



# The Language Tree

Parent and Student Handbook

2020 - 2021

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## History

The Language Tree is a 501(c)(3) non-profit, started in 2012 by a small group of 22 parents who wanted to make a preschool specializing in language acquisition for their own children. The school began with a staff of two, no location in which to hold our school, a volunteer Board of Directors consisting of seven members, with only the prepaid tuition of the Board, and much hope for the future. The Language Tree continues to grow each year and we are excited for the future. The 2019-2020 school year will mark our 8th year in Columbia.

## Mission

The mission of The Language Tree is to provide a safe, stable, academically challenging language immersion program for 2-10 year olds. Our focus is to provide a stimulating educational experience, which promotes each child's social, emotional, physical and cognitive development. Our goal is to enhance the children's desire to be lifelong learners.

## Program Description & Curriculum Standards

The Language Tree is a French and Spanish immersion program that is open to all students, between the ages 2 to 10 years. We provide a warm, safe and challenging learning environment where children can discover the magic of a second language and develop their love of learning. In future years, The Language Tree plans to expand and offer other language immersion experiences.

Through our strategy, language is central to the learning process, and students develop their vocabulary through experiences with real-life objects and people. Both teachers and students speak French and Spanish throughout the day, resulting in students who speak with accuracy and fluency.

Language learning is taught specifically as part of academic lessons and through storytelling, visual aids, repetition, singing, and playtime. Young children's minds are like sponges absorbing language. Inside of a few days' time, they understand and react to French and Spanish terms. Inside of a few weeks, they are comfortable speaking and repeating. From this point on, given continued exposure, their language abilities grow exponentially.

In the curriculum, TLT also highlights friendship and kindness. TLT welcomes all students as friends, and teachers encourage students to form bonds and respect one another as a family. TLT does not only teach language on an academic level; we also teach students the best language to express themselves confidently and respectfully and the actions that should accompany their words. The teacher's ultimate goal is to give students the tools to thrive socially at school and in the future.

## Early Years Program

Our Early Years program serves children between the ages of two (2) and three (3) year-old students. Students must be 2 before the start of the academic year or roughly August 1st. Mid Year enrollment is allowed if there is space upon the time of enrollment or if the child is a

sibling. The Language Tree will work with parents and students to find the appropriate class.

The class meets during the morning on:

- 1) Tuesday/Thursday or
- 2) Monday/Wednesday/Friday or
- 3) Monday through Friday

from 9 am to 12 pm in Spanish or French.

In the Early Years program, students are exposed to French and Spanish words, songs, games, and play. Children need not be fully potty-trained to enter the Early Years class. See “Potty Training” below. Sample Activities are:

### Math

- Number recognition up to 10
- Shape recognition (circle, square, triangle, rectangle, star, heart, oval, etc.)

### Language

- Name recognition (visual and verbal)
- Singing songs
- Learning to answer and respond in the target language

### Science

- Observing scientific changes
- Discovering nature

### Gross & Fine Motor Skills

- Pincer grip (holding a pencil)
- Tracing, writing using sensory materials (e.g., sand & chalk)
- Jumping with one foot, balancing, running & walking, etc.
- Active movement and play.

### Art

- Color recognition and identification\_(black, white, red, orange, yellow, green, blue, purple, pink, gray)
- Painting with brushes, hands, corks, and other materials
- Learning how to cut & paste through projects
- Fostering creativity through diverse subjects and approaches

## **Morning Preschool Program**

Our preschool program serves three (3) and four (4) year-old students. The class meets each weekday morning (Monday through Friday) from 9AM - 12PM. Students must be 3 before the start of the academic year or roughly August 1st. The Language Tree will work with parents and students to find the appropriate class. Children need not be fully potty-trained to enter the preschool class. See “Potty Training” below.

In our preschool program, students are introduced to or reinforce their French and Spanish language skills. Below are sample activities:

### Math

- Object counting up to 10, rote counting up to 29
- Extending number recognition up to 29
- Geometric shapes, patterns, sequences, size comparison

## Language

- Name recognition & writing
- Uppercase letter / phoneme recognition & writing
- Introductory word recognition & reading skills

## Science

- Development of scientific inquiry (“What do you think will happen?”)
- Observation of natural materials (e.g., apples, water/ice, leaves)
- Learning about animal and plant life cycles

## Gross & Fine Motor Skills

- Pincer grip (holding a pencil)
- Tracing, writing using sensory materials (e.g., sand & chalk)
- Jumping with one foot, running & walking, etc.
- Active movement and play through songs and teacher led exercise like Yoga.

## Art

- Painting with brushes, hands, corks, and other materials
- Cutting & pasting projects
- Fostering creativity through diverse subjects and approaches

# **Pre-Kindergarten & Kindergarten Program**

Our Pre-Kindergarten and Kindergarten program serves five (5) and six (6) year old students in a combined classroom. Students must be 5 before the start of the academic year or roughly August 1st. The Language Tree will work with parents and students to find the appropriate class. The class meets Monday to Friday in the afternoon from 1-4 pm.

