



BILINGUALKID LANGUAGE IMMERSION SCHOOL

2023-2024

10401 Staples Mill Rd, Glen Allen VA 23060

804-933-9373

www.bilingualkidschool.com

#BilingualKidSchool

#BilingualBright

#KindWorldCitizens

Check us out on

facebook.



Instagram

@bilingualkidschool

Spanish Immersion Preschool

We are a family owned and operated language immersion school offering a Spanish program, Ms. Claudia and Ms. Vilma are Spanish native speakers from El Salvador. We take pride in providing the warmth of our culture in our classroom to make the children feel loved. We are non-religious and admit students of any race, color, ancestry, national and ethnic origin and religious background. No previous experience or Spanish knowledge is required or necessary to register. We are part of **Henrico Preschool Initiative, licensed with the Virginia Department of Education** and meet or exceed the minimum standards. In order to accomplish this, all adults got Criminal background checks with the Police Department and through fingerprint checks, tuberculosis screenings, clearances with Virginia Department of Social Services, sworn statements and house inspections. We also participate with **USDA food program**, follow regulated meal patterns and are subject to unannounced monitoring. We have a no TV policy for our children while on school hours, and are part of VQB5 **Virginia Quality Birth to 5**. We take pride in educating our kids to eat healthy. We have a **breastfeeding friendly recognition** and support mothers who breastfeed their babies by providing an area for nursing at drop off or pick up times.

Kind World Citizens

We strive to promote the importance of tolerance by celebrating and fostering an appreciation for a multilingual and multicultural nation by making natural connections through play, stimulating development based on Virginia's Foundation Blocks for Early Learning. This program establishes a measurable range of skills and knowledge essential for children to be successful in kindergarten and creates a high-quality Preschool Learning Environment. We integrate the following subject areas into our daily lessons: Personal and Social development, Literacy, Science, Mathematics, Arts, Health and Physical development, History and Social Science. Geography and art will have a special emphasis. Our curriculum has a weekly theme that includes a letter of the week and teaching important facts about different countries. We start with the US and we'll move on to other countries of the world during the school year, their history, culture, language, music, food, flag, typical clothing, etc. which will enrich children's knowledge in a fun and creative way. Parent involvement is encouraged by helping children with "homework" to participate in show and tell and other events throughout the school year.

In our language immersion school, we believe children develop at greater levels when activities include all learning domains; we know that children learn by doing, interacting and expressing. Their skills will be improved in a second language allowing them to attain the target language throughout the years.

ASL. American Sign Language

It's not news that signing with young children can help them communicate before they can talk, experts say that teaching them the signs for words and the alphabet can help with letter recognition and build their vocabulary. Kids just think it's fun. That's why we use sign language in our daily curriculum as a bridge to connect English and Spanish and foster inclusion from a young age to help raise kind world citizens.

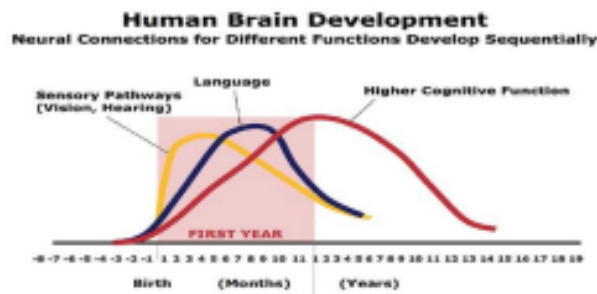
Teachers are infant and adult first aid and CPR certified, attend sign language classes, professional development courses and training focused on early childhood education topics, including best practices for implementing a high-quality preschool program, techniques of reading and writing skills through phonemes learning and syllable techniques, etc.

Nature Based Education

We honor children's ideas through a child lead and emergent curriculum. Research shows that there are many benefits to structured and unstructured outdoor activities for children. Our goal of education is to prepare students for a life that is joyous, and an active connection with nature plays a big part in that, in today's gadget-obsessed world, nature education and outdoor preschool activities are done on a daily basis, from loose parts resources, nature walks, caring for class pets, insects and bugs, to planting, harvesting and hands on year-round organic gardening, farm to table nutrition, that has positive effects on overall health and developing fine and gross motor skills, stimulating executive function and developing an emerging environmental ethic. We follow their heart and interests, and we enrich their knowledge.

