



“Enriching our Students”

Parent Handbook

Policies and Procedures

**115 & 123 E. Colorado Blvd
Dallas, TX 75203
(214) 238-3410**

Updated 01/15/2026

www.YorktownSpanishSchool.com

Yorktown Spanish School

Welcome! We are excited to open our doors to you and your child! The optimal stage for learning and second language acquisition for children are preschool years. We believe all children should have the opportunity to learn and acquire a second language while learning in their first language. We will provide your child an exceptional early childhood education and exposure to bilingualism.

Bilingual education provides a distinctive and powerful opportunity to strengthen children's highest cognitive brain development through literacy development in two languages and authentic exposure to language experiences. Dual Language promotes bilingualism and biliteracy, grade-level academic achievement and cross-cultural competence in all students. Research shows that bilingual individuals have an easier time with these brain functions: developing strong thinking skills, using logic, focusing, remembering and making decisions, understanding math concepts and problems, increasing reading comprehension, and cultivating greater cultural awareness.

Curriculum Goals

Language Development

- **Dual Language Proficiency:** Encourage fluency in both languages, focusing on listening, speaking, understanding, and basic literacy.
- **Vocabulary Building:** Introduce and reinforce a broad vocabulary in both languages through play, songs, stories, and interactive activities.
- **Contextual Language Use:** Help children understand when and how to use each language appropriately, depending on the situation or context.

Cultural Awareness

- **Cultural Appreciation:** Introduce children to the cultures associated with each language, including traditions, holidays, music, and foods.
- **Respect for Diversity:** Foster an understanding and respect for cultural differences, promoting an inclusive environment.

Cognitive Development

- **Cognitive Flexibility:** Enhance cognitive skills such as problem-solving, memory, and multitasking by switching between languages.
- **Critical Thinking:** Develop early critical thinking skills through activities that require understanding and using two languages simultaneously.

Social-Emotional Development

- **Confidence in Language Use:** Build confidence in using both languages through positive reinforcement and a supportive environment.
- **Social Skills:** Promote cooperation, sharing, and interaction with peers in both languages, helping children navigate social situations.

Literacy and Numeracy

- **Early Literacy:** Develop basic literacy skills in both languages, including recognizing letters, sounds, and words, as well as early writing skills.
- **Numeracy Skills:** Teach basic math concepts (like counting, shapes, and patterns) in both languages.

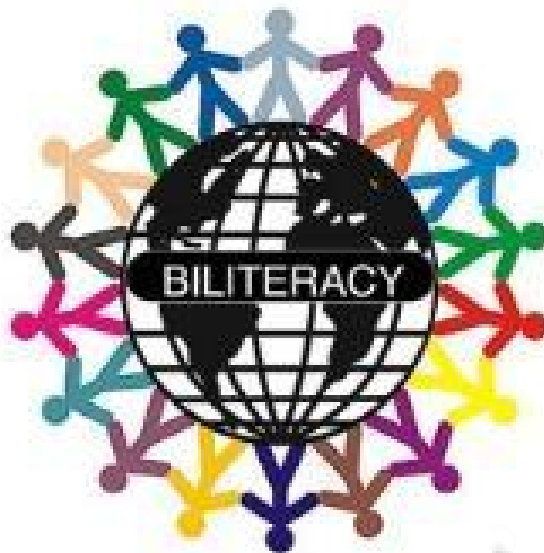
Parental and Community Involvement

- **Family Engagement:** Encourage families to support bilingualism at home, providing resources and activities that involve both languages.
- **Community Connections:** Build connections with the broader community, incorporating local cultural and linguistic resources into the curriculum.

Fine and Gross Motor Skills

- **Motor Development:** Integrate activities that promote fine motor skills (like drawing or cutting) and gross motor skills (like running or jumping) while using both languages.

Our mission is to provide your child a high-quality early childhood education by incorporating a dual-language model for students to acquire a second language.



General Information

The following policies and procedures are established to maintain a safe, healthy and positive learning environment for your child. Please read the policies and procedures carefully and reference them throughout the school year as necessary. The parent handbook is available online on our website and additional copies are available upon request in the front lobby. The Parent Handbook policies and procedures are reviewed annually.

Open Door Policy

Our school has an “open door” policy, which means you are welcome to visit at any time. All visitors are required to check-in with the front before visiting classrooms. We ask that your visit does not disturb the learning environment.

Nondiscrimination Policy

We do not discriminate against race, color, religion, sex or national origin.