In this program, our students will begin to tell stories and start to speak in full phrases that approach age appropriate fluency. The academic program is designed to provide a challenging and yet exciting curriculum that will prepare students for first grade and beyond. Students need to be potty trained in order to attend. Below are sample activities:

## Math

- Students will count up to 69 (and beyond) and will learn beginning place value concepts
- Students will master pattern and sequencing skills as well as more advanced geometric shape recognition
- Students will begin graphing and comparing data

## Language

- Students develop word recognition skills and begin working towards reading books
- Students write in lowercase letters and begin learning French and Spanish cursive
- Students learn spelling rules and sound clusters (“ou,” “an,” “oi”)

## Science

- Students begin to make hypotheses (guesses) about experiment outcomes
- Students study a variety of subjects including space, rainbows, weather, electricity
- Students learn to make detailed observations using all five senses

## Gross & Fine Motor Skills

- Students master the pincer grip and can write precisely
- Students use scissors and glue accurately
- Students run, walk, skip, gallop, jump with one or both feet effortlessly
- Students participate in teacher led movement activities like movement songs, Yoga, stretching and sports like soccer.

## Art

- Students plan and execute their own paintings using a variety of materials
- Students choose subjects or draw inspiration from other works of art
- Students evaluate art and recognize style

## **Graduate Program**

Our Graduate Program serves elementary-school-aged students (Kindergarten through 5th grade) and meets one per week on either Tuesday or Thursday after school from 4:15 to 5:15 PM. The class is divided by age/ability, Kindergarten through 2nd grade on Tuesdays then 2nd through 5th grade on Thursday. Students will continue to reinforce the French and Spanish speaking and reading skills that they have built over the past several years. The focus of this program is on maintaining the target language through engaging activities. The students will read about a variety of topics.

Students read from a French and Spanish reading curriculum and develop reading skills through practicing sight words and sounding out unfamiliar words. Students focus on comprehension and writing the words they have learned previously in their curriculum.

Students will be assessed by the teacher and placed appropriately depending on the proficiency of the student.

## **Enrichment Care**

Our enrichment care program serves children of all ages between two (2) and six (6) year olds who are otherwise enrolled in a Language Program. This program is in addition to the student's primary class. The student must be enrolled in a language program in order to attend Enrichment Care. The hours are 7:30 AM - 5:30 PM Monday through Friday and vary depending on agreed enrollment periods.

Students will continue to reinforce their French and Spanish speaking and reading skills that they are building in their primary class. The focus of this program is linguistic, though the students learn about a variety of topics. Community outreach is an essential part of this program. Outside groups, organizations and individuals will enrich the classroom experience with age appropriate activities.

This academic program is designed to provide a challenging and yet exciting curriculum that will prepare students for their next level and beyond. Activities will be age and level appropriate. Sample activities will be similar to those listed above under the child's specific program.

## **Child Care Practices and Concepts:**

The Language Tree will use developmentally appropriate practices. This means that The Language Tree will use knowledge about child development to create a program that is suitable for the age and stage of development of your group of children. At the same time, our program considers the needs of the individual child.

- Age appropriate. The Language Tree uses information about typical development within a

specific age span to plan a learning environment and experiences.

- Individual appropriateness. We understand each child is unique with his or her own pattern and timing of development. We plan your curriculum to respond to individual differences.
- Child-guided and teacher-guided experiences. We allow time for children to select activities from the many experiences you have prepared. We plan interactive small-group and large-group activities.
- Culturally and socially responsive. We respect the social and cultural context in which children live.
- Play. We support active children's play as a way for them to learn, channel their energies and be healthy. Children have at least 60 minutes of active play time between the playground and free choice play in the classroom. Teachers integrate movement activities in the gym or in their classrooms if weather doesn't allow for active play in the playground. Physical activity is never withheld from children.

## Goals

To foster an environment which encourages lifelong learning through a unique immersion experience. The Language Tree will provide a safe, clean, loving environment for your child so that their language skills will thrive. Our goal is that by the time the child enters 1st grade, the student will be speaking in full grammatically correct sentences in the target language at an age appropriate level. The student will also be able to self express in the target language at an age appropriate level.

## Areas of Emphasis

The following areas of curriculum will supersede the state minimums for curriculum set forth by the Missouri Department of Elementary and Secondary Education. The areas will be taught exclusively in the target language of French or Spanish.

- Language Arts (Reading, Writing)
- Science, Technology, Engineering
- Mathematics
- Arts (drawing, painting, pottery, dance, dramatic play)
- Music
- Movement

## Hours of Operation

Monday through Friday from 7:30 AM to 5:30 PM unless otherwise noted in the school's calendar. The Language Tree does operate on a modified calendar resembling the Columbia Public Schools. The school observes a variety of Federal, State and other holidays throughout the year.

Add-ons or schedule changes of individual students may be accepted to our daily schedule only if there is a position open for that day, and the students will be accepted on a first come, first served basis. Please remember that schedule changes of this nature create some disruption to our normal schedule. TLT would appreciate as much notice as possible, so that the school can plan for meals, sleeping arrangements, and any changes in activities that may occur.

## Parental Visits

Should you want to observe your child in the classroom, please make arrangements prior to doing so. The Language Tree would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner.

