

*Beibei Amigos Traditional and
Montessori Immersion preschool*



751 E. Union Hills Dr. Ste. 19 Phoenix, AZ. 85024

admin@beibeamigos.com

WWW.beibeamigos.com

602-996-4990

Welcome to our 2023 School year.

Dear Parents/Guardians,

On behalf of Beibei Amigos Language Preschool, we are happy to welcome you to the 2023 school year!

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child's education. As parents, we share the responsibility from our children's success and want you to know that we will do our best to carry out our responsibility.

We ask that you guide and support your child's learning by ensuring that she/he:

- Attend school and arrives on time (no later than 9:00am), ready for the day's learning experience- especially if your child attends the Montessori program. Remember we are an Early Childhood Education Center.
- We Recommend read daily to develop a love for reading and to improve literacy skills.
- We would like to share school experiences with you so that you are aware of the school life, which include attending extracurricular activities (If Covid allow those events).

We look forward to a very positive and productive school year together!

We also value your involvement and support in your child's education, your active participation is the key to success of your young ones.

Please know that we highly value home/school communication here at Beibei Amigos. It is vital and plays an integral role in each student success. We encourage you to contact us if/when the need arises, and to stay in the "know" about your child's progress, and school activities, as well as other events and happenings.

Thank you for choosing Beibei Amigos Language Preschool. We look forward to providing your child with a caring and enriching environment. Again, we welcome you to our wonderful learning community. It is, indeed, a place where opportunities abound! Here's to an AWESOME new school year as we work together to make our school a wonderful place to work and to learn every day! Remember, we are an team, and we play together!

Best regards,

Ms. Bianka Hains Director

2023 Family Confidential Information

Child's First and Last Name: _____

Nickname: _____ DOB: _____

Family Information:

Parent/guardian First and Last Name:	
Address:	
Cell Phone:	
Email address:	
Employer:	
Occupation:	
Work Phone:	

Parent/guardian First and Last Name:	
Address:	
Cell Phone:	
Email address:	
Employer:	
Occupation:	
Work Phone:	

Please Do Not use cursives for email address.

Permission to apply diaper ointment (for students under 3 years ONLY)

Childs First and Last Name: _____

I the parent/guardian of the above-named child, give permission for the staff of Beibei Amigos Language Preschool to apply the following topical diaper ointment **that I have provided.**

Name of diaper ointment: _____

Parent/guardian First and Last Name

Signature

Date

Financial Policy

Beibei Amigos is a private school, and our operations are not subsidized by a sponsoring organization. All of our income derives solely from tuition fees. Every family is responsible to pay their tuition in full and on time.

Registration fee: one time \$160 registration fee will be charged at the time of enrollment. **The Registration Fee is nonrefundable and nontransferable.**

Tuition Payment: Tuition is due on the 1st of each month.

Late Charges: Payment received after the 5th are considered late and subject to a late fee charge of \$25. If a payment has not been received by the 15th of the month, the child may not attend school until all fees are paid.

Weekly payments received 3 days late will be charged \$25 late fee. If a payment has not been received within two weeks of the due date, the child may not attend school until all fees are paid.

Late pick up after school hours: A fee of \$15 dollars the first 15 minutes and \$5 for every minute late after that will be applied.

Early drop off before 9am and late pick up after 4pm: \$25 per hour

Returned payment: A \$30 fee will be charged for insufficient funds or returned check by the bank for any reason.

Before or After Care: Extended care is available between 7:00am and 9:00am and 4:00pm until 6:00pm and it has an additional cost based on the numbers of days the child is enrolled not the days attended.

Nonpayment: if a family experiences a change in circumstances or is unable to meet their payment obligations, it is their responsibility to contact the Director to work out an arrangement. If a family remains in debt and a satisfactory arrangement cannot be reached, the Director may require that the child(ren) be withdrawn from the school and any unpaid balances may be subject to further collection activities.

Temporary Absences: NO refunds or makeup days will be made for temporary absences due to illnesses, accidents, health notices (Including COVID), etc.

Multi child discount: Families will receive 10% sibling discount for one child on the tuition for the child that pays the lowest tuition.