Tuition & Fees

Monthly/Bi-monthly tuition and fees are as follow:

Schedule	9am-3pm		8am-5pm	
	Monthly	Bimonthly	Monthly	Bimonthly
5 days /week	\$950 /month	\$475 /bimonthly	\$1300 /month	\$650 /bimonthly
4 days /week	\$800 /month	\$400 /bimonthly	\$1040 /month	\$520 /bimonthly
3 days /week	\$650 /month	\$325 /bimonthly	\$850 /month	\$425 /bimonthly
2 days /week	\$480 /month	\$240 /bimonthly	\$680 /month	\$340 /bimonthly
1 day /week	\$280 /month		\$340 /month	

\$100 Enrollment Fee. Annual, Non-refundable

\$150 Supply Fee. Annual, Non-refundable

\$50/mo. Additional fee for students not toilet trained

Enrollment Forms (required)

The following forms are required for the school to have on file before your child is admitted. These forms include:

- ✓ Child Enrollment/Registration Form
- ✓ Health Statement signed by physician (obtained within first year of enrollment)
- ✓ Receipt/Acknowledgement of Parent Handbook signature page
- ✓ Copy of updated Immunization Records

Updating Information

It is critical that we have current contact information for the safety of your child. Please update your child's information on the Brightwheel app.

Enrollment Fee

The annual enrollment fee is due upon enrollment each year to reserve a spot for your child. Enrollment fees are non-refundable.

Tuition Policy

Tuition is a monthly/biweekly rate based on the student's schedule. All monthly tuition is due the 1st day of the month. Biweekly tuition is due on the 1st and 15th of every month. Payments can be made through Brightwheel, Cash APP, Venmo, Zelle or check. Tuition payment is the same each month regardless of attendance or holidays. Please note that you will not receive a statement.

On the 4th of the month, any unpaid tuition will incur a late fee of \$10.00 per child. Unpaid tuition by the 5th of the month will incur an additional \$15 fee to your tuition, and the student will not be allowed to attend school until full payment, including late fees is received.

Returned Checks/Failed Payments

There will be a \$35.00 fee for all returned checks or failed payments via Brightwheel. Returned check must be replaced with a money order or cashier's check within 3 business days of being notified of its return.

Withdrawal Procedure

Please provide the director via email with a 30 day written notice prior to the date of withdrawal. If a 30 day notice is not given, you will be responsible for the following month's tuition.

School Hours

Full-day hours (M-F) are from 9 am- 3 pm. Extended-day hours (M-F) are from 8 am-5 pm. Late pick up fee of \$1/minute will apply after 5 minutes of pick up time. The school year runs August through May with summer camps available in June and July. A school calendar will be provided and available at the front lobby.

Absences

Parents will inform staff through Brightwheel when their child will be absent.

Closures/Bad Weather Policy

Our school will follow DISD closures for bad weather. If DISD is closed due to bad weather, we will also be closed. Yorktown Spanish School reserves the right to close early or close if deemed necessary. There will be no make-up days for bad weather.

Arrival, Dismissal, and Release Procedures

Staff will sign in/out students through Brightwheel. If anyone other than the parent is picking up the child, their name must be listed on the “Authorized to Pick-up or Release” section of the admission information before the child can be released. They will need to provide identification, a copy will be made and placed in the child’s file. No Exemptions.

Parking Lot Safety and Cell Phone Policy

Safety is our number one priority. Please follow the following rules for the safety of our students:

- Drive slowly and be observant at all times
- Cell phone use is prohibited
- Please hold your child’s hand in the parking lot
- Do not leave children unattended at any time

Health / Medical Information

We do not have a medical professional on staff and we are not trained to perform medical assessments. If your child becomes ill while at school, you will be notified immediately to pick up your child. We will have your child wait in a designated area until you arrive. Parents will be called to pick up children with an oral temperature of 100.5 or above.

In order for your child to return to school, your child must be free of fever, diarrhea, and vomiting for at least 24 hours (without the use of medication). If your child is taking antibiotics, they must be taken for 24 hours prior to returning to school. This policy will help reduce exposure to contagious illnesses and safeguard the health of all children.

Medication

All medication given to a child must be administered at home. We **do not** administer any type of medication to students.

Head Lice

Students will be sent home from school if live lice are found in their hair. They will be allowed to return to school once no live lice remain. The school may escalate to a “no nit” policy, as needed.

Severe Allergies

If your child has severe allergies, please provide the front desk with a written Allergy Emergency Plan.