If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

## School Calendar

The current calendar for the school year (August-May) is available on the school's website, in print in the office, and is e-mailed around the start of June.

The Language Tree does observe the following Federal Holidays:

- Christmas and New Year's Day
  - Winter break length depends on the day of the holiday
- MLK Day - 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day - Last Monday in May
- 4th of July
- Labor Day - First Monday in September
- Thanksgiving (Wednesday before and the Friday after)

## Discipline and Guidance Policies

### Conscious Discipline Method

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other

children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

## **Cultural Experiences and Religion**

Part of the mission of The Language Tree is to promote globalism, diversity, and appreciation of culture. As such, The Language Tree students will learn about cultural rituals and activities, largely based on the traditions of the countries where their target language is spoken. Religion is not taught, even when giving the students an appreciation of culture

TLT is always looking to share the diversity of our student body with each other. If your family celebrates a special day, participates in a tradition, eats a special meal, etc., we would love to have you share that with our class. All are included and welcome at The Language Tree, and we are excited for the wealth of customs we have at the school.

## **Standards and Evaluations**

Since The Language Tree stresses academics and a “school” environment even in preschool classes, all students are evaluated regularly and progress is reported to parents. This tool enables teachers, parents, and students to gauge growth and measure improvement in a positive way.

Parent/Teacher conferences are held twice yearly on Fridays in November and April. Child care will be available during your designated conference times only.

## **Parent /Teacher Conferences**

Twice a year, The Language Tree teachers and parents will schedule a mutually agreeable time on specified Fridays in November and April. Participation and attendance are highly encouraged. At these conferences, the teachers will discuss your child’s progress and abilities.

Conferences are 20 minutes long. Sign up will be done through SignUp Genius. Please sign up for a slot using the link. Please be prompt when arriving and leaving. If you are running more than 5 minutes late, you may forfeit your spot. If you are unable to attend, please make other arrangements with your child’s head teacher.

## **Advancement Standards**

Your child’s learning and development is the utmost priority at The Language Tree. The Language Tree in conjunction with the Parents/Guardians will make a decision regarding the advancement or retention of a child in a specific program.

Students will normally progress annually from level to level. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention.

However, the final decision will rest with the school director. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made assessments, other measures of skill in content mastery and teacher observation of student performance. If a child has not met the standards for promotion and the parents wish to have the child continue to the next program level, they must provide remediation, which could include outside of school tutorial services, summer school, etc.

## **Admission Procedures**

The program at The Language Tree is unique because it works with children's quickly developing ability to absorb language, and its teachers and staff are proud of the small class sizes and quality of education this school can give students.

As such, The Language Tree's admissions will be on a first come, first served basis, with preference given to families that have students currently attending The Language Tree. While there is no test or interview for student admission, families should be complete and timely in filling out application forms.

Priority registration/enrollment is held in late February or early March for the upcoming school year. Language Tree families who do not return their priority re-enrollment forms before the deadline will no longer receive preferential enrollment.

Open registration and enrollment for those families who are not currently a part of the school begins in March for the upcoming school year. The remaining available spots in the classes will then be filled on a first come, first serve basis. A supply fee of \$200 will secure your child's spot.

## **Application and Enrollment Procedures & Policies**

To request an application or enrollment contract, please contact the school Director. There are two steps to the application and enrollment process.

First, families wishing to enroll must fill out an application.

Secondly, families must remit a two hundred (\$200) supply fee along with a completed enrollment form to secure their child's spot for the upcoming year.

The Language Tree retains the right to cancel a program if the number of students is insufficient. The Deposit will guarantee a student's place for the entire academic year. Substantially all the The Language Tree's program costs are used to hire our specialized teachers. Accordingly, the Program Total is non-refundable and payable on the date indicated for the payment option selected below, even if the student decides not to attend the school, subject to the following exceptions.

- An Applicant may cancel his or her Enrollment Agreement by providing notice to the Director of The Language Tree within five business days of its submission.
  - If canceled, the Program Total, but not the application fee of \$25, will be refunded within 30 days.
- If the Enrollment Agreement is not accepted or if The Language tree must cancel a program, then the full Program Total, including the application fee, will be refunded within 30 days.

- If the student decides not to attend and provides notice to the Director before June 1, then all tuition paid (excluding the Deposit and Application fee) will be refunded within 30 days.

This Enrollment Agreement is a binding legal document. Please do not sign it before you read it or if it contains any blank spaces. You are entitled to an exact copy of the Enrollment Agreement, the Handbook, and any other papers you may sign. Any changes in this document are not binding, unless the changes are acknowledged in writing by an authorized representative of The Language Tree and by the student's parent/guardian.

Decisions on admission will be made by the Board in a timely manner, and students not gaining admission immediately may be put on a waiting list if in the event a spot becomes available.

Students wishing to be removed from The Language Tree's waiting list should contact the Director to notify him/her of this change. Such notification allows the school to plan ahead and consider other students for open classroom spots.

## **Non-Discrimination Policy**

The Language Tree is committed to equal opportunity for all students and all staff.

It is The Language Tree's policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified or could be with reasonable accommodation.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination.