Bilingual Acquisition Window of Opportunity

Language acquisition is an everyday and yet magical feat of childhood. Within three to five years, virtually all children become fully competent in at least one language. Even more remarkable are those children who simultaneously acquire proficiency in two, or more, languages during the preschool years. Within the same time frame as it takes monolingual children to learn one language, bilingual children learn two languages and become adept at using them in socially diverse and appropriate ways depending on the amount of exposure they get to each language.



Source: C.A. Nelson (2000). Credit: Center on the Developing Child, Harvard University

Is it OK to learn two languages?

A common concern, especially for bilingual parents, is that their child is not learning fast enough. Studies show that bilingual babies show an equally strong brain response to English sounds as the monolingual babies. This suggests that bilingual babies were learning English at the same rate as the monolingual babies. Parents of bilingual children also worry that their children will not know as many words as children who are raised with one language. Bilingual infants split their time between two languages, and thus, on average, hear fewer words in each. However, studies consistently show that bilingual children do not lag behind when both languages are considered. Vocabulary sizes of bilingual children, when combined across both languages, have been found to be equal to or greater than those of monolingual children. Another common concern is that bilingualism causes confusion. Part of this concern arises due to "code switching", a speaking behavior in which bilinguals combine both languages. Research shows bilingual children code switch because bilingual adults around them do too. Code-switching in bilingual adults and children is rule-governed, not haphazard.

Bilingual Kids are at an advantage

The good news is young children all around the world can and do acquire two languages simultaneously. In fact, in many parts of the world, being bilingual is the norm rather than an exception. It is now understood that the constant need to shift attention between languages leads to several cognitive advantages. Research has found that bilingual adults and children show an improved executive functioning of the brain, that is, they are able to shift attention, switch between tasks and solve problems more easily, increased metalinguistic skills (the ability to think about language per se and understand how it works), makes the learning of a third language easier. Further, the accumulating effect of dual language experience is thought to translate into protective effects against cognitive decline with aging and the onset of Alzheimer's disease.

Children soak in information from the stimuli around them, don't miss the opportunity while their brain still absorbs the world around them like a sponge. If you want your child to know more than one language, it's best to start at an early age, it won't confuse your child, and it will give them a boost in other forms of cognition.

Source: World Economic Forum. Written by Ferjan Ramirez, Research Scientist, University of Washington.

Ms Claudia is responsible for the day-to-day operations and partners with Ms. Vilma and Ms Yesy to ensure a safe environment, and a loving and secure atmosphere during the most formative years of a child's life.

Our family Day Home is licensed by the Virginia Department of Education and participates with the USDA food program. We adhere to all their health and safety regulations.

Please refer to this handbook if questions should arise concerning our policies and procedures. Supplements will be distributed if any changes occur, to keep your records current. If you have any questions that are not answered, please feel free to contact us. Thank you for the opportunity to take part in your family's life.

School Hours

8:00 am – 4:30 pm

Monday-Friday \$255/week or \$1105/month. 3 days a week \$180/week or \$780/month

Admission Requirements

Students are admitted after a family visit. Application requires completion of:

1. Enrollment forms.
2. Completed physical by your child's physician, updated once between fourth and sixth birthday.
3. Proof of identity viewed by Mrs. Claudia.
4. Payment of \$150 registration fee. New enrollment spot is held after receipt of the fee.
5. Payment of \$50 supply fee will be charged every July for the upcoming school year.

We offer parent-teacher conference weeks during the school year to provide parents information regarding their child's progress. This is also an opportunity for parents to communicate with teachers about any events in the child's life so we can work together to foster the child as a whole. We encourage parent participation throughout the school year, we emphasize in the awareness of a bigger multicultural world, and we may reach out to you to volunteer to share an experience, your talent, profession, read a book or bring an item from a foreign country to support the study of the country/letter of the week.