Medical Emergencies

Safety is our top priority and every effort will be made to ensure the safety of your child while in our care. We will notify you immediately in the event of an illness or accident. If a medical emergency arises, the following actions will be taken:

1. Staff members will assess the situation and begin first aid or CPR if needed. In case of a true emergency, a second staff member will call 911.
2. Parents/guardians will be notified, or the emergency contact if unable to reach the parent.
3. A staff member will remain with the child at all times and will accompany the child to the hospital until parents/guardians arrive.
4. An incident report will be completed and signed by the director and parent within 48 hours of when the incident occurred.
5. The Department of Family and Protective Services will be informed of the emergency within 48 hours of when the incident occurred.

Hearing and Vision Screening

The state of Texas law requires that all children who are 4 years old by September 1 of the school year must have a hearing and vision screening on file. Parents must have their screening done by their own pediatrician/physician and then provide us with the results to place in the child's file.

Staff Vaccine Policy

Texas Child Care Licensing requires that childcare centers have a written policy on staff vaccinations. Yorktown Spanish School does not require staff to be vaccinated.

Classroom Management

Establishing clear and high expectations for procedures and routines will lead to a classroom conducive to learning. We believe in positive reinforcement and making good choices. Yorktown Spanish School follows the state required discipline policy. (See below) If a student experiences consistent behavior challenges, the following Behavior Support Plan will be implemented.

Behavior Support Plan

- 1st Incident of unacceptable behavior- Parents will be notified at pick-up
- 2nd Incident- Phone call to parents will be made
- 3rd Incident- Parent conference will be held with parents to develop a behavior intervention plan
- 4th Incident- Student will be sent home for 2 days
- 5th Incident- Student will be expelled

Yorktown Spanish School has the right to suspend a student from school either temporarily or permanently.

Termination of Services

We reserve the right to terminate care for a child for the following reasons:

- Failure to pay tuition
- Routinely late picking up student
- Lack of parental support/cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the student's needs
- Lack of compliance with regulations
- Failure of child to adjust to the center after a reasonable amount of time

Parents will be informed in writing at least 3 days prior to terminating services.

State Required Discipline Policy

The State of Texas requires that we give you the following information regarding discipline: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following;

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment
- (2) Punishment associated with food, naps, or toilet training
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Toilet Training

Children 3 years old or older must be toilet trained or at least in the process of becoming toilet trained. Each child will need one set of extra clothing at school for accidents and/or spills. Please make sure the extra clothes are appropriate for the season and time of year.

Outside Play/Physical Activity

Our daily schedule provides opportunities for children to engage in physical activities through age-appropriate outdoor and indoor activities as part of the daily curriculum. Physical development includes gross and fine motor skills. Children must have an outdoor recess time twice a day, weather permitting. Please send your child with a coat on cold days so that they may play outside. If the weather is higher than 50 degrees, students will go outside. During summer months, we will follow the following policy: if green ozone, students will go outside in the morning and afternoon. If orange ozone, students will go outside in the morning only. If red ozone, there will be no outside play and students will have indoor play.

Clothing Guidelines

Dress code includes comfortable clothing, appropriate for the weather. During colder months, please provide children with an appropriate jacket, coat or sweater for outside time.

Naptime/Brain Breaks

The school provides each student a cot for individual use during nap time. A small blanket and pillow with your child's name is optional. Personal blankets or pillows must be taken home over the weekend and brought back on the first day of the week students' return.

Food/Meals

All students are required to bring their own lunch and snacks from home. The school is not responsible for the nutritional value of the lunch provided by parents. Please provide written notice of any food allergies or food restrictions. For healthy food resources, visit <https://www.texaswic.org/health-nutrition/children>.

Breastfeeding

The school does not serve infants therefore there is no breastfeeding policy in place.

Screen Time

Electronic media is only used for educational purposes in alignment with teacher lesson plans. Screen time for children over 2 years of age is restricted to less than 2 hours/day.

Conferences

Parent/Teacher conferences are available as needed or if requested by the parent and/or teacher at any time throughout the school year. The director is available for conferences concerning any questions or concerns throughout the year.

Safety Emergency Plans and Drills

For the safety of all students, periodic safety drills will be conducted throughout the year. Fire drills are conducted monthly and other emergency drills are practiced every three months. You may request a copy of the school's Emergency Plan at any time for your review. It is also posted on the parent board in the lobby.

In the event of an emergency that requires an evacuation, students will be moved to the following alternate shelter:

Walgreens, 1306 N Beckley Ave., Dallas, TX 75203, behind the building

Severe Weather

In case of a severe weather threat, we will monitor the situation closely. If a tornado or severe storm watch is issued, students will not go outside for recess and everyone will remain indoors. If a tornado warning is issued, all students will be moved to a designated safe area and go into a "drop, cover, hold on" position.