## **Special Needs Policy**

The Language Tree will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility. TLT reserves the right to offer to the parent a transfer to another preschool that may be better suited to handle a particular special need.

## **Withdrawal Procedures and Policy**

If a parent wishes to withdraw his/her child from The Language Tree before the beginning of the school year he/she should refer to the enrollment contract to determine whether payment in full is still due. If the "payment required" date stated on the contract has passed, students withdrawing are still responsible for full payment of tuition.

Parents withdrawing students during the year must also contact the Director to determine appropriate course of action. The necessary forms will need to be filled out and filed. Once the school year has begun, full tuition is due even if a student withdraws.

In case of deployment and/or relocation, Active Duty Military Families are exempt from certain aspects of the policy.

## **Termination Procedures and Policy**

The Language Tree reserves the right to terminate the Enrollment Agreement and Contract for any student. The process for removal and termination is as follows:

- 1) Conference with Teacher and/or Director
- 2) Conference with Board of Directors

If the issue persists, the enrollment agreement will be terminated. The remainder of the tuition is due. Failure to follow policies, disrespectful behavior, child not adjusting to the school, and unable to meet the family's needs are some but not all of the reasons the school reserves to remove and terminate the enrollment agreement contract. The Head Teacher, Director, and the President of the Board will determine the appropriate course of action. The necessary forms for termination of care will be filed.

## **Tuition**

The Language Tree works hard to keep tuition down in an attempt to make language immersion education available to all families. Please contact the Director for current tuition rates. Rates are available for the school year on all Enrollment Agreements and are listed by total per year. Rates for Summer Camp are available in the preceding March and tuition prices are listed by week.

## **Scholarship**

The Language Tree is dedicated to providing an educational environment that nurtures all students regardless of race, creed, religion, sexual orientation, gender and income. TLT is proud to provide scholarship opportunities to those families who qualify. TLT's scholarship program is managed by FACTS Management. Scholarships are awarded based on financial need and distributed on a first come first serve basis. Scholarships are awarded for the academic year only and can not be applied toward Summer Camp. Scholarships can not be combined with the teacher discount or with a multi-sibling discount. The scholarship is applied towards the total tuition due over the course of the academic year. The Application process starts in March and ends June 1. For more information visit:

<https://online.factsmgt.com/signin/4KVX2>

Cursory information is available on the school's website under Parent's Circle > Forms. For further details regarding the process and availability of scholarships contact the Director.

## **Payment Plan Options**

The enrollment fee is two hundred (\$200) dollars and covers all supplies, snacks, field trips, and other activities.

Families can choose to pay tuition for the academic school year in three different methods:

1. one (1) in full on June 15;
2. two (2) in two installments due June 15 and December 15;
3. or ten (10) in monthly installments due June 15 and the 15<sup>th</sup> day of each successive month through March 15<sup>th</sup>.

For families able to pay Tuition in full, The Language Tree will appreciate the use of these funds to establish its programs.

In the event of closure due to mandates that extend for more than two weeks from county, city, state, or by decision of the Board of Directors of TLT, tuition payments during closure will not be required. Previously collected tuition will not be refundable. Any families wishing to continue to pay tuition to support teachers during closure will receive a donation receipt.

## **Late Fees regarding payment of Tuition**

The Language Tree has several payment options for families to ease payment. It is critical that you follow the payment plan you choose; in the event you need to make a change, please contact the Director. The Language Tree will attempt to work with families who communicate timely with our staff. Payments not received by the next invoicing period will receive a twenty five (\$25) dollar late fee. If a payment becomes two months late, a one hundred fifty (\$150) dollar late fee will be invoiced. Failure to pay tuition according to our payment plan without appropriate communication may result in your child not being able to participate in our programs.

After 60 (sixty) days of non payment, the removal process will begin and a collection agency will be notified.

## **Returned Payment Fee**

If payment is returned to us and deemed insufficient, The Language Tree reserves the right to charge a fifty (\$50) dollar late fee for the first infraction. The second payment that is returned due to insufficient funds will be a one hundred fifty (\$150) dollar fee.

## **Confidentiality and Transparency of Records**

All applications, contracts, student evaluations, health forms, and other documents will be kept completely confidential by the Board, Director and The Language Tree teachers.

## **Transparency of Information**

The Language Tree values the support families and others in the community provide to keep the school a success. To ensure direct, transparent, and clear information, The Language Tree will post all Board Minutes after meetings in a timely manner on our website.

Please note, however, because there are children in attendance at the school, the possibility of “privileged” information exists. The Board will make every effort to make available all minutes, with

any confidential information kept private. This is a delicate balance that will protect both the students and the stakeholders of The Language Tree.

Budgetary information can be made available to parents of The Language Tree students, when requested.

## Board of Directors

The Board, which is elected each calendar year in May, is made up of at least seven members but no more than 13 members. Members can comprise any combination of parent and nonparent members. The Board will open for the first hour of the meeting which happens once a month for parents to address any concerns with the Board. Minutes are posted on the school's website. Please see the bylaws for additional information also posted on the school's website for more information. You may find names for Board Members at the school's website.

## Employees of The Language Tree

### Program Director

The Program Director for The Language Tree is Natalia Prats. Our Director is on site Monday through Friday from 8AM to 4:30 PM.