Withdrawal: A written notice must be provided at least 2 weeks prior to withdrawal and families are liable for tuition from the date the notice is given to the Director.

I, _____ have read the financial policy in its entirety and agree to comply with the terms stated herein.

Tuition Policy

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by using the Procure app, checks or cash. Ms. Bianka will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Ms. Bianka at 602-996-4990, email at admin@beibeamigos.com or using the Remind app.

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.

Overtime Rates or Adding Extra Days

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses the number of days or hours of childcare per week, a fee on the student enrollment 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 on the **1st of each month or the 1st day of the week in some cases**, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$160 is due upon enrollment this fee will not be pro-rated.

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, reoccurring payments, please use the Procure app.

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 childcare payments will result in childcare services being terminated.

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment for each week that it is late. 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 15 business 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.

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 \$15 dollars the first 15 minutes and \$5 for every minute late after that will be applied. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed 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, infectious disease, or public health emergency such as a pandemic, or weather-related or environmental emergencies.
- Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

Monthly Tuition schedule

Non-Refundable Registration Fee: \$160

Quarterly Supplies Fee: \$64

Please circle the days your child will be attending school Mon – Tues – Wed - Thurs - Fri

PROGRAM	3 HALF DAYS	3 FULL DAYS	4 HALF DAYS	4 FULL DAYS	5 HALF DAYS	5 FULL DAYS
1 YEAR	\$580	\$728	\$713	\$843	\$818	\$1,056
2 YEARS	\$560	\$708	\$697	\$822	\$811	\$995
PRIMARY MONTESSORI	\$549	\$702	\$685	\$805	\$800	\$981
PRESCHOOL TRADITIONAL	\$506	\$685	\$649	\$792	\$713	\$924

Minimum of 3 half days from: 9:00am – 11:30am (Toddlers)- 9:00am- 12:00 (Preschool Traditional)- 9:00am- 12:30 (Primary Montessori)

Daily Rate for DES billing and non-contracted days: 1year & Toddlers \$49 – Preschool Traditional & Primary Montessori \$46 These does not include extended care.

NO MAKE UP DAYS FOR DAYS MISSED, SCHOOL HOLIDAYS, INSERVICE DAYS, ILNESS OR HEALTH NOTICES (INCLUDING COVID-19)

No credit or reimbursement will be used for days missed, school holidays, illnesses, health notices (Including COVID-19), non-requested vacation, etc.

If your choice of program is not available your child's name my be added to a waiting list. Waitlists are updated throughout the year. If an opening occurs, you will be notified immediately.

Extended care monthly fee: Care beyond our program is offered and is based on space available. Space is not guaranteed. The hourly rate is not prorated. A full hour will be charged if students are dropped off 15 minutes the class starts or 15 minutes after the class ends.

Days	Morning Care 7:00-9:00am	Afternoon Care 4:00-6:00	Both 7:00am to 6:00pm
5 Days	\$113	\$113	\$190
4 Days	\$103	\$103	\$180
3 Days	\$93	\$93	\$170
As needed	\$26 Per hour	\$26 Per hour	\$26 Per hour

Read and initial all that applies

- _____ My child doesn't need extended care
- _____ My child only needs **Before** – **After** care (**Circle one**)
- _____ My child needs extended care before and after school
- _____ If my child is not enrolled in extended care, I will notify the school as soon as possible if my child needs extended care

The school is closed to all students during holidays. Tuition is not prorated based on school holidays, illness, or temporary pandemic related closures.

1. One discount per family applied to Member Rate: Sibling discount 10%.
2. No refunds will be made for temporary absences.
3. One-month prior written notification is required for withdrawal from Preschool program to ensure payment is not collected.
4. Fees and tuition are nonrefundable.

Beibei Amigos Language Preschool uses Tuition Express allowing us to process payments safely, quickly, and efficiently. Tuition Express is a PCI Level 1 Service Provider, keeping your personal account information safe, which is our priority.