Home/School Communication

We will use the app, Brightwheel, to communicate with parents. Through Brightwheel we will send reminders, notices, post pictures and videos of student learning. A monthly newsletter will be shared with parents to include important dates, reminders, learning for the month and how parents can support students at home.

Progress Monitoring of Developmental Milestones

Teachers will monitor student learning and developmental milestones at least two times a year. In December, teachers will use the CDC Developmental Milestone Checklist and in May the CLI Engage Developmental Checklist. Teachers will also use the Brightwheel App to share observations of milestones and learning every month. All observations will be shared with parents through the Brightwheel App. Teachers will use this data to guide their small group instruction and lesson plans. Additional resources will be available to parents on the parent board and table in the lobby.

Parent Involvement

Parents are welcomed and encouraged to get involved in our school. A great way to volunteer at our school is through classroom parties, special events and support in the classrooms. Please note that all volunteers must complete a criminal background check and be clear before being able to volunteer at our school.

School Policies

You will be notified of new policy or changes both verbally and in writing. If you have any questions or concerns, please feel free to ask to speak to the director or schedule a conference.

Licensing Information

We are licensed by the State of Texas. At any time, you can ask to view a copy of the standards or the most recent inspection report of our school. You can contact the Texas Department of Protective and Regulatory Services at 1-800-862-5252 or visit their website at www.dfps.state.tx.us.

The address for the Dallas area is:
8700 N. Stemmons Freeway
Dallas, Texas 75247
(214) 951-7902

Gang Free Zone

The state of Texas requires informing parents that our school is in a gang –free zone. A gang-free zone is a designated area around a specific location such as schools where prohibited gang related activity is subject to increased penalty under Texas law.

Prevention and Response to Child Abuse and Neglect

Staff at Yorktown Spanish School receive a minimum of 24 hours of training each year. At least one hour of annual training must focus on prevention, recognition and reporting of child abuse and neglect in accordance with the Texas Department of Family and Protective Services minimum standards for child-care centers.

Information on child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and techniques for prevention of abuse and neglect can be found on www.dfps.state.tx.us/Training/Reporting/recognizing.asp.

Accommodations for Families

Our program’s policy and process in supporting families and children who may need additional accommodations including home language, differing abilities and cultural backgrounds are as follow: Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent’s primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professionals for any accommodations related to the child's physical or developmental needs.
4. Provide materials and resources in parent’s/child’s primary language and provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.



Receipt/Acknowledgement of Parent Handbook

(Please read, sign and return this page to the school)

I have received and read the Yorktown Spanish School Parent Handbook Policies and Procedures and agree to abide by the terms. I understand I will be notified of any changes in policy.

Name of Student: _____

Name of Parent: _____

Signature: _____

Date: _____

I give permission for my child to be included in photos/videos for school use such as newsletters, promotional materials, social media, and school website.

- Yes
- No

Signature: _____ Date: _____

Notes: (please feel free to make any special notes below)

ADDRESSING CHALLENGING BEHAVIORS

In alignment with our school's mission and goals, we have established a policy to address challenging behaviors to ensure we have an orderly and safe environment for learning. When a child in care displays challenging behaviors on a recurring basis, a behavior management program will be implemented over a two-to-four-week trial period, no longer than four weeks. This program will be devised based on the individual needs of each child. A behavior management program will usually consist of the following steps: A formal discussion will be carried out weekly with the child's parents to gain information regarding the child's behavior and to discuss ways of dealing positively and consistently with the challenging behavior. Parents will be encouraged to implement similar strategies from the program at home to reinforce positive behavior. Examples of strategies used in the program will be:

1. praising good behavior
2. advising the child that his/her behavior is inappropriate and try to guide the child into using more appropriate ways to communicate
3. listening to the child
4. setting limits by choosing a few simple rules, explaining the rules, and repeating them periodically
5. incorporating activities into the curriculum to reinforce good behavior for example through role play, arts, crafts, and reading favorite stories at story time etc.
6. If necessary, the child may be given a short time away from the rest of the class.

All incidents will be recorded and shared with the child's parents. Confidentiality will be respected, and information will only be shared with the parties concerned.

At the end of the 4-week period of the behavior timeline, if the behavior has not been resolved, the parents will be informed about their child's needs for future childcare, they will be provided two weeks to find alternative childcare arrangements.

Parents may be advised to refer their child to other Professional Services, such as Early Childhood Intervention (ECI). These services can assist parents with identifying if their child's needs are being met and if they require any additional support. The importance of early cooperation in a behavior management program by parents is imperative to complete a successful behavior management program.

Please sign indicating you understand our policy.

Parent's Name (Printed)

Parent Signature / Date