Parent Responsibility

Please label all items and provide the following:

1. A family picture.
2. An extra set of clothes provided in a gallon bag with the child's name.
3. A daily water bottle and a packed lunch. We provide milk, breakfast, morning and an afternoon snack.
4. Wipes and Diapers as needed.
5. Fitted nap mat for cot. We recommend Urban Infant Tot Cot All-in-one Nap Mat.

Payment Schedule/Tuition

Payments are due the 1st of the Month by automatic payments on Wonderschool.

Tuition will not be refunded due to absence.

Registration fee of \$150 is non-refundable and secures your child's spot for the school year, August-May.

Continued enrollment is necessary to secure a spot for the upcoming school year.

Please provide a 4 week notice of your child's last day of attendance.

Vacation time

We allow 1 non-paid vacation week a year for children enrolled 12 months a year. Families are responsible for payment of all other 51 weeks of the year. Non-paid vacation can be taken after 3 months of enrollment.

Children enrolled during the school year months of August-May, are responsible for payment of the entire school year and may enroll children during the summer months and new school year subject to availability.

Late Fees

A \$10 late fee will be assessed after 5:00 pm the 1st of the month. It is imperative that tuition is paid on time to avoid late fees and dismissal of your child from the program. If payment is not received by the 3rd of the month, your child will not be permitted to return until full payment is received.

Returned check policy

A returned check fee of \$25 will be charged. Guardians will also be responsible to pay all fees billed by the bank for any returned checks.

Late Pick up Fee

Please call or text Ms. Claudia if you are unable to pick up your child by 4:30 pm. If we are not notified, parents will be called at every available number, if parents can't be reached, emergency contacts will be called. If no one can be reached, someone will stay with your child and by 5:00 pm, the police will be notified. A \$1 per minute late fee will be charged after 4:30 pm.

Emergency Information

BilingualKid should be able to contact the parent at any given time during the day. The necessary information is given at the time of enrollment and must be kept up to date. Any changes should be reported promptly. Also, please provide specific actions to be taken by staff in case of an allergy related emergency involving your child.

Major and Minor Incident Policy

- **Minor:** If a child receives any type of mark due to a minor fall or accident, it'll be recorded on an accident report form. The parents are required to sign the accident report.
- **Major:** If a child gets hurt more severely and the teacher has any doubt of the severity, someone will call the guardian and 911 while the child is being made as comfortable as possible, using our first aid knowledge.

Injury Prevention Plan

Twice yearly we review the accident report file. Upon review, all injuries will be noted as to how, when and where the accident occurred to consider preventative measures to try to lower the number of injuries that seem to recur and a decision will be made to remove specific or rearrange equipment as necessary.

Medication Administration Policy

We will administer ONLY non-prescription skin products provided by parents such as diaper rash ointment and sunscreen at the dose and method of administration specified on the manufacturer's label for the age or weight of the child with proper authorization form filled up. It must be labeled with the child's name and in the original container.

Safety

We do not allow toys to be brought from home except for "homework" items. These toys must be soft, without sharp edges. Shoes and clothing should be comfortable and easy for the child to manage.

Policy for Reporting suspected child abuse

Under Virginia Law, teachers providing care on a regular basis are required to report suspected child abuse. Reports are made to Hanover Sheriff's Office, the local department at 804-730-6140 or Hanover County Social Services at 804-365-4100 or to the Child Abuse and Neglect Hotline 1-800-552-7096. Failure to report could be charged with a misdemeanor.

Child Custody

If a custody agreement applies to your family situation stating sole or joint custody of your child, a copy of the legal agreement must be on file at the school. Without a copy of the agreement, neither parent nor the custodian can be denied access to the child.

Organizational Chain of Command

The chain of command begins with Ms. Claudia Robles, Ms. Vilma, Arias, Ariel Salas as a helper.

