The Spanish Advantage Club

9615 East 59th Street Indianapolis, IN 46216 317-656-1757

info@thespanishadvantageclub.com

Orientation/Parent Handbook

2024-2025

Welcome to The Spanish Advantage Club!

We are happy that you have chosen our school to provide for the needs of your child. You and your family are encouraged to visit our school prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted.

The Parent Handbook has been written to describe our program, philosophy, policies, and al the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at The Spanish Advantage Club would be glad to address any of your questions or concerns. Once again, welcome!

Program Description

Welcome to The Spanish Advantage Club (T.S.A.C.)! We are happy that you have chosen our school to provide for the needs of your child. You and your family are encouraged to visit prior to enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted.

Here at The Spanish Advantage Club, we believe young children are quick information-absorbers at this age, which is why it is the ideal time to learn a new language! The Spanish Advantage Club is here to provide dual-language education through our full-day preschool, afterschool care, and summer camp programs. Our mission is to enhance students’ academic skills in both languages while also learning valuable communication and cultural skills.

Enrollment and Tuition

The Spanish Advantage Club is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Children between the ages 2-12 may attend the school between this block. It is necessary for the health of your child, our staff, and other children at the facility that you provide a health exam and up-to-date immunizations. That being said, prior to enrollment, the following documents are required:

-Child Registration Forms

-An updated health physical no older than 3 months prior to registration (signed by nurse practitioner)

 -Vaccination Records (showing month, day, and year of immunization)

 -Birth Certificate

Before the start date, a $75 registration fee is required. This a one-time, non-refundable charge. If a child is withdrawn from The Spanish Advantage Club and then re-enrolls at a later date, a second enrollment fee will be expected. Tuition for full or part-time is based on one of the following options:

 -Monthly Payment: due the 1st day of each month. Late after the 10th day.

-Weekly Payment: due by 6:30 p.m. on the Friday before the week attending.

Admission, Discharge, Arrival, and Departure Policies

Children are dropped off in the morning (apart from afterschool students) and picked up in the afternoon. The Spanish Advantage Club will ask for a list of approved people for child pick up prior to admission in our registration form. A child will only be released to a parent, legal guardian, or other person authorized by the parent who has proper IDs.

For your child’s safety, staff shall require ID for any person picking up a child that is unfamiliar to the caregiver. If there is any concern, The Spanish Advantage Club reserves the right to deny a person’s request to pick up a child. In no circumstances will a child be released to anyone intoxicated or impaired. If an intoxicated or impaired person insists on removing children, the center shall immediately report the incident to the local police agency.

If a court order exists preventing a particular individual from having contact with a child, the center shall keep a copy of the court order. Unscheduled visits by a custodia parent or guardian shall be permitted at any time the childcare center is in operation.

Persons bringing or picking up shall be responsible to notify a staff member of the child’s arrival or departure and that person in some manner will sign the child in and out through our sign-in system which records name and time of arrival/departure.

Withdrawal and Dismissal Policies

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing. Students that do not complete a full year’s attendance per contract will be required to pay two weeks tuition after departing TSAC.

The director of The Spanish Advantage Club reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

-Non-payment or excessive late payments and tuition fees.

 -Not observing the rules of the center as outlined in the parent agreement.

-Child has special needs that we cannot adequately meet with our current staffing patterns.

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

 -Expired or non-immunizations.

Fees

A $25 late fee will be accrued for each week the account is delinquent. Special payment arrangements may be made in advance with the director.

A $30 charge will be required for all checks returned unpaid for any reason. Returned checks must be made good immediately. If the account becomes delinquent, late fees will be charged.

We understand circumstances arise beyond your control and you may have to be late picking up your child from time to time. You are permitted one free late pickup per month. Following that, each time you are more than 10 minutes late by our clock, the late pick-up cost will be $10 for each 15 minutes you are late, this is due when you pick up your child that evening.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday.

Communication

Proper communication between our parents and the teachers and staff of The Spanish Advantage Club is extremely important. Teachers will be sending home information on a regular basis. Parents will receive daily reports. You are welcome to call to arrange a meeting with your child’s teacher, even just to become better acquainted. Concerns about any aspect of our program, or your child’s care, may be expressed to the center director.

Remember to communicate in writing any changes in your child’s schedule. We must be informed regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the registration form. At the time of admission, the center shall obtain information about the child to assist the center in meeting the daily needs of the child. Our office must be informed of any of the following changes:

* Address and/or phone numbers, or email address
* Parent/guardian employment
* Health/immunizations up-dates

We do not trade a scheduled day for another day. Parents may communicate and request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

 Building Security and Access

Our building is open for business from 6:30 am to 6:00 p.m. and can be accessed by using a 4-digit code chosen by you at the time of enrollment. Due to security reasons, we ask that this code be used only by immediate family. If someone is picking up your child that doesn’t normally pick up, but who is listed on your registration form, please have them ring the bell. For your child’s safety please do not allow your child to play with the code.