### Contact Information:

Email: [information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com)

Please contact the Director during business hours of 7:30 AM to 5:30 PM

School Phone: (573) 424-2517

## Teachers and Part-Time Staff

Each classroom will have 1 head Teacher and will be supported by 1 assistant.

Additionally, The Language Tree goal is to have a third person in each class as a Classroom Aide when there are 12 students enrolled in a class. This role will most likely be filled by students from the University of Missouri/Stephens College/Columbia College or a volunteer, and will serve a supporting role at The Language Tree.

**COVID TEMPORARY CLASSROOMS: Due to the changes that TLT had to make to allow the stable classrooms, students will be with the same teacher during the school day. They won't change classrooms to go to Enrichment Care. They will stay with the same teachers in the same classroom all day.**

Class	Head Teacher	Assistant(s)
Early Years French	Souzy Passa Kiauwoza	
Early Years Spanish	Hessell Sanchez	Magnolia Bueno

Spanish AM Preschool	Daniela Rivera	Kayla Anderson
French AM Preschool	Amel Kacem	Virginie Peebler
Spanish PM Pre-K/K	Natalia Prats	Lorena Gil Tabares
French PM Pre-K/K	Stephanie Bouchard Hayes	Kimiko Matsumoto
Enrichment AM		
Enrichment PM		
French Graduate	Amel Kacem	
Spanish Graduate	Lorena Gil	

These staffing assignments are subject to change at the Director's discretion.

## Who to Call if Issues Arise

In the event of a problem, parents should first try to resolve the issue with the student's head teacher. Parents should feel comfortable calling the school or emailing your child's teacher with questions or concerns. Please find contact information for your child's teacher at our website.

If the problem does not lend itself to resolution with the teacher, parents should contact the Director at [information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com). Finally, if you are unable to resolve the issue, you can reach the Board President directly via email (Colleen Lamond for the 2019-2020 school year) at [lamondc@missouri.edu](mailto:lamondc@missouri.edu). They will work with the parents and the teacher to resolve the conflict in a swift, private manner. The Board will open their meetings for parents for the first thirty (30) minutes of the meeting to address any concerns with the Board.

Certain situations will require discussion by the full Board of Directors. In such cases, the Board will discuss the issue at hand and make a final determination of the appropriate course of action.

This entire process will be handled quickly, transparently, and with periodic communication with the family raising the issue.

## Volunteering

The Language Tree encourages parents and community involvement in the classroom provided the necessary paperwork is complete before unsupervised volunteering can be done. To inquire about volunteer opportunities please contact the Director or your child's Head Teacher for more information. To volunteer for other events, please complete the Parent Volunteer form and give it back to the school.

Events include:

- Back to School Night
- School Picture Days - September
- Trivia Night - Friday night in October
- Fall Class Parties - around Halloween
- Scholastic Book Fair - in late Fall or early Winter
- CoMoGives campaign: between Giving Tuesday and December 31
- Winter Parties - around Christmas
- Friendship Parties - around Valentine's Day
- Open House - 1st or 2nd Saturday in March
- Spring Fundraiser - April
- Graduation - Saturday in May
- Other fundraising events

## **Fundraising**

Because fundraising is an essential part of the success of The Language Tree, there will be several fundraising events during the school year. Each family is strongly encouraged to be a part of these events in any and all ways possible (by volunteering to organize/chair the event, by participating in the event, or by donating money in support of the event). Fundraising events will be a focus at The Parent's Circle meetings.

Social activities are also a key component of a successful community, and The Language Tree will have social events throughout the year, some of which will be for the whole family, while others will be only for adults. Please plan to attend when possible and help strengthen the network of The Language Tree families.

## **Day-to-Day Policies**

### **Attendance & Absences:**

Children are expected to attend school regularly and be on time. Please notify us by calling or texting the office at (573) 424-2517 or by email at [information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com) if your child will be absent.

Tuition is based on enrollment (a reserved space), not on attendance. To maintain a reserved space, tuition must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

### **Daily Schedule for Language Classes**

Teachers will plan the daily schedule, and the schedule will be a consistent application of the academic program outlined above. Each morning or afternoon class will receive a snack (provided

by The Language Tree), as well as free, unstructured time.

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

**Sample schedule below:**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9-9:15 AM / 1-1:15 PM	Free Play				
9:15-10:15 AM/ 1:15-2:15 PM	Activity #1 Reading	Activity #1 Art	Activity #1 Math	Activity #1 Science	Activity #1 Gym
10:15-10:45 AM/ 2:15-2:45 PM	Snack and Potty Time				
10:45-11:45 AM/ 2:45-3:45 PM	Activity #2 Math	Activity #2 Reading	Activity #2 Writing	Activity #2 Math	Activity #2 Music/Show & Tell
11:45 AM-12 PM	Outside Play				
12 PM/4 PM	Pick up				

**Late Fee Policy**

We understand that sometimes our day doesn't go as planned or you have an appointment, meeting, etc. Communication is key! Please always communicate to us if you are going to require care for your child outside of your normal time frame. If an emergency occurs, please notify us ASAP so we can make sure to have proper care in place.