Arrival of Children

Parents are required to walk their child into the building and place him/her in the care of a teacher. Sign in sheets will be provided for parents to sign in your child. We ask that you notify us by email, text or call and let us know if your child will not attend on a day he/she is expected to attend or if he/she will arrive late.

Departure of Children

Initial with time the appropriate sing-in/sign-out sheet. If someone other than the parent or guardian is picking up the child, the person's name must be listed on the registration forms as an alternate person. Parents may add new names. If we don't recognize the person picking up a child, we will ask to see identification and will call the parent to verify.

Snacks

We provide breakfast, lunch, am and pm healthy snacks, following USDA guidelines. Parents must provide a bottle of water every day for their child, properly labeled with the child's name. If a child with peanuts allergies is enrolled, we will follow a nut free policy. Do not bring in any food/drinks containing nuts or any foods processed on machines that also process nuts. We must adhere to this policy as it could be a life or death matter for some children. Parents are allowed to bring special treats for birthdays and holidays with prior approval.

Naptime articles

All nap articles will be laundered on Fridays.

Discipline and Guidance

We believe in positive reinforcement, redirection and modeling being treated with respect and by setting limits and boundaries, children will learn acceptable behavior. Limiting privileges when inappropriate behavior is acted out, reinforces the code of the group to which the child is a part. Children need to know that all behaviors have consequences. Teachers will review the classroom rules on a daily basis and will be expected to follow them.

Simple rules: We speak Spanish, We share, We walk in the classroom, We listen, We take turns, will remind them to make the classroom experience enjoyable for all.

Occasionally children will demonstrate aggressive behavior, general discipline measures may be taken in the event that a child's behavior is not acceptable, including: redirection, verbal discussion, sitting quietly close to the teacher, telephone call to the parent, child being sent home. Parental help is essential to ensure the child understands and follows the rules set forth. Cooperation of the parents is vital to quickly resolve any behavior issue. We reserve the right to dismiss children or refuse admission at the discretion of the school.

Illnesses

Please keep your child home if they show any symptoms of illness, like bad colds, coughs and fevers. If your child is ill, please notify us. A child may not be allowed to attend if he/she has a temperature over 100.4°F, recurrent vomiting or diarrhea or a communicable disease. Temperature will be taken with a touchless forehead thermometer or under the arm and 1° will be added. If the outside temperature is above freezing, your child may be expected to go outside with the other children during outside time. Following an illness, we will try to work with you in the interest of your child. If your child develops a fever, diarrhea or vomiting while at school, you will be notified to pick up your child as soon as possible and we'll make him/her as comfortable as possible. The child should remain at home until 24 hours after a fever subsides. The parent must inform BilingualKid within 24 hours or the next business day after a child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

Closing information

A calendar with holiday closing dates is provided upon enrollment. For inclement weather days we will assess driving conditions and may close at our discretion.

Emergency Preparedness and Response Plan

We have developed an emergency preparedness plan with consultation of VDOE, that addresses teacher's responsibility and facility readiness with respect to emergency evacuation, relocation, shelter-in-place or lockdown. Procedures will be specific to the action required in response to the emergency.

Our emergency evacuation route is posted in our parent board, head count will be confirmed with a sign in sheet, and we will gather by emergency exit door on the fence, farthest from the house.

In case of an emergency that requires relocation, we will take shelter at Glen Allen Henrico Public Library located at 10501 Staples Mill Rd, Glen Allen VA 23060 and parents will be notified immediately by call, text and/or email.

In case of lockdown or shelter in place, front and back doors will be blocked completely, we will gather in the bathroom and laundry area where our emergency radio and emergency kit supplies are located.

Our landline phone number 804-356-3213 is always available as a backup in case of a power outage or emergency.

Additional information about our licensed family day home may be obtained at:

https://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi.

Withdrawal Notice

We require a 4-week withdrawal notice. If a 4-week withdrawal notice is not given, parents or guardians will be responsible for payment of the following 4 weeks. Please fill out the 4-week withdrawal notice form provided.