I've read the above and agree

Parent/guardian Name and Last Name Signature Date

Dismissal Policy

We do not foresee dismissal of any children in our care, at Beibei Amigos we do not expel students; although it is important to address how a family possibly could be dismissed from our center:

- The child is not fully potty trained and is over 3 years old (Director's discretion)
- Parents/guardians fail to honor the obligations, payments, or any rules/regulations.
- Parents/guardians undermine the dignity, serenity, and reputation of the school by adverse behaviors and actions (causing a scene at school, cursing in front of children or at staff, defamation, or adverse comments about the school).
- The child needs are beyond the scope of Beibei Amigos care.

I, _____ have read and understand all of the terms of this tuition and dismissal agreement in its entirety. By signing below, I agree to comply with the terms in this agreement.

Parent/guardian First and Last Name

Signature

Date

Photo and filming release form

At Beibei Amigos Language Preschool, photographs and videotapes of children activities and events are often taken to be used in the classrooms, Procure, Facebook, Instagram, the school website, promotional ads or in the children portfolios.

In addition, occasionally Beibei Amigos participates in community events, where the local media may be present. Photos of children may be taken and published in these events.

I hereby grant and authorize Beibei Amigos Language Preschool the right to take, edit, copy, publish, distribute, and make use of any and all pictures or videos taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization. Shall continue indefinitely unless I otherwise revoke said authorization in writing.

_____ I agree to my child being filmed or photographed

_____ Please exclude my child from any filming or photos

_____ Only photos/videos to be used in Procure

Parents comments: _____

Parent/guardian First and Last Name

Signature

Date

Illness Policy

Dear Families,

Now that winter is in full swing, I would like to remind you of our Health Policy at Beibei Amigos Language Preschool. Please remember that the policy exists to maintain the healthiest environment possible for ALL children in the program. Families appreciate your respecting the policy as much as our staff and I do.

I am enclosing some information from the CDC that can help you prevent cold and flu in your home. Of course, we take every precaution on our end to maintain a safe, healthy, germ-free environment in our program.

As ECE we comply with the requirements of the ADHS Licensing regulations regarding health, safety, and welfare of an enrollment child is not placed at risk or harm

I am sending the policy with the hope that you will not need to refer to it because your child will continue to enjoy good health in the cold and flu season.

Illness Policy

All children and staff stay healthier when sick person stay home. Common sense must prevail in the case of colds, which can range from mild case of sniffles to a full-blown sinus infection or a deep cough.

If one or more of the following symptoms are present in your child, we will call you to pick from school:

- **Temperature of 100.4**
- **Nausea or vomiting**
- **Red, pink, or crusted eyes**
- **Stomachache**
- **Earache**
- **Diarrhea**
- **Rash/infection of skin**
- **Pale or flushed face**
- **Headache**
- **Thick or greenish mucus from nose**
- **Cough**
- **Loss of energy/decrease in activity/falling asleep**

- Sore throat

If your child is NOT WELL enough to participate in ALL aspects of the day, PLEASE KEEP THEM HOME. There is no better place to be than home when a child is feeling ill.

24HOUR RULE: ANY CHILD THAT HAS SHOWN SIGNS OF ILLNESSES IN THE PREVIOUS 24HRS MAY NOT ATTEND SCHOOL, regardless, if the child is feeling well.

- **Fever free:** a child should be fever free for 24hrs, without the use of fever reducing medicine.
- **Antibiotic timeline:** a child should be on antibiotics for at least 24hrs before returning to school.

Parents must notify the school immediately if a child is diagnosed with anything contagious.

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor activities.

Medication Policy

Teachers and staff are not allowed to administer any over the counter medicine.

A parent must provide any necessary supplies for administering a prescribed medicine. For chronic conditions like asthma, anaphylaxis or diabetes, the parent/guardian must provide a written consent and this needs to be renewed monthly. An individual care plan that lists symptoms or conditions under which the medication will be given must be provided.

Parent/guardian First and Last Name

Signature

Date

Immunization Policy

At Beibei Amigos Language Preschool we strongly support immunizations as one of the easiest and most effective tools preventing diseases that can cause serious illness or even death.

