline problems are minimal. If problem behavior does occur, we begin with a positive approach. We believe that the purpose of discipline is to teach self-discipline, and that discipline should rely on inductive methods of explanation, reinforcement and modeling, rather than punishment. Above all, it is our goal to provide a warm and loving atmosphere in which children can grow, learn, and grow to love learning.

Procedure:

Our interactions with Children:

- Consider the attention span and skills of children so that we do not expect them to behave at developmentally inappropriate levels.
- Engage in discipline that relies on explanations, reinforcement, and modeling.
- Praise and encourage good behavior instead of focusing upon unacceptable behavior.
- Teach children that making mistakes is a natural part of learning, and that they can make their mistakes right. Children are expected to take responsibility and do so.
- Are consistent – One key to effective discipline is consistency, and we are as consistent as possible in all areas.

Teachers and parents work together

At Amanecer Academy teachers and parents work together to deal with problem behavior. We encourage parents to discuss with their child that the following are unacceptable:

- Leaving the area without permission
- Throwing toys, rocks, or sand at other children
- Abusive, or inappropriate language
- Purposely hurting themselves or others; for example, by hitting, biting, spitting, kicking, or pulling hair

Amanecer Academy Believes:

- Children are never shamed or humiliated.
- Yelling at children is not permitted.

Spanking or any other type of corporal punishment is not permitted

Treasures and Possessions

Each child will need a blanket to use at naptime. The blankets are washed by Amanecer Academy every Friday. If you wish to wash your blanket at home or take it home daily it is your responsibility to arrange that with staff. A small pillow or stuffed toy is permissible for nap time.

Sometimes children need to bring special toys or newfound treasures to use as a “bridge” between home and school. On these occasions, we will work with your child to make it a positive sharing experience. Experience shows us that often toys from home create problems at school. We encourage keeping toys at home unless there is a scheduled show and tell. Amanecer Academy will not be responsible for any lost toys.

Clothing:

Because of a wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided for art /paint activities and water activities.

Water activities, sand play and occasional bathroom accidents necessitate an extra set of clothing. All extra clothing should be placed in a labeled bag.

Diapers and Toilet Training:

Parents supply all diapers, wipes and rash creams. Teachers have knowledge and experience in helping your child toilet train. It is important that you communicate with your teacher to make this milestone positive and successful.

-We will start the process of potty training at child at Childcare when the child can do the following:

- The child can walk and is ready to sit down.
- The child can communicate his/her need to eliminate (urinate/defecate).
- The child is able to pull clothes up and down (on and off).

We recommend that when in training your child be dressed in user friend clothing. Overalls, zippers and snaps are difficult for children to manage especially in a hurry. While toilet training parents are to provide lots of thick training underwear, pants and outer clothing.

Bodies and Boundaries

Children are curious about their bodies we at Amanecer Academy use anatomically correct terms when speaking about body parts. We also teach children that every person has boundaries and those have to be respected.

Birthday Celebrations

Parents are welcome to send in a treat to share with their classmates on their birthday or special occasions. Schools have strict allergy guidelines so please talk to a Teachers prior to sending a treat. Amanecer Academy will have a small celebration for each child on their



birthday. Parents are discouraged to celebrate in school as all birthday celebrations are the same for each child in our School.

If you wish to invite children from Amanecer Academy to and outside the School Birthday party. Ask Amanecer Academy Staff and we can provide an address or email list with the permission of the parent.

Meals, Snacks and Food Allergies

Amanecer Academy will provide Breakfast (depending on arrival time), two snacks and a Dinner (depending on departure time) for each child. There is a separate fee for Lunch. Whole milk will be provided at Lunch time (unless there is an allergy) If there are any dietary changes after the time you have completed the enrollment form it is your responsibility to share them with program staff. It is your responsibility to share any special foods. An Allergy Action Plan and Medical Action Plan are available to be filled out by the parent as needed.

Healthy Choices

While the occasional donut, chocolate milk or fruit snacks make for a good treat. We ask that parents provide healthy choices for lunch to encourage healthy eating habits within the school. If as a parent you are needing some ideas for Lunches reach out to Teachers for a list of Pinterest or online pages for ideas.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur a minor incident or injury form will be completed. A copy of report will be sent home. A parent or guardian will be notified regarding any injury that occurs while the child is in our care.

In the event of a major medical emergency or accident the center teacher or director will call 911 immediately. The child will be transported to the hospital noted in their record.(or closest hospital) The parent or guardian will be notified immediately after 911 has been called.