- In order to ensure that our teachers are able to plan their days accordingly, we need to enforce strong pick up policies at the end of class times. This will allow our staff to have time for planning and to continue on to their next class in a timely manner.

## **FEE SCHEDULE:**

- **Advance Notice (24 hours or more) - \$15**
- **Same Day Notice - \$15 per 15 minutes**
- **Arriving BEFORE opening (7:30am) - \$5 per minute**
- **Picking up AFTER closing time (5:30pm) - \$5 per minute**

**Late fees will be billed on a separate invoice from your tuition statement.**

## **Pickup and Drop Off**

Please escort your child into the schoolyard or building and make sure that an adult is aware of his/her presence. Please check in/out your child on the iPad using the Brightwheel App.

Drop off procedures for students can begin 15minutes prior to the class start time. For outside drop off: please escort your child in hand to the gate. If drop off is done inside because of inclement weather please have your child change into their indoor shoes/slippers, use the bathroom and wash their hands properly. Please note: Early Years students do not need to use the restroom if still Potty Training, but should come to school with a clean diaper/pull up. Arriving on time is essential to the classroom experience for each child. Late arrivals are a distraction and often difficult for the child who may have missed out on the free play activity. Please make every effort to arrive on time, so classes can run smoothly for everyone.

If you have messages or special instructions for your child's day, please send a note, call (573-424-2517) or email ([information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com)). Busy mornings make remembering verbal messages a challenge for teachers.

Pick Up for all classes will be from the playground behind the school. If you plan to talk or let your child play for an extended time, please park away from the playground in the parking lot. This is to be used as a ONE WAY drive entering from the westside of the building (through the wooden gate) and exiting into the parking lot on the east side (through the chain link fence). When approaching the playground, please park in a space to the side and quickly retrieve your child to make room for other families. If the temperature or the weather is not suitable for outdoor play, you will need to pick up your child from their respective classrooms or the gymnasium space.

Session	Drop Off Window	Pick Up Window
Enrichment Arrival	7:30AM-8:55AM	
Morning Classes	8:55AM-9:15AM	11:45-12:05PM
Lunch	11:45 PM-12:15PM	12:45PM-1:05PM
Afternoon Classes	12:55 PM-1:15 PM	3:45-4:05PM
Evening Care		4:00PM-5:30PM

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean & dry diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful goodbye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing when two different authority figures are present (the parent and the teacher). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up the school rules. Please be in control of your child during pick up times.

Please leave your cellphones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child to his/her parents, or someone else the parents designate on the Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

# **TLT's Top 10 Tips for a Successful Drop Off:**

## **1. Transition**

Dropping off your child at school is never easy. Sometimes it's even harder on the parents than it is on the child. There will always be days when this transition is harder than others, whether it be when your child first starts attending child care or just on a day he wants to stay home with Mom or Dad. Follow these steps and within 2 weeks, drop off will be a breeze!

## **2. Talk it through**

Help you and your child with this transition. The night before talk about where they are going and what they are doing. Discussing the events prior will lessen the shock. It also gives you and your child an opportunity to talk about what they are going to learn at school.

## **3. Preparation**

Get everything ready and put out the night before. Get out clothing, shoes, and anything needed for school like Show & Tell on Thursday nights. This will help with the morning rush and prepare your child for the next morning. This preparation let's your child have an active role in getting ready.

## **4. Tears**

Remember it is okay for a child to cry, and typically most children become actively engaged with play, a meal or caregivers 10-15 minutes after a parent leaves. You can always email, call or text the school at (573) 424-2517 and we will give you an update. We can even send pictures to your cell phone.

## **5. Don't Linger**

Sticking around until your child calms down might seem like a good solution, but it only makes it harder on your child. If you don't feel comfortable leaving entirely, head out to your car and **wait (out of sight)** for TLT to text/call/email you to say your child is settled and happily playing (for most kids it will be a matter of minutes).

## **6. Cubby**

Please make sure to have the necessities for a great day brought in at Back to School Orientation. Required items include: change of clothing, supply of diapers/pull ups, socks, shoes for outside and inside, and leave your child's lunch box inside. Be sure to clearly label all belongings.

## **7. Escort**

Walk your child to the gate and have the adult open the latch on the gate. For the safety of the children and drivers, children should not walk unescorted through the parking lot. Children must be holding either a hand or jump rope.

## **8. Routine and Ritual**

Keep this up and you'll have great drop offs and mornings. The more you and your child stick to a routine, the easier the mornings will be. The more frequently you attend, the faster and easier the transition will be.

## **9. Goodbyes**

Always say goodbye! Some parents think that sneaking out after drop off will make the transition easier, but often there will be tears no matter what. If you do not say goodbye your child eventually will look around to find you have gone and may panic, making the separation process even harder.

## **10. Call to check up**

Do call to check on your child if they were still crying when you left. Often you will feel much better when TLT tells you they only cried for 10 minutes and are now actively engaged in play. You can email/call/text the school or your child's teachers.

## **Toilet/Potty Training**

The Language Tree believes toilet/potty training is a special step taken at different times for different children. Teachers at The Language Tree are committed to working with parents on potty training techniques and reporting back to parents with successes and suggestions.

