



**PARENT HANDBOOK
POLICIES AND PROCEDURES**

Dear parents,

Welcome to Uno Dos Tres Academy, a Spanish Immersion Preschool and Child Care Center. I am so pleased you have chosen our school for your little one. The mission of Uno Dos Tres Academy is to provide every child the ability to learn and become immersed in the Spanish language in a natural and comfortable manner, through play and other culturally appropriate activities.

I personally believe that children are unique individuals who deserve a loving and secure environment that promotes a sense of wonder and discovery in learning. I value an inclusive environment that respects the unique qualities of each child, and I put a lot of energy in showing children how to be global citizens. As the year begins, I would like to make a promise to you that I will dedicate myself to your child and work towards instilling a true love for the Spanish language and culture.

Our teachers are here to provide a safe and nurturing environment for all their students. As a team of educators we believe in the unlimited potential of every child and know that children at Uno Dos Tres Academy have an academic jump-start for future school experiences. We are a group of educators who truly enjoy teaching Spanish. We love sharing the traditional music, songs, art, and food of Mexico and Latin America.

Just like you, we also place a lot of energy and importance in developing a high-quality environment that your child will prosper in. Uno Dos Tres Academy is a lively place, full of happiness and knowledge—we are here to ensure that your child's classroom is a joyful one.

Beinvenidos a Uno Dos Tres Academy!

Karla Elias | Director/Owner

Uno Dos Tres Academy Mission Statement

Uno Dos Tres Academy's mission is to provide your child the ability to learn and be immersed in the Spanish language in a natural and comfortable manner, through play and other culturally appropriate activities.

Uno Dos Tres Academy Goals

- ❖ To provide possibilities for children to learn the Spanish language by discovering, exploring, problem solving, and allowing for open-ended opportunities.
- ❖ To provide a high quality, safe and nurturing environment that ensure each child's right to learn and to participate.
- ❖ To appreciate the diversity and culture of each child, family and staff member.
- ❖ To recognize and respect the uniqueness and the potential of every child.
- ❖ To assist in the overall cognitive, social, physical and mental development of each child.
- ❖ To maintain an open-door policy for communication between parents, staff, and children.

Why Immersion

Why is an immersion program at the preschool level important?

Enrolling your child at Uno Dos Tres Academy is beneficial because we use and apply the Spanish language in an emotionally supportive environment that stimulates all the senses. Studies show that young children who learn a second language enjoy many additional cognitive benefits, such as enhanced problem-solving skills, enhanced spatial relation skills, and heightened creativity. In addition, when children enjoy their environment and feel safe, they learn without even realizing it.

Is there any English spoken in the class?

Yes. Uno Dos Tres is a bilingual school. Each teacher instructs at individual levels. Some classrooms speak 75% in Spanish, while other classrooms focus 100% in Spanish. The level is determined by the children's comprehension and comfort. Children are encouraged to speak Spanish; however, we understand that children develop at different stages, therefore, we do not push for a child to speak in Spanish.

How will my child understand what is going on in class?

Your child will learn Spanish the same way they learn their first language. We use hand and body cues, stories, inflection, and facial signals to make clear what is being communicated. Throughout the day teachers incorporate, Spanish songs, games, circle time and group activities. Each teacher has their own individual approach, yet as a whole group—we focus on individualism and follow a child-center approach.

Is any prior exposure or knowledge of Spanish required?

No. Children do not need to have prior exposure or knowledge of Spanish. We assume children coming to our preschool are being exposed to Spanish for the first time. We welcome and encourage children who have prior knowledge of the Spanish language as they tend to be natural helpers in the classroom.

Do we, as parents, need to know how to speak Spanish?

It is not necessary that parents speak Spanish. The teachers instruct your child with proper pronunciation and grammar. Of course, having reinforcement at home is always an advantage, but children with little or no reinforcement of Spanish at home are just as successful in immersion programs as those with native speakers at home. Teachers will provide parents with monthly vocabulary words and our monthly curriculum.

About Our Classrooms

Elefantitos: Children entering the Elefantitos classroom are 6 months old. Our infant classroom is where we care for our precious babies. In the Elefantitos classroom we foster an environment of comfort and security. Our goal is to support the whole child and work with their individual schedule. To provide the ultimate comfort and care little ones are regularly fed and changed throughout the day. Every feeding and diaper change is recorded so parents can understand the events of the day and ask questions.

The space and materials are organized to stimulate exploration, experimentation and conceptual learning. More than just care, our infant program combines compassion with rousing activities.

Our goal is to create an atmosphere of love, curiosity, and growth, while maintaining a predictable routine for each individual child. You will hear teachers singing songs in Spanish, reading books and conversing in Spanish with their co-teachers. You will also see sign language being incorporated throughout the day. Sign language supports pre-verbal children in becoming effective communicators. We are excited to be able to love and nurture your little one and look forward in being a part of their growth and development!