Holidays

T.S.A.C. pre-school Is open every day and school is in session from August 1st through May 22nd, except for the following holidays:

* Labor Day, September 2nd (Considered a full-week and full week tuition is due)
* Thanksgiving (November 27th closed at 5pm, November 28th-29th CLOSED)

[Considered a full-week and tuition is due]

* Week of December 23rd through 31st- closed (total weekly tuition is due
* January 1st (closed) [Considered a full-week and tuition is due for preschool]
* MLK Day (January 20th) [Considered a full-week and tuition is due]
* Presidents’ Day (February 17th) [Considered a full-week and tuition is due]

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect. All center staff is trained to notice signs and symptoms.

Treasures and possessions

Each child will need a nap mat to use at naptime. An example can be shown to you by the director and this nap mat will go on top of a cot and mattress. Your child’s name must be clearly written on it. The nap mat has to be taken home each Friday to be washed and returned the following Monday. A small stuffed toy is permissible.

Sometimes children need to bring special toys to use as a “bridge” between home and school. On these occasions we will work with you and your child to make it positive sharing experience. Past experience has shown us that toys from home often create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a “show-n-tell” day. The Spanish Advantage Club will not be responsible for any lost items.

Clothing

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be always kept at the school. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Diapers and Toilet Training

Parents supply all diapers at The Spanish Advantage Club. Wipes will be provided by the school.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

Field Trips

Field trips and nature walks are considered an important part of the educational program. The school will provide the same adequate responsible adult supervision for these excursions as is provided while in attendance at the school. Your permission for your child to participate in field trips is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned, including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events) A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Birthday celebrations

Parents are welcome to send in a treat to share with their child’s classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child’s teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child’s teacher for suggestions.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you are allowed to send invitations to school.

Photographs and publicity

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child’s photo will also be displayed on their classroom.

Meals, Snacks, and food allergies

Breakfast, morning snack, lunch, and mid-afternoon snack will be provided each day. The school will provide milk for lunch and snacks for each day. Whole vitamin milk will be provided between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent’s responsibility to notify both the school director and the classroom teacher.

Wellness Policy

You are the best judge of your child’s health, and we trust you will not bring a sick child to the school. However, if while in our care your child becomes ill, displays an unknow rash, or acts out of character, your child’s teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

If your child has been sick and they ja have not shown significant improvement In the past 24 hours, they may not be dropped off during the day. In order to prevent the spread of illnesses and communicable diseases, children will wash their hands often, receive hand sanitizer, and materials, toys, nap mats, etc. will be sanitized between uses.

The following criteria will be considered in determining if your child must go home:

* Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
* Fever of 100.5 or higher. The child must be fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.
* Diarrhea (more than two loose, watery stools), or vomiting. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
* Persistent cough or runny nose for an extended period of time. Child may return 24 hours cough free without the aid of cough suppressants or allergy medication.
* Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class, is a reason to spend time in the comfort of their own parent(s) arm.
* Highly contagious condition such as: head lice. Child must be nit free to return to school.

Medicine

Non-prescriptive medications as well as prescription medication will only be administered after a parent signs and dates a medication permission form. The parent must provide all the medications.

Prescription medication must be in the original container and labeled with the child's name. We will not administer cold medications to any child. A written prescription from a physician or health care professional must be kept with the medicine.

Staff cannot administer medication without the proper dosage for that child listed on the container. If the container reads, “consult a doctor”, then a note from the doctor with the child’s weight, and the dosage recommended must be provided.

Injuries and Accidents

Should an injury occur, an incident report will be completed by the closest adult and signed by the school director. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the teacher or director will call 911 first. The child will be transported to the hospital noted on the registration form (or the closest hospital). The parent/guardian will be called immediately.

First aid or CPR will be administered by school teachers or staff for Injuries.

Center happenings

The Spanish Advantage Club makes every attempt to keep parents up to date on happenings here at school. Class newsletters are sent every Friday. Signs are posted in the lobby. Please read the newsletters. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

Confidentiality

Confidential information includes, but is not limited to, children’s government documents and personal information. The Spanish Advantage Club will not disclose any of this information to outside sources.



Discipline Policy

Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Difficult behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children. A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the teacher. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display disruptive behavior.

* Initial consultation. The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the director, teacher, and parent or guardian.
* Second consultation. If the initial plan for helping the child fails, the parent will be again asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised approach for solving the problem.
* Disenrolled. When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the school at the discretion of the school director.

The Spanish Advantage Club staff will not use threats or bribes, physical punishment of any form, deprive your child of food or basic needs, or humiliate and Isolate children.



POLICY CONTRACT

Please carefully read, sign, and return the following form to the school director.

*I have been provided with The Spanish Advantage Club Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following, any late fees, or change in schedule fee amounts, and understand that these may change depending on schedule and rate adjustments during enrollment. A two-week notice must be given for disenrollment. This contract can be terminated by TSAC at any time if policies and procedures are disregarded by parents/guardians.*

1st child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Weekly tuition \_\_\_\_\_\_\_

2nd child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Weekly tuition \_\_\_\_\_\_\_

3rd child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly tuition \_\_\_\_\_\_\_

Registration fee \_\_\_\_\_ is due upon enrolment.

Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly schedule days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ I have read and agree to the tuition and payment policy for TSAC.

\_\_\_ I have read and agree to the Discipline Policy for TSAC.

\_\_\_ I have read and agree to the Wellness Policy for TSAC.

\_\_\_ I have read and agree to the Special Needs policy for TSAC.

\_\_\_ I give my permission for TSAC to use photographs/videos of my child for advertising, training and education purposes.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_