I agree that I will have a medical emergency form on file at the Preschool prior to my child's first day of school, and that I will provide notice of updated immunizations as they are received.

All Beibei Amigos Language Preschool students are required to have all age-appropriate up to date vaccines.

We also respect the parent's rights to decide whether or not to vaccinate their child. However, we do not accept personal beliefs regarding vaccinations.

By signing this policy, you are acknowledging that in the event the state or Health Department declares an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, he or she may not be allowed to attend school up to 3 weeks or until the risk period ends.

Please note that during the outbreak absence parents will be responsible for the full tuition during that time.

If you choose not to vaccinate, please complete the medical or religious exemption form, and return along with this policy, signed, and dated.

Please initial one

_____ I will provide current Immunization records and will bring an updated copy every year. (DTap, Polio, MMR, HepB, Varicella, Tdap and meningococcal).

_____ I will provide a medical/ religious exemption form and will update it every year. (Copies available upon request)

Student First and Last name: _____ **(One per child)**

Parent First and Last Name and Signature: _____

Date: _____

Health Policy

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. Our state regulations regarding 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).

Daily Health Check

We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy, and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

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 greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever 100.4°F or higher 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 other health professionals written order that 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.

Head Lice

- Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check.

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 a letter detailing the child's symptoms, reactions, treatments, and care. A list of the 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

- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the child's Doctor, specifying frequency and dosage to be administered.

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
- H1N1 Virus
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- Any cluster/outbreak of illness

Policy & Procedure – Situations That Require Medical Attention Right Away

Policy

At any time a staff believes a child's life may be at risk, or there is risk of permanent injury, staff is expected to seek immediate medical treatment and inform their Director. Staff is expected to use their best judgment at all times.

The center must have the phone number for each child's guardian and primary health care provider on file. In addition, the center must have plans for children with special medical needs completed by the family and health care provider.

Responsibility & Accountability

This policy applies to all staff. It is the responsibility of the Director to communicate and enforce this policy

Procedure

1. Call Emergency Medical Services (911) then call the parents immediately if you believe the child's life is at risk or there is a risk of permanent injury or if any of the following symptoms are apparent:

- The child is acting not oneself, much less alert, or much more withdrawn than usual.
- The child has difficulty breathing or is unable to speak.
- The child has skin or lips that look blue, purple, or gray.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizure).
- The child is unconscious.
- The child is less and less responsive.
- The child has any of the following after a head injury: decrease in level of alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- The child has increasing or severe pain anywhere.
- The child has a cut or burn that is large, deep and/or won't stop bleeding.
- The child is vomiting blood.
- The child has severe stiff neck, headache, and fever.
- The child is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating.

After 911 has been called:

- Send for help within the center – notify the Director.

- Contact the child's family. If the family cannot be reached, call the child's emergency contacts.

2. Some children may have urgent situations that do not necessarily require ambulance transport but still need medical attention. Contact the child's family. If the family cannot be immediately reached, call the emergency contacts. If neither family nor emergency contact can be reached, contact the child's health care provider. If none of the child's contacts can be reached within one hour, the child should be brought to a hospital accompanied by the Director.

The list below is some of the more common situations.

Get medical attention within one hour for:

- Fever of 101 or higher in any age, child who looks more than mildly ill.
- A quickly spreading purple or red rash.
- A large column of blood in the stools.
- A cut that may require stitches.
- Any medical situation specifically outlined in a child's care plan requiring parental notification.

Parent/Guardian Signature

Date

Lunch Policy

All lunches must be brought from home under the following conditions:

- Food must be peanuts and nuts free
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- 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.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Sunflower butter on graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

Food Allergies

If your child has a food allergy, you must notify us in writing. 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.

Mealtime

At mealtime the dining table is set with their lunch boxes, plates and flatware if needed, and everyone sits at the same table. Good table manners are modeled and encouraged.

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

Toddler Feedings

- 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, popcorn, thickly spread sunflower butter and hard candy.

Peanuts and Nuts Policy

We ask that parents of all children not send any food or products that lists peanuts or nuts on the ingredient label. We are a **PEANUTS and NUTS FREE center** we ask that parents carefully monitor foods being packed in lunchboxes to ensure they don't contain peanuts, peanuts oils, or other nuts. It is always recommended that you read the label before purchasing snacks that you intend to send to school.