Koalas: Children entering the Koalas classroom are 12 months old before their 1st day of school. Our Koalas Classroom is where our precious babies become young toddlers. We understand that our young Koalas are full of energy and curiosity. One year olds are developing self-confidence, while their motor skills improve each day. A great change that occurs during this stage is the child's ability to begin to express themselves through games, simple words, baby-sign language and reactions. They are developing their own identity, a sense of self, establishing likes and dislikes, as well as, learning to build relationships with their teachers and peers.

The Koalas teachers strive to create a predictable routine for the children. The curriculum guides the development of a daily schedule that is flexible and responsive to the individual needs of each child. The schedule provides time and support for transitions, includes both indoor and outdoor experiences and is receptive to a child's need to rest or be active.

Our goal in the one-year old classroom is to support the children as they learn to become independent. The teacher designs a learning environment that protects children's health and safety, enabling children to practice motor skills and encourage emerging ones. The space and materials are organized to stimulate exploration, experimentation and conceptual learning. We spend a lot of time nurturing each child verbally and non-verbally with consistent praise and lots of hugs. We are excited to be able to love and nurture your little one and look forward in being a part of their growth and development!

Mariposas: Children entering the Mariposas classroom must be 23 months old before their first day of school. Mariposas classroom is for our young Spanish learners. At this stage of development children are learning skills such as; taking turns, engaging in make believe play, using simple words to communicate their likes and dislikes, and showing more interest in group games and activities. You will see throughout the months that children at this age start forming special bonds with their teachers and peers. A great change that occurs during this stage is the child's ability to begin to express themselves through simple words, two-to-five-word sentences and the natural progression of their social-emotional development. Young Toddlers are experiencing huge cognitive, social-emotional, and communication strides; which ultimately assist them in exploring and mastering their new classroom and schedule. During this stage, toddlers are sorting objects by shapes, colors, and sizes, they are developing fine and gross motor skills, as well as, imitating the behaviors of their peers.

Our goal in the Mariposas classroom is to provide opportunities for each child to develop through their own personal learning style. Our teachers provide age appropriate experiences that are designed to aid social-emotional, cognitive, and language development. Throughout the day children are free to explore and discover their environment, through play-based activities and one-on-one interactions. We are here to foster each child's natural curiosity, while also encouraging their personal ideas and self-esteem to fully blossom!

Ositos: Children entering the Ositos classroom must be 3 years old by December 31st. Children entering this classroom must be nearly independent in using the toilet. Our young 3-year-old classroom builds on the foundation set in the Mariposas classroom, and integrates the learning centers, and learning areas that are age-appropriate for young preschool students. Our teachers focus on expanding communication skills, social-emotional skills, and continue building cooperative peer-to-peer relationships. As children continue to learn more about themselves and others, you will see your child start to form healthy and enduring bonds with their peers. Younger preschoolers are becoming autonomous, they are engaging in more collaborative play and fantasy play. Over all they are getting to know what they can and cannot do, and we are here to support their complete positive development!

Our goal in the Ositos classroom is to establish a balance between routine experiences and opportunities for exploration and play based learning. You will find children engaged in teacher-lead activities, circle time, group games and self-directed play. Teachers provide children with techniques on how to navigate challenges and build a repertoire of problem-solving skills.

We model positive communication skills, teach age-appropriate negotiation skills and show children how to be self-aware of their and others' personal space and environment. In this class you will see your child starting to master the Spanish language, build strong relationships, and challenge themselves to become academically competent individuals. This age is an exciting time for parents and for teachers!

Patitos: Children entering the Patitos pre-kindergarten classroom must be 3 years old by September 1st. Children in this classroom must be fully independent in using the toilet before they enter. Our pre-kindergarten classroom is designed to provide an enriching academic curriculum for children ages 3-5 year olds. The curriculum is designed to foster prosocial skills, social-emotional development, and provide each child with an early head start to kindergarten. Teachers in the Patitos classroom make regular adjustments to the materials and activities, and to the structure of the classroom to further enhance each child's interest and individual learning styles. Children have daily opportunities to engage in self-directed play, the writing center, art center, dramatic play area, math manipulatives, teacher-lead circle time, teacher-lead group activity, as well as have time to relax and read books!

The main goal in this classroom is to support each child's positive growth and development. We are here to provide an enriching academic curriculum that allows all the children to feel capable to move on to the next level in learning. Our teachers observe and work with each student on a one-on-one basis to fully support each child's individual academic and social needs. Basic literacy skills, pre-writing skills, and pre-math skills are all taught at an individualized level, so that children have the upper hand when transitioning into kindergarten. In this class you will see your child eager to spell their name and enthusiastic about the concept of learning Spanish!