The Language Tree asks parents to make sure all students who are not fully potty trained are wearing diapers/pull-ups to school. If you are working towards potty training, please speak with your child's teacher about your potty training plan. Parents are responsible for bringing and supplying the appropriate diapers/pull-ups. Please restock diapers/pull-ups as necessary in your child's green bag. A note will be sent home in the Thursday/Friday folder about the needed supplies.

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

## **Extra Clothing**

**LABEL, LABEL, LABEL!!**

As the new school year approaches, please remember to label all your children's items like their water bottles, clothing, jackets, shoes/slippers, and lunch box.

The Language Tree is having a fundraiser with Mabel's Labels. Mabel's Labels offers a variety of labels that can be customized. TLT will get 20% portion of all sales as long as you go through this link: [campaigns.mabel's labels.com](https://campaigns.mabel'slabels.com). Then select THE LANGUAGE TREE from the list. You will be directed to a landing page that says "THE LANGUAGE TREE Welcomes You to Our Page. To browse all options "Click Here to Buy". There is a special Fundraising Combo that starts at \$16.95 and has enough labels for everything your child may bring.

When you label everything, it helps it find its way home to your child's green bag and to your house. In an effort to cut back the number of items that end up in the lost & found, we ask that you LABEL EVERYTHING that your child brings to TLT and consider using Mabel's Labels to help the process.

Remember on the first day of school, your child will need to bring:

- 1) Change of clothing that is seasonally appropriate and includes socks and underwear
- 2) House shoes/Slippers for wearing inside the classroom
- 3) Water Bottle
- 4) Sunscreen & bug spray
- 5) Diapers or pull-ups if your child is not potty trained

Children should arrive dressed for play. Children should come to school in clothing that can get dirty.

Shorts, jeans and sweats are appropriate. Sneakers are the best footwear. Velcro closures are great for those who cannot tie their shoes. Crocs, flip-flops, slip on sandals, clogs, cowboy boots are not safe on the playground. Crocs are permitted for slipper/indoor shoe use but not outside.

Pants with elastic waistbands are appropriate for all ages, but mandatory for younger children who cannot manage buttons, zippers, snaps, and straps. Overalls are very difficult for the child who is trying to become self-sufficient in dressing and toilet use.

Please bring a complete change of clothing to school on the first day. A change of clothing should be maintained at school. Readily available changes of clothing help to minimize the stress of toilet accidents, which are common among children of preschool age.

Each item of clothing worn or brought to school must be LABELED WITH YOUR CHILD'S NAME. Clothing which is marked may be mislaid, but will usually find its way home. Unmarked clothing is likely to be lost.

A bathing suit or extra shorts are needed for summer water play. Boots are essential for bad weather days, both wet and cold ones.

Clothing/t-shirts, which have a violent or scary pictures or adult theme or motif, are not permitted at school. If your child wears any of these to school, we will offer a change for the day.

## **Slippers/House Shoes**

Slippers are to be sent for inside wear. Please send shoes/slippers that have not been worn outside. Slippers are part of the routine at the school and encourage a mental change from outside to inside. Slippers should have a sturdy sole. In years past, many families have found crocs or natives to hold up well for this purpose.

## **Toy Policy**

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. The Language Tree or its teachers are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Students are learning to “play well with others”, and distractions, such as special toys brought from home, can make that more difficult for all children. For this reason, The Language Tree asks parents to make sure all toys are kept at home, except on special show-and-tell days. Teachers will make clear what days are planned for this activity.

## **Field Trips**

The Language Tree tries to keep the curriculum exciting for students by taking advantage of special opportunities in the community. When a field trip is planned, parents will receive a permission slip detailing the schedule for the field trip. Parents are always welcome on these excursions and have the option of driving their own children, having someone drive their child or having the school provide transportation for the child. Permission must be granted in writing and the necessary car seats/restraints must be transferred with your child if they are to ride to the field trip with another student/parent/teacher.

If the student does not have a permission slip in before the designated time, the student will not be allowed to attend. The parents will be notified immediately and will then need to pick up the child.

## **Nap & Quiet Time**

There will be a designated nap/rest time each day from 1PM to 3PM. All children who are enrolled in Afternoon (PM) Enrichment Care must nap and/or rest.

Regulations of the State of Missouri requires that all children under the age of 4 rest, or nap in the afternoon.

Children, of any age, who do not nap at home, may still need a rest or nap at school due to the higher level of activity. Many children go through a transition period where they are too crabby at school to go without a nap, and yet they may stay up too late to suit parental preferences if they nap. We will try to work with each family on an individual basis.

Please consult with the Head PM Enrichment Care teacher BEFORE agreeing with your child to change napping arrangements at school.

## **Supplies:**

All art, craft, science, snack and any other type of school supply will be provided by The Language Tree.

TLT ask the parents to supply the following items to be kept in their cubby/green bag:

- Diapers or pull-ups
- Powders/ointments
- Pacifier (preferably on a string) for those who nap in the afternoon
- Blanket for rest time for those who nap in the afternoon
- A complete change of clothes (replace when soiled)
- Sunscreen & bug spray

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

## **Donations**

To help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, watercolor paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!