Pandemic or Public Health Emergency

We are very proud that we still have not had a single Covid case transmission in our classroom. We have been able to succeed in preventing Covid transmission thanks to the collaboration and commitment of our BilingualKid community in following the guidance as the pandemic kept evolving.

In case of a declared public health emergency, families are still expected to continue paying tuition to hold a child's spot. If this is not possible due to the guardian's financial hardship as a result of the health emergency, we will review case by case.

As a school community, we will continue to take every precaution to prevent the spreading of Covid and other diseases, including having vaccinated staff.

If we are not mandated to close, new protocols will be in place following CDC and Health Department guidelines. They have been changing throughout the entire pandemic, we follow best practices and any changes will be communicated through email.

The following procedures proved to be successful and we have adopted them as part of our daily routines:

1- Drop off and pick up: **Students will be dropped off outside** and hands will be washed. Parents are still able to come inside if needed, but please continue to do a quick drop off routine to keep separation anxiety at a minimum. We will have the child ready at the scheduled pick-up time and we will meet you outside.

2- Illness: Children must stay home at the first sign of sickness, if anyone in the household becomes ill, we must be notified. If a child develops sickness while in our care, the child will be isolated from other children and made comfortable to the best of our abilities, parents will be contacted, and the child must be picked up as soon as possible, within 30 minutes. In case of a confirmed Covid case, we are required to notify the Health Department and we will follow their guidance. Administering cold/fever reducing medicine before arrival will result in termination of care.

3- We will follow CDC guidance and continue disinfecting, washing hands at arrival, before every meal, after toileting/diapering, after playing outside and as needed, this is at least every 1.5-2 hours. No outside toys allowed, and mouthed toys will be removed from the classroom until disinfected.

4- As of 7/2023 Virginia Health Department no longer recommends mask wearing. Masks are optional but we may go back to indoor masking as we see fit. We will help children wear their masks if parents prefer masking. No masks are required outdoors when 6 feet of social distancing can be maintained.

5- If your child is recovering from a cold, with a negative Covid test on day 5 after first symptoms, but still has a mild lingering runny nose or sneezing, your child can attend wearing a mask while indoors to help prevent the spread of viruses.

SIGNATURES

I have received and understand BilingualKid's Parent handbook and choose to enroll: (Name of child):

And will drop off and pick up between the hours of (agreed times): _____
and will notify if those hours need to change.

1- Parent(s) or Guardian(s) _____ Date _____

2- Parent(s) or Guardian(s) _____ Date _____

If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

Please provide the guardian's email addresses to be included for communication purposes.

PHOTOS

I authorize BilingualKid to take photographs of my child for purposes to include, but not limited to, daily updates through Wonderschool app, class displays, text messages, publicity, social media posts, etc.

Parent(s) or Guardian(s) _____

Yes, I authorize _____ Date _____

No, I do not authorize _____ Date _____

Comments _____

4-Week Notice of Withdrawal Form

I am submitting notice of withdrawal of (name of child/children) _____
_____ from BilingualKid Language Immersion School.

The effective date will be _____.

I have/have not provided 4 weeks notification.

Guardian's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

Provider's Signature: _____ Date: _____

Reason: _____

Comments or Suggestions: _____

RESOURCES

1- Milestones matter!

We are proud to use **CDC's Milestones Tracker App** as a way to work together with our families to make sure all our children are developing well; we will use this application as a tool throughout the school year and communicate results via email.

From birth to age 5, your child should reach milestones in how he or she plays, learns, speaks, acts, and moves. Photos and videos in this app illustrate each milestone and make tracking them for your child easy and fun!

This app was developed by the Centers for Disease Control and Prevention's "[Learn the Signs. Act Early.](#)" program with contribution from Dr. Rosa Arriaga and students from the *Computing for Good* program at the Georgia Institute of Technology, Atlanta, GA.

2- **Dolly Parton's Imagination Library**, it's a book gifting program that mails free books to children from birth to age five in participating communities. It is free and you'll receive an awesome diverse book every month. Here's the link for you to check if your zip code is eligible: <https://www.imaginationlibrary.com/check-availability/>

3- We Support Breastfeeding and have a recognition for being breastfeeding friendly.