Lechuzas: Children entering the Lechuzas older pre-kindergarten classroom must be 4 years old by September 1st. In our Lechuzas older pre-kindergarten classroom the curriculum is designed to further build on social-emotional and cognitive development, as well as fine tune kindergarten readiness

academic skills. You will find a variety of learning centers in the classroom that correspond with the developmental areas of an older preschool group. These defined areas allow children to explore educational materials with the guidance of the teacher, individually or with peers. The language arts area and math area are made to mature your child's ability to further maximize their learning development, promote independence and provide the skills to successfully master pre-reading, pre-writing, and pre-math skills. The lead teacher makes monthly observations and alters each learning center based on the curriculum, and the individual needs of the children.

Our main goal in the Lechuzas classroom is for your children to have fun, learn and to become competent individuals when they graduate from Uno Dos Tres Academy. The teachers can balance a variety of activities into their curriculum, while incorporating the monthly theme and fine-tuning developmental areas. Children have daily opportunities to engage in self-directed play, explore the writing center, use an array of mixed-media from the art center, engage in make-believe play in the dramatic play area, examine the math manipulatives, have a scheduled teacher-lead circle time, and teacher-lead group activity.

Discipline Policy

Here at Uno Dos Tres Academy we believe in respecting every child's space, property, and action. We utilize supportive and fair discipline techniques that help children acknowledge the behavior, make choices about the solution and be responsible for consequences. We want children to learn to make appropriate choices by themselves and not rely on adults to control their behavior for them. Children at the center are respected as individuals and are shown to respect others. Our teachers use clear, simple statements about what is appropriate and model the behavior they encourage in the children. We do not use time-outs, or any form of time-outs.

Guidance Policy

Uno Dos Tres Academy believes in assisting children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach and encourage techniques of discipline that are fair, consistent and respectful of children and their needs. Guidance is required to ensure order, prevent injury, and to ensure that a child's activities are not infringing on the rights of others. We believe that it is important to provide a positive atmosphere so that children are being respected and they themselves are respecting the space, feelings, and actions of others.

Guidance Strategies:

- ❖ We as teacher are here to explain to the children what behavior will be acceptable and explain the reasons for the limits, doing so in a positive way.
- ❖ We focus on the child's behavior, rather than on the child.
- ❖ We give children time to respond to the expectations.
- ❖ We reinforce and model appropriate behavior.
- ❖ We are willing to listen and respond in a fair and supportive manner.
- ❖ We anticipate potential difficulties and redirecting children if needed.

Termination Procedures:

We use the following steps to work through aggressive behaviors:

1. Teachers document a child's behavior using an (OUCHI) incident report.
2. After 3 (OUCHI) incident reports, the parents, teacher and director will meet to discuss the circumstances and to develop a plan of action. (Use ASQ-SE)
3. We schedule a date to further discuss the effectiveness of our observations and if applicable, refer to an outer agency for additional support.
4. If the school cannot meet the child's needs, and the aggressive behaviors continues to inflict on the safety of other children or adults at the school, as a team; director, teacher and parent(s) schedule a date of withdrawal.

Open Door Policy

Uno Dos Tres Academy has an open-door policy, which means that parents and legal guardians can visit the center and their child's classroom at any time of the day (when their child is present). We welcome and encourage your visits. Please schedule a time with your child's teacher or the director.

Best Practice

Schedule a time with the director if you would like to visit your child's classroom. Please note, we want to ensure that children and teacher's health is top priority and inviting another adult into the classroom may present risk.

Student Drop Off and Pick Up

When dropping off and picking up your child connect with the teacher verbally and with eye contact. There is a sign-in sheet that will be filled out by the main teacher when dropping off and picking up. The school is locked at 9:00am every morning. If entering though the main door after it has been locked, please ring the doorbell, and wait for a teacher to give you access.

Best Practice

Drop off should be done in a way to prevent crowds of more than 2 parents. Use classroom exterior door for drop-off and pick-up.

Families are required to pick up at their classroom exterior door. Our preferred pick up time is between the hours of 4:30pm-5:00pm. If you see children using the outside play area, while you arrive to pick up your little one; take the following steps:

- DO NOT enter the play area!
- Get the teachers attention!
- Call the school and we can escort your child out!
- Let your child's teacher know in the morning and we can have their items ready to go!

What time should I arrive the first day of school?

Our main door is locked by 9:00am every day. We ask that all our students are dropped off before 9:00am. If you are arriving after 9:00am, please call the school to notify your child's teacher. For the first week please give yourself enough time to say goodbye. We suggest you stay with your child until they feel relaxed and prepared, please give them a goodbye kiss, a hug, or a goodbye wave, and leave with a smile. Remember a child will feel as positive as you feel! Encourage your child to play with peers, sit next to the teacher or engage in an activity. If your child starts to cry, rest assure a teacher will be there to console them when you leave. Please feel free to call the school at any time!

Best Practice

We encourage parents to drop off between the hours of 8:30am-9:00am. And highly discourage parents from entering classrooms. For the first week please give yourself enough time to say goodbye. Please seek guidance from your child's teacher to ensure drop offs are smooth and efficient.