Please read labels carefully to make sure the products are peanut free.

Sunflower butter is a great alternative.

Drop-off and Pick-up Policy

Drop-off & 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 and sign them in.

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

Parent Sign In/Out Policy

I, _____ am responsible for signing my child In and Out on the signing system provided by the center for my children when they arrive and when I take them home.

Please Initial ALL after reading

_____ I understand that this is a state regulation that insures the children are leaving your custody and entering to ours.

_____ I understand that I am responsible to making sure babysitters, grandparents and/or any other caregiver that is dropping off or picking up my child(ren) are responsible for signing them In/Out every day and not Beibei Amigos staff.

_____ I understand that every time I or anyone else responsible for dropping off my children miss a sign In/Out I will be called to return to the center and sign then In/Out. There might be times that the system is down in our tablets, that's why we recommend signing up on Procure that way you will not miss a sign In/Out.

_____ I will ask the Director If I have any questions about this procedure.

_____ If the process didn't go through, I will contact the Director immediately.

All students MUST be signed In/Out daily. If a sign In/Out is missed, parents will be asked to return to the school to sign the students In/Out within an hour of the notification, failure to do so will result in the charge of \$15 per every sign In/Out missed.

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. Your child will not be released without prior 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. Each family is responsible to adding any authorized pick up to the Procure app and provide the unique Pin number to the person picking up (NEVER share the Pin number with any family member or pick up person regardless of if they live in the same household).

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and 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 one hour 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.

Personal Belongings

What to Bring

- **Toddlers:** at least six diapers per day and wipes and at least two changes of clothes.
- **Older Toddlers 2's:** pull up's and at least three changes of clothes or more per day if going through the toilet learning process.
- **Preschoolers:** at least one change of clothes, socks, and shoes to keep at the school

Please label all items brought from home with your child's name (i.e., clothes, water bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby 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 basket located in front of the office. 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.

Toilet Learning Policy

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.

When a child is in the process of toilet learning we ask parents please bring pull-ups (the ones that open on the sides) and plenty of extra clothes, all soiled clothes will be placed in a box labeled soiled clothes and parents must take it home.

Our recommendation is that as soon as your child turns 2 to start transitioning from diapers to pull-ups, that makes it easier for the teachers to start the process.

All 3 years old must be able to independently use the bathroom, ask for and clean themselves before transitioning to the next class. A few months after the student turns 3, if he/she is still not able to use the toilet independently it will be the teachers/director and parents discretion to determine the best developmentally appropriate plan for the student.

Inclusion and Non-Discrimination Policy

Inclusion

Beibei Amigos Language Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination

At Beibei Amigos Language Preschool 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

Developmental Screening

Beibei Amigos Language Preschool uses the Ages and Stages and the CDC Milestone Tracker.

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and 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).

Family Involvement

Each family is a child's first teacher. 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. 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

- Chinese New Year
- Fly a Kite day
- Dr. Seuss week (Read across America)
- Parent/Teacher conferences
- Summer Concert (Preschool Graduation)
- Grandparents day
- Trunk or Treat
- Thanksgiving luncheon
- Winter concert
- Volunteers for picture days, gardening, or any school beautification project

I understand and agree: (Initial all items)

_____ Monthly tuition is due on the first day of each month. I understand that a \$25 late fee will be added to my account if tuition is received late.

_____ Tuition is paid in advance of the month service will be provided.

_____ Supply fee is due at enrollment then quarterly after that.

_____ Emergency card is completed.

_____ I have provided a copy of my child's immunization records.

_____ I have provided a copy of my child's birth certificate.

_____ I have read and sign the photo release form.

_____ I have read and sign the medication and illness policy.

_____ I have read and sign the healthy food policy.

_____ I have read and sign the dismissal agreement.

_____ I will provide on the first day of school a crib size sheet and a small blanket, these will be returned home weekly to be washed then return them to school.

Parent/guardian First and Last Name

Signature

Date