Breastfeeding is good for infants: It provides the right nutrients for healthy growth and development; is easy to digest and can prevent diarrhea; it protects from infections and delays allergies; lowers the risk for several childhood and adult diseases ; helps baby and mom bond .

Breastfeeding is good for moms: Helps improve mood; helps burn calories; is less expensive than formula feeding; lowers the risk for certain cancers and chronic conditions; takes less time and preparation than using infant formula.

Our Program enrolls children from ages 1-5 years old but infant siblings that are breastfed by their mothers are welcome to breastfeed at drop off or pick up. We have a diverse variety of resources to normalize breastfeeding, from posters, breastfeeding stuffed animals and books. We will:

Make arrangements for mothers to breastfeed and pump; properly store and feed infants expressed breastmilk in bottles; communicate with families about infants' daily eating patterns and work together to ensure the best schedule of feedings for mom and baby; keep learning about breastfeeding by reading and attending trainings. We will get specific instructions from the parents regarding the age-appropriate introduction of solids and liquids.

Local Breastfeeding Resources & Supplies

A Woman's Place Innsbrook, 4121 Cox Rd, Suite 110, Glen Allen, VA 23060 Phone: 804.545.1665

Best Beginnings – The Lactation Center Phone: 804.323.2229

Virginia WIC (Women, Infants and Children Program) Local social services

Pediatric Associates of Richmond – Three Chopt Location, 7113 Three Chopt Rd., Suite 101 Phone: 804.282.4205 –
Hanover Location, 8485 Bell Creek Rd. Suite B3 Phone: 804.282.4205

Local Breast Pump Rentals and Sales:

§ A Women's Place 804.545.1665 § Best Beginnings 804.323.2229

§ Bremo Pharmacy at Henrico Doctors 804.285.7730 § Westbury/Colonial Pharmacy, Mechanicsville 804.746.7997

§ Kirkpatrick Pharmacy, Colonial Heights 804.733.5888 § Pediatric Associates of Richmond 804.282.4205

Online: International Lactation Consultant Association www.Breastfeeding.com LaLeche League of VA and West VA
1.800.LA.LECHE Milk Nursing Wear Motherwear International.

II. Professional Development

Education & Support

We provide/participate in professional development on breastfeeding and other infant feeding and nutrition topics. Information about the importance of breastfeeding, and what we do to support breastfeeding, is provided to all families enrolling infants. Additional resources regarding breastfeeding, infant nutritional needs, and feeding are made available as infant's age. We ask that families complete an infant "feeding plan" upon enrollment that provides us with needed information and guidance.

IV. Policy

Giving infants a healthy start helps them develop healthy habits for life. Our program is committed to breastfeeding and other developmentally appropriate infant feeding practices.

- Teachers and staff are expected to support breastfeeding families by sharing our program's practices and policies, showing a positive attitude toward breastfeeding, and providing information and educational materials.
- We strive to use "best practices" when feeding infants to help them build healthy eating habits right from the start. These best practices include feeding infants when they begin to show signs of hunger and ending feedings when they show that they are full. Teachers should always follow infant feeding plans, which may mean flexibility to families' preferences. Teachers and staff are expected to never prop feeding bottles.
- Teachers will provide families with a verbal report of what, when, and how much their infants eat each day.
To support our families and teachers, our program will:
 - Informational and educational materials about breastfeeding, infant nutrition and other infant feeding topics that can be easily shared with families
 - Provide opportunities for professional development related to breastfeeding and infant feeding.
 - Offer a quiet and comfortable space where mothers can breastfeed their infants or pump, and flexibility with scheduling to accommodate this.
 - Ask parents to write down an approximate feeding schedule. Also, ask them what to do in cases of emergency, such as when pickup is delayed.
 - Ask the families of exclusively breastfed babies to provide you with enough frozen breastmilk for 1-2 additional feedings.