Communication Binder

The Elefantitos, Koalas and Mariposas classrooms have a Communication Binder or Communication Logs. Please check your child's name in the Communication Binder/Log on a regular basis. This is a great way to maintain communication between parents and teachers. You are encouraged to write down reminders or notes for your child's teachers.

Wait List policy

There is a non-refundable Wait List fee of \$75.00. The fee will place your child on the appropriate wait list for their classroom. If a space becomes available, you will have 48hrs to accept the opening, and provide the school with the Parent Contract and discounted enrollment fee of \$125.00.

Student Release Procedures

When arriving later or leaving earlier than regular class time, or leaving with someone other than a parent, the teacher or director must be informed in advance and the person must be written on the Authorization to Pick up Form and/or Emergency Form. Any persons unfamiliar to the teachers need to show picture identification.

Parent/Teacher Conferences

Parent/Teacher conferences are held in December. Naturally, our teachers are always happy to meet with parents before that time if the need should arise. Conferences are a time where teacher and parents come together to discuss your child's overall development. We will focus on the Ages and Stages Questionnaire and a Developmentally Appropriate Progress Report.

***Friday, December 18th 7:30am-5:30pm**

Back to School Night

Each year we have a Back to School Night for all our families and children to attend. We invite you to take advantage of this opportunity and see the world your child inhabits every day. You will have a chance to meet all the wonderful staff that work with your child, meet parents and their children, sign up for winter conferences, and see the work your child has accomplished thus far.

Best Practice

Due to COVID, back to school night will be adults only (no children). We ask that you only visit your child's classroom. We highly discourage parents entering hallways or bathrooms. Time and date to be determined.

Outdoor Safety Policy

Uno Dos Tres Academy will provide children with the opportunity to engage in physical activities and develop their gross motor skills by providing ample "outside time." Parents are recommended to dress children according to the weather. If weather is too severe teachers will have physical activities planned for that day and time.

Please have children wear appropriate walking/running shoes. No flip-flops, strap-less shoes, or shoes that do not fit properly.

Sunscreen will be applied to children when the temperature is 70+ degrees. When the temperature is above 90 degrees' children go outside for no more than 20 minutes. When the temperature is below 36 degrees' or above 95 degrees' we stay indoors.

Classrooms can go on neighborhood walks with the discretion of the site-director. Children in the Ositos, Patitos and Lechuzas classroom have supplementary classes taught by outer agencies, these classes may be held at the school play area or neighborhood park.

Best Practice

To maintain cohorts even when outdoors, each classroom has a 30-minute rotating schedule twice per day. Classrooms can go on neighborhood walks to allow for longer outdoor time.

No supplementary classes taught by outer agencies will be conducted until further notice.

Chico de la Semana

For one week during the school year each child will be selected as the, "Chico de la Semana." The purpose of this week is to celebrate the child. On the first day of their week your child may bring a poster board with pictures of their family. In addition, each day your child will be able to bring in a show- n-tell item. Parents will be notified in advance of when it will be their child's turn.

Field Trip Policy

Uno Dos Tres Academy will provide each family with a monthly newsletter listing all the important dates to remember. The information will also be posted on classroom Parent Board's. Field trips can consist of going on neighborhood walks, going to neighborhood parks, visiting community workers, e.g., dentist office, ice cream shop or going to the Zoo, OMSI, Children's Museum and the Pumpkin Patch. Depending on the type of field trip, Uno Dos Tres Academy will request permission from parents and provide them with important information regarding, transportation, time, duration, location, a meeting point and parent volunteers. There is a Transportation Fee of \$15 per student.

Best Practice

Due to COVID, all out of school field trips and in-school visits from outer organizations are rescheduled for a later date.

Inclement Weather Policy

In the case the weather proves to be unsafe, we will inform families via email. We follow the Portland Public School District Inclement Weather Policy. If PPS is closed due to hazardous weather, we will also be closed. If PPS is scheduled to have a late opening, we will open at 10:30am. If PPS has an early release, we will close the school at 3:30pm.

Sunscreen Policy: (When Temperature is 70+ degrees)

Sunscreen is only applied when temperature is 70+ degrees. Oregon law requires that we have a signed and dated authorization form, and we maintain a daily record of sunscreen that is administered to each child. When bringing in sunscreen, please follow the following guidelines.

- Label individual sunscreen bottles with your child's full name.
- Provide us with lotion sunscreen or roll-on sunscreen. **Due to allergies, we cannot administer spray sunscreen.**

When applying sunscreen, teachers follow the following guidelines:

- apply sunscreen 15-30 minutes prior to going outside.
- apply to all exposed parts of the body. Including ears, shoulders, and behind the neck.
- reapply after water activities.

- maintain record of sunscreen use in the Communication Binder.

Classroom Expectations and School Wide Rules

Teaching classroom expectations are just like any other teacher-lead activity. In order for children to succeed, rules must be part of the curriculum and reinforced on an ongoing basis. As we start the year, you will see teacher's incorporating lesson plans that focus on rules and routines. Please help us by talking with your child at home and reminding them of the importance of following rules at school.

