



*“Enriching our Students”*

# **Parent Handbook**

## **Policies and Procedures**

309 Yorktown St.  
Dallas, TX 75208  
(214) 238-3410

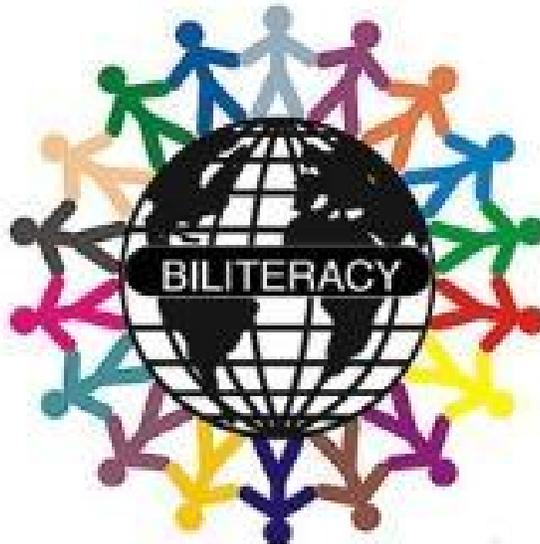
Updated 7/6/2022

# 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.

***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. Additional copies are available in the front lobby.

## 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-weekly tuition and fees are as follow:

Schedule	Full Day 9am-3pm	Bi-weekly Payment	Extended Day 8am-5pm	Bi-weekly Payment
5 days/week	<b>\$750/mo.</b>	\$375	<b>\$950/mo.</b>	\$475
3 days/week	<b>\$600/mo.</b>	\$300	<b>\$700/mo.</b>	\$350
2 days/week	<b>\$400/mo.</b>	\$200	<b>\$500/mo.</b>	\$250

\$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 if there are any changes with the front desk.

## **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 1<sup>st</sup> and 15<sup>th</sup> of every month. Payments can be made through 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 4<sup>th</sup> of the month, any unpaid tuition will incur a late fee of \$10.00 per child. Unpaid tuition by the 5<sup>th</sup> 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**

There will be a \$35.00 fee for all returned checks. 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 front desk 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.

## **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**

All parents are required to sign in their child upon arrival. It is the parent's responsibility to use the QR code to sign-in when arriving. Parents will sign their child out using the same QR code at pick up. 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 member 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 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**

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

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

## **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 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**

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.

## **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.

## **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. Parent meetings are held quarterly (4) times a 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.

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

**United States Postal Service, 401 Tom Landry Hwy, Dallas, TX 75208, behind the postal building (on Yorktown St.)**

## **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 "drop, cover, hold on" position.

## **Home/School Communication**

We will use the app, ClassDojo, to communicate with parents. Through ClassDojo 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.

## **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](http://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](http://www.dfps.state.tx.us/Training/Reporting/recognizing.asp).

## **First Day of School Checklist:**

- ✓ Meals (lunch & snack)
- ✓ Water Bottle (labeled)
- ✓ Extra Set of Clothes (stays at school)
- ✓ Small Blanket for Nap (goes home every Friday)
- ✓ Diapers/Wipes/Creams (if applicable)



# 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)