Family Gatherings and Field Trips

Amanecer Academy will host one or two family gatherings a year for parents to meet each other. We will also have Field Trips. A field trip form will be sent to parent prior to Field Trip. Parents are strongly encouraged to participate in these activities.

Daily Routines



Every classroom has their daily routine posted for Parents to see. Infants do not have a set schedule as their care is based on individual needs.

Wellness and Sick Policy

Policy: We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

Procedure: You will need to keep your child at home, or make alternate arrangements for the following conditions: Fever over 38.3° C (101°F).

- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.
- If a child becomes sick at daycare, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication.
- Please keep the child at home until he/she is well enough to attend. Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Tylenol or Motrin.
- *If your child is too ill to play outside with his or her call, or participate in regular classroom activities, then your child is too ill to attend Childcare.*

ALLERGIES

Policy:

Parents/guardians need to inform the daycare staff in writing if their child has any allergies.

Procedure:

1. Required forms will be provided by staff as soon as an allergy is reported.
2. Allergies will be posted in the kitchen for all staff to see.
3. A Care Plan card will be written up on the steps to take if the child has an allergy attack.

4. Extra training will be provided either by a Health Care Professional or parent if deemed necessary.

5. Parents will be informed immediately of any allergy attack and the steps take.

NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY

Policy:

Administration of medications in daycares is regulated by the Child Care Regulations. This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

Procedure:

- All medications are kept in a locked container in the kitchen out of children’s reach.
- Parents must inform staff of any side effects or reaction that medication may cause in a child. (ie: hives, drowsiness, diarrhea)
- Authorization for the Administration of Prescription Medication form must be completed by parent.
- “Authorization for the Administration of Non-Prescription Medication” form must be completed by parent
- A “medical consent” form will be filled out by a parent for each prescription required
- Medication must be brought to the centre in its original container with instructions from your doctor on how to administer it.
- Label must clearly show the following information: } Child’s name } Name of medication } Dosage } Route (oral, nasal, rectal, eye, ear, or injection) } Physician’s name } Care of medication (shake well, refrigerate) } Date to end administration of medication
- Any baby bottles containing medicine will not be given to the child at the daycare.
- If the child comes in with a baby bottle containing medicine, it will be locked up and returned to the parent at the end of the day.

IMMUNIZATION

Policy:

Amanecer Academy is required by the Child Care Regulations to keep an up-to-date copy of each child’s immunization record in case an outbreak should occur.



Procedure:

1. Upon enrollment the daycare staff will ask for a current immunization record for every child.
2. An exemption form will be provided by parents if Child is not immunized.
3. If an outbreak occurs, the parent will be asked to remove the non-immunized child from the School until it has been determined that the child's health is no longer at risk.

MANDATORY REPORTERS

All staff members at Amanecer Academy are considered Mandatory Reporters in the state of Oregon and are required by law to report any case of suspected child abuse or neglect.

LICENSING GUIDELINES

Amanecer Academy is a Certified Family Childcare Home and follows all rules and regulations mandated by the Oregon Department of Education Early Learning Division. Office of Childcare.

Office of Child Care Phone: 503 947-1400

Daily Schedule

Our program's daily format is flexible and remains responsive to the children's interests and ongoing project work. However, a "typical" day might look something like this:

7:45 - 8:20 am: Welcome - Indoor/outdoor free play while children arrive

8:20 - 8:35 am: Wash Hands

8:35 - 9:00 am: Breakfast Time

9:00 - 9:30 am: Circle Time / Welcome/sharing and singing/setting project intentions for the day

9:30 - 10:00 am: Group Activity / Clean up time

10:00 - 10:15 am: Wash hands / Change Diapers

10:15 - 10:45 am: Snack Time AM

10:45 - 11:00 am: Change Diapers / Apply Sun Protection

11:00 - 11:45 am: Outside Play / waterbreak and Choice Time-Free play / learning centers and project work / small group activities or special whole class activity (music, large scale art making, etc.)

11:45 - 12:00 am: Clean up time / Wash hands / bed organization / set up lunch

12:00 - 12:30: Lunch

12:30 - 2:30 pm: Naptime/ Quiet Time

2:30 - 3:00 pm: **Snack time PM** Cozy corner/story time while children are waking up

3:30 - 4:15 pm: Indoor/outdoor free play/small group activities or continued project work

4:15 - 4:45 pm: **Dinner**

4:45 - 5:15 pm: Clean up time

5:15 - 5:30 p.m. Free play while children are picked up.