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|---|---|
| 1. We Keep our Hands to Self | 2. We have Listening Ears |
| 3. We Use Walking Feet | 4. We Use Inside Voices |
| 5. We Clean Up and Put Our Toys Away | 6. We Show Respect for the Environment |

Supervision Policy

Supervision for all the children enrolled in Uno Dos Tres Academy is particularly important for us. Our teachers incorporate developmentally appropriate guidance and supervision skills, while inside the classrooms, while using the bathroom, during transitions and while outdoors.

Snack & Lunch Policy

Children can bring a cold lunch from home. Cold lunches are stored in your child's classroom refrigerator. Please remember to write your child's name on their lunch box, as well as on all other containers. We provide a morning and afternoon snack. Our snacks are based on the USDA guidelines. If you would like to bring a snack to share with the entire classroom it must be store bought and pre-washed.

*If your child has a food allergy or food preference (wheat, dairy, gluten free, etc.) please provide the school with a supply of appropriate snacks/drinks for your child. You can either pack extra goodies in your child's lunch box every day or bring in a monthly supply of snacks.

**We ask that you take home your child's water bottle and replenish it with fresh water daily.

***Water bottles that are left at school are emptied out in the sink.

Tree Nut & Peanut Free Policy

We are a Tree Nut & Peanut free school! All foods provided by the school for children during snack time are peanut/nut-free. All foods sent in by parents for their children to share with classmates MUST be peanut/nut-free, as well as store bought. Foods that parents pack for their individual child for lunch must not contain peanut/nuts or we will not be able to give the item to your child. (Almond Milk is okay)

Breastfeeding Policy

We welcome parents who are breast feeding their children into the classroom and make every effort to accommodate their needs. We can also accept breast milk that has been expressed and are able to store this milk as advised by the parent. Please read Bottle Policy & Procedures.

Bottle Policy & Procedures

Bottles must be brought to school pre-made, and labeled with the child's first and last name, number of ounces and date of which the bottle was prepared. We do not prepare bottles at school.

Please store all prepared bottles in the refrigerator. If you prefer glass bottles, please use a plastic sleeve to support the bottle from breaking. (Please pack pacifiers in a zip lock bag or jar labeled with your child's name)

Procedures:

- We warm bottles in a bottle warmer.
- We can only provide bottles up to an hour of being warmed; thereafter, milk is thrown out.
- Bottles must go home during pick-up time.
- Teachers record the amount of milk a child consumed.
- Bottles will be rinsed and left in the refrigerator for parents to pick up at the end of the day.
- We expect to feed infants approximately every two to three hours.
- Teachers' communicate feedings in the Communication Binder.

Washing Hands Policy

Above each child sink you will find a visual Hand-Washing Procedure chart. We show children this chart and remind them to use it when washing their hands.

For children in the Elefantitos and Koalas classroom teachers support children during the washing hand routine. This ensure that good hygiene and proper hand-washing techniques are taking place, during the following times.

- Bottle feeding (before and after)
- AM/PM Snack (before and after)
- Lunch (before and after)
- Park-Time/Outside Time (after)
- Wiping Nose (after)
- Putting hands in mouth (after)
- Putting hands in pants (after)
- Diaper Change (after)
- Using Bathroom (after)
- Playing in Science Table (after)

Best Practices:

We ask that parents remind children of UDT's Handwashing policy and practice good hygiene before coming to school. Each morning we ask that you remind your child to wash their hands or have them use hand sanitizer before entering their classroom. You can ask your child's teacher for hand sanitizer if needed.

Sanitizing and Disinfecting Policy

We use a bleach solution for disinfecting and sanitizing items. Our bleach solution is made daily. We disinfect and sanitize the following items daily; children's cots; tables (before and after every meal and after every activity), floors, chairs, and children's toys. We use a washcloth to dry items. The bathroom areas (toilet bowls, toilet seats, faucets, flush handles, doorknobs, step stools and mirrors) are cleaned and sanitized daily. Our facility is cleaned twice per week by a cleaning company.

Best Practice:

Teachers will have 15 minutes prior and 15 minutes at the end of the day to sanitize and disinfect their classroom. A cleaning company is schedule to deep clean the school twice per week.

Bathroom Supervision While children are exiting their classrooms to use the bathroom, there will While children are exiting their classrooms to use the bathroom, there will always be a teacher supervising them. A teacher will stand near the entrance of their classroom to supervise both the children in the classroom and the child (ren) who are using the bathroom.

We use the following skills and guidelines while supervising all our children.

Best Practice:

Preschool classrooms that have a shared bathroom will only allow one child to use the bathroom at a time. They will communicate with their next-door teacher to ensure children are not gathering in stalls.

Positioning is a skill that requires being able to see all the children. Teachers position themselves in the classroom to see as many children as possible. Children are always monitored by sight or sound.

Positioning is used during every activity throughout the day.

Scanning is a skill that involves regularly monitoring the classroom to see children's involvement and what is happening. Teachers use this method of supervision to ensure children are engaging appropriately within the environment.

Linen Policy

Each child is required to bring a blanket from home that covers their entire body. Children's blankets are stored in their cubby. Blankets are sent home on a weekly or daily basis to be washed. Children have the option of bringing a fitted-crib sheet to cover their cot, mat or crib mattress.

Children can use a school blanket if necessary. Blankets, UDT Shirts, Wash Cloths and Feeding Bibs owned by UDT are washed off-site weekly.

Cloth Diaper Policy (*Follow Diaper Changing Policy)

Procedure for sending home cloth diapers and/or soiled clothing.

1. Place cloth diaper and/or soiled clothing in a plastic bag. And tie plastic bag.
-For Cloth Diapers: Place plastic bag inside child's wet bag and close tightly.
-For Soiled Clothing: Write child's name and date on bag.
2. Hang Wet Bag and/or plastic bag in the bathroom or place in child's cubby.
3. Inform parents of the Soiled Clothing. Face-to-Face or use communication log/binder.

Celebrating Birthdays at Preschool

If you bring in a treat for your child on their special day, please make sure that it is entirely peanut-free and store bought, or we will not be able to serve the item. We also ask that you arrange a time with your child's teacher. Below you will find popular snacks for birthdays:

Fruit salad

Dried fruit

Fresh veggies

Ice Cream (w/cones)

Sorbet

Sugar free cookies

Bite size cupcakes

Cookies

Popsicles

Frozen Yogurt

Pirate Booties

Organic 100% apple juice

*Please no soda, carbonated drinks, or hard candies – we will not be able to serve these items.

Uno Dos Tres Academy Philosophy

Uno Dos Tres Academy follows a Developmentally Appropriate Philosophy, that is, the program will be guided by the needs of the children that it serves. Children are taught in a manner that matches the way they develop and learn. Children are challenged just beyond the level of their present ability and are given constant opportunities to practice newly acquired skills. Along with opportunities to learn through play and social interaction, children are provided with the skills that will allow them to excel in the Spanish language later in life.

Following are the five guidelines for Developmentally Appropriate Practice that Uno Dos Tres Academy follows;

Create a caring community of learners. Developmentally appropriate practices support the development of relationships between adults and children, among children, among teachers, and between families and teachers.

Teach to enhance development and learning. Early childhood teachers strive to achieve a balance between guiding children's learning and following their lead.

Construct appropriate curriculum. The content of early childhood curriculum includes the subject matter, social or cultural values, parents' input, and the age and experience of the children.

Assess children's learning and development. Assessment of individual children's development and learning is essential for planning and implementing appropriate curriculum

Establish mutually beneficial relationships with families. Developmentally appropriate practices evolve from a deep knowledge of individual children and the context within they develop and learn. The younger the child, the more necessary it is for care givers and teachers to acquire this knowledge through relationships with children's families.

Uno Dos Tres Academy Curriculum

Uno Dos Tres Academy uses a thematic approach to design the curriculum. Our staff incorporates the theories and beliefs of Dr. Gardner's 7 Intelligences to ensure that we are meeting the academic needs of every child we serve. We adjust themes, classroom materials and make necessary classroom arrangement on a monthly basis to enhance student's interests. Children's daily routine is comprised of a combination of self-directed play, child-centered activities and teacher-lead activities.

Language: We focus largely on auditory and vocabulary skills in all of our classrooms. Children have opportunities to learn cooperative language skills through story time, labeling materials, openly expressing their feelings, and communicating with peers and staff. Teachers speak Spanish 75% of the time and incorporate Spanish into all daily activities and routines. We understand that children learn on their own pace, therefore; our teachers foster each child's individual needs.

Creative Arts: We give every child the opportunity to stretch his or her imagination! We want every child to be able to express their feelings and ideas through the use of mixed media. You will always find in your child's classroom; paint, crayons, markers, scissors, rulers, recyclable materials, play-dough, and

an assortment of tools for creative arts. Each day children at Uno Dos Tres have time for creative arts. We believe this activity should be accessible throughout the day. You will be amazed of their spectacular masterpieces!

Dramatic Play: Most children learn best when left to play on their own. This is why we follow a child-centered approach when developing our daily classroom schedule. Your child will be able to act out various occupations, learn about the community, self-identity, and learn about the world around them. Each month our teachers will work on developing new themes that children are interested in. Don't be surprised if one week your little one is exploring the solar system, then she is a local fire fighter from station 20!

Manipulative: In the classroom eye-hand coordination and perceptual skills are extremely important. We foster this skill through age appropriate and developmentally appropriate materials and activities. We use building blocks, lego's, pegs, geometric shapes, Lincoln logs, and a varieties of manipulative that assist with fine-tuning fine motor development. Each classroom incorporates different materials for little hands. In the Mariposas class you will see large soft blocks, in the older classroom you will see children using smaller moldering tools to create intricate structures.

Math: Each classroom provides age appropriate math manipulative to introduce your child to the concepts of counting, sorting, recognition of shapes and basic math principles. Our teachers teach math in a practical manner, when children are ready and when children can learn on their own speed. You will notice that math is a simple concept when introduced in a preschool setting!

Science: Our children are introduced to science and nature by exploring their environment. They learn about the world in which we live through a variety of experiences. Our teachers teach science in an age appropriate manner, bringing the outside world indoors. You will see us planting gardens, bringing little creatures into the classroom as pets, and carrying out investigations using mixed media. Some days you will see us making flubber, Obleck, Slim or tie-dye shirts. While other days, we like making piñatas, planets, rocket bottles, or floating devises!

Music and Movement: Through the use of Spanish music and songs we will develop your child's rhythm skills, listening skills, and expand their vocabulary. Children will learn through repetition and by using their whole bodies.

We have songs for you to practice at home with your little ones!

Anti-bias Curriculum: We value the diversity and culture of every child, teacher and family in our preschool. We learn about each other's culture, traditions and holidays through music, games, pictures and food. Each child will have a chance to be, "Chico de la Semana." This is a great opportunity for every child to share about their family! You are also welcomed to come and share!

Illness Policy:

Uno Dos Tres Academy cannot admit or retain in care a child who has one of the following symptoms, or combinations of symptoms or illness:

- Fever over 100+ degrees Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea with unusual color to the skin
- Severe cough
- Skin or eye lesions or rashes that is severe, weeping, or pus-filled (pink-eye)
- Difficulty breathing or wheezing
- Complaints of severe pain
- Lice or nits
- Unidentified rash

When a child is sent home due to a temperature over 100+ they will be able to return to school once they have been free from all symptoms for 72 hours (3 days) and 24 hours have passed from the last dose of fever-reducing medication.

When a child is sent home due to vomiting or diarrhea, he/she will not be able to return to school until 72 hours have passed since that last occurrence.

If your child becomes ill while at school, you will be notified first. If a parent cannot be reached, we will contact a person from your child's Emergency Contact list and Authorization to Pick-up list. If a child is sick or is too tired to participate in class activities, we will observe your child before we contact you. Please keep phone numbers and contact information current on your child's Emergency Contact Form. You can do this by notifying the Site-Director or Lead Teacher of any changes.

When medication needs to be given during the day parents must fill out a Medication Form and notify the Site-Director or Lead Teacher. Medication must be clearly labeled with the child's full name, expiration date of the medication and legible instructions. If medication is due to a fever, we will call you for early pick-up. Medication must be in original container.

Best Practices:

Children's temperature will be taken if necessary. We will be monitoring for symptoms of cough, shortness of breath and fever. If your child has a temperature of 100+, they will need to be picked up immediately.

If your child has been exposed to a confirmed or presumptive COVID-19 case, they should be tested for COVID-19. If the test comes back positive, they cannot return to school for at least 14 days and 72 hours after fever has resolved. If the test comes back negative, they can return 72 hours after the fever has resolved, and other symptoms must be improving.

When a child is sent home due to a temperature over 100+ they will be able to return to school once they have been free from all symptoms for 72 hours (3 days) and 24 hours have passed from the last dose of fever-reducing medication. CDC recommends you call your pediatrician to get further advice.

When a child is sent home due to vomiting or diarrhea, he/she will not be able to return to school until 72 hours have passed since that last occurrence. CDC recommends you call your pediatrician to get further advice.

We ask that parents who travel for work, are considered high risk, have flu-like symptoms or are essential workers, request pick up outside the gate. We will do our best to accommodate your pick-up time. If you have flu like symptoms, we highly advise having someone else drop off and pick up your child for 10 days. Please wear gloves and mask if you are feeling ill but must pick up your child.

Emergency Plan

In accordance to state regulations for child-care centers, we are required to practice Fire Drills and other emergency drills once a month. Please take some time to read through our Emergency Plan. If you have any questions, concerns or would like to participate in one of the drills, please feel free to let the site director know. In case of a major emergency, (ex. fire, earthquake, etc.) other disaster, students may be evacuated from their classrooms, to a designated meeting place. Depending on the magnitude of the incident, the school may be closed until further notice. Teachers do not leave the school or evacuation meeting place until all children are accounted for. Parents are the first to be notified of an emergency, thereafter we call families on the Authorization to Pick up and Emergency Contact.

Procedures for Evacuation:

Students will be evacuated to the playground. There we will wait to be released to a parent or authorized designee. Teachers will carry with them the Parent Directory, children's health and emergency forms and Authorization Forms. Staff will use the contact information on these cards to call families for early pick up. Parents are asked to follow the instructions listed below to ensure the safety of their child. If you are within city limits, turn your radio to a station that provides up to date emergency announcements, including school closures and other important information.

The second designated meeting area for Sellwood is: Little Smiles Pediatric (17th and Marion St.)

The second designated meeting area for St. Johns is: North Portland Eagles Aerie & Auxiliary (Lombard & Van Houten st.)

Staff Procedures.

- ❖ In case of fire: Site-director is responsible for pulling alarm/calling 911. Teachers will keep children calm, children will line up quickly and quietly at the door, while the teacher scans the classroom for other children, counts children and gets the sign in log, then quickly and quietly exits the building and gathers in the designated location. The second teacher will check all rooms in the school for children.

- ❖ In case of earthquake: Site-director is responsible for pulling alarm/calling 911/parents. If we are inside the school, we will keep children inside until earthquake is over. Teachers will direct children to move away from windows, shelves and heavy objects, and to position themselves under tables. Teachers and children will drop knees, clasp both hands behind neck, bury face in

arms and make our bodies as small as possible. We will remain in this position for at least one minute. After the quake is over we will evacuate the school. If we are outside, the teachers will gather all the children, and as a group we will assume the position of 'on knees, clasp hands behind head and curl up our bodies as small as possible.'

- ❖ In case of lock down: Site-director is responsible for calling 911. In a calm manner, teachers will immediately exit their classrooms, and evacuate to their designated area. Teachers will take with them the sign in sheets, emergency backpack and emergency cards. Teachers and children will enter the designated areas, turn off the lights, lock door and drop to knees, clasp both hands behind neck, bury face in arms and make our bodies as small as possible. Designated staff will call 911. Site-director will do a walk through to ensure all children and staff are accounted for. Parents will be notified to pick up children once police have authorized a release.

2020-2021 Tuition:

Tuition statements are emailed before the 1st of each month. Tuition is due on the 1st, no later than the 5th of the month. A late charge of \$25.00 will be assessed to past due accounts not paid by the 5th, along with a daily charge of \$5.00 thereafter.

- ❖ We are a year-round school and enroll on a continual basis.
- ❖ There is a one-time enrollment fee of \$200.00 per child. This fee is non-refundable and guarantees your child's start date and schedule.
- ❖ A sibling discount of 10% per month is offered on the oldest child's tuition. 20% for 3 children.
- ❖ A 5% discount will be given to families who pay full year's tuition upon enrollment. (Sept.-Aug.)
- ❖ A 3.0% tuition discount will be given to families who pay bi-yearly. (Sept.-Feb. & Mar.-Aug.)
- ❖ There is a yearly re-enrollment fee of \$30.00 per child. This fee is due at the end of March and guarantees your child's acceptance for the following school year.
- ❖ Late pick-ups: We provide families a 5-minute grace period. Thereafter, you will be charged a \$5.00 late fee for every minute that you are late. The fee goes directly to the closing teacher.
- ❖ UDT requires a full month notice of withdrawal. Notice must be via email.
- ❖ There is an annual tuition increase of 2%-5%. Families will see the increase each September.

Elefantitos, Koalas & Mariposas Classrooms

Full Day Schedule | 8:30am - 5:00pm

5 full days (M-F)	1635.00
4 full days (M-Th or T-F)	1435.00
3 full days (M/W/F)	1235.00
2 full days (T/Th)	935.00

Morning Schedule | 8:30am - 12:00pm

5 days (M-F)	1100.00
4 days (M-Th or T-F)	1000.00
3 days (M/W/F)	850.00
2 days (T/Th)	700.00

Ositos, Patitos & Lechuzas Classrooms

Full Day Schedule | 8:30am - 5:00pm

5 full days (M-F)	1275.00
4 full days (M-Th or T-F)	1075.00
3 full days (M/W/F)	950.00
2 full days (T/Th)	750.00

Morning Schedule | 8:30am - 12:30pm

5 days (M-F)	900.00
4 days (M-Th or T-F)	800.00
3 days (M/W/F)	725.00
2 days (T/Th)	600.00

2020-2021 School Closure Dates:

Uno Dos Tres Academy operates year-round. Below you will find our yearly closure dates, which include 3 weeks and 12 days. There is no refund for sick days or other absences due to unforeseen circumstances, including scheduled breaks, holidays, snow days, school-wide illnesses, or natural disasters.

Labor Day	Monday, September 7 th
Thanksgiving Break	Thursday, November 26 th & Friday, November 27 th
Winter Parent Teacher Conferences	Friday, December 18 th
Winter Break	Monday, December 21 st — Friday, January 1 st
MLK Day	Monday, January 18 th
Presidents Day	Monday, February 15 th
Spring Break	Monday, March 22 nd — Friday, March 26 th
Memorial Day	Monday, May 31 st
Summer Break	(first 3 days of July) July 1 st , 2 nd 5 th
Teacher Planning & Meet and Greet	(last 3 days of August) August 27 th 30 th 31 st