## **Photo Release Policy**

The Language Tree will use photos of children for many purposes. They may be used for a special project/craft, identification of personal belongings, classroom/hallway decorations or for publicity for The Language Tree. Parent(s)/guardian(s) may request in writing to their Director that their child not be photographed for one or all of the mentioned purposes. Parent(s)/Guardian(s) implicitly give their consent to the photo release policy until a written statement is given expressing non-compliance. Photos of students may be posted to social media sites.

# Food Policies

## Snacks

The Language Tree is responsible for supplying snacks all year for all the classrooms. In order to simplify this task and ensure that the students are receiving a healthy selection, the school will take care of securing the snack.

The Language Tree will provide snacks to be from the following categories:

- Fruits (not in syrup)
- Vegetables (no carrots, choking hazard)
- Non-sugar cereal (cheerios, rice cereal)
- Crackers/Pretzels
- Yogurt or Cheese
- Granola Bars (no nut products).

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. All eating patterns will be communicated to the parents.

If your child has a food allergy, TLT requests that you supply a snack for your child to eliminate the possibility of cross contamination.

Please do not send sweets or any outside food for snack/breakfast. Outside food is only permitted if it is prearranged with the school or child's teacher, for dietary restrictions, allergies, or for birthdays. Do not allow your child to bring gum to school.

## Birthdays

On birthdays (or half-birthdays), please feel free to bring a special snack for your child's class. Please notify your child's teacher as to when you plan on bringing the snack and what type.

The Language Tree asks you to please not bring food with any peanut ingredients.

The Language Tree does not allow families to bring homemade treats. This is not allowed per rule **19 CSR 30-62.202** (1)(l) State or local rules, or both, governing food service sanitation shall be maintained in the storage, preparation and service of food.

Parents can bring in foods that are from an approved kitchen such as grocery stores like Hyvee/Walmart/Target or a restaurant because their standards are monitored. A home based kitchen has not been approved for food preparation.

## Allergies

If your child has allergies, and requires a modified diet, we must be notified of this in writing.

**TLT will need to have a physician's written instructions describing any foods the child is not permitted to eat.**

An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

If your child has dietary restrictions or allergies, please notify the Director and the child's head teacher. The school will make an effort to accommodate the child's needs within reason. A doctor's note of the allergies will be required for documentation purposes. If the allergy/ies require medication, the parents/guardians need to fill out the following forms:

1. Individual Specialized Plan
2. Medication Authorization

## **Nut Allergies**

Please notify the Director and the child's head teacher about any nut allergies. TLT will try to remain as nut free as possible but cannot guarantee that exposure will not happen. If the allergy is severe, a specialized medical plan will need to be in place before the child begins school. All epipens will be stored in the school's office.

## **Cleanliness & Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently and also use antibacterial gel.

For the toddlers/preschoolers who nap, washable cot mats are used. Each child has a separate nap cot; with a pillow and an attached blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils that are disposable. Chairs, tables, trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

## **Weather Policies**

### **Inclement Weather and School Cancellation**

The Language Tree will generally follow the Columbia Public Schools Inclement Weather Policy; however please check the following for information regarding a late start, early dismissal, or closure due to inclement weather:

- 1) Facebook (facebook.com/LanguageTreeImmersion)
- 2) KOMU 8
- 3) Via direct email from the school

The decision to cancel school will be made as early as possible to ensure the safety of everyone. In the event school must be canceled for any other reason, The Language Tree will make every attempt to contact parents in a timely manner either via email, phone call or text message to the numbers listed on the emergency contact list.

## **Recess Cold Weather Guidelines:**

We intend to go outside everyday as long as the wind chill is above 25 degrees and it is not precipitating. We may go out if it is snowing as long as the play surface is safe.

**If 25 degrees or below** (temperature or wind chill), we will not go out.

**If between 25 and 40 degrees**, children must wear:

- Winter coat
- Closed toe shoes or boots
- Stocking caps and gloves are recommended

**If between 41 and 50 degrees**, children must wear:

- Winter coat or heavy jacket over long sleeved clothing
- Closed toe shoes or boots
- Stocking caps and gloves are optional

**If between 51 and 60 degrees**, children must wear:

- Winter coat or heavy jacket or sweatshirt/hoodie
- Closed toe shoes or boots
- Stocking caps and gloves are optional

At anytime the teacher may determine to have indoor recess depending on weather and/or personal wellness.

Parents and caregivers are encouraged to monitor their children's clothing selections to make sure they are prepared for colder temperatures and are appropriately dressed for outdoor recess.

## **Recess Hot Weather Guidelines:**

When the temperature or heat index rises to 95 degrees or the ozone alert is orange, outdoor recess or activities may be limited.

When the temperature or heat index rises to 100 degrees of the ozone alert is red no outside recess or activities will be allowed except for normal dismissal procedures, but caution will be used during dismissal time to keep exposure to heat at a minimum.

Parents are encouraged to dress children in cotton material, loose fitting, lightweight and light colored clothing. To the extent possible schedules will be rearranged so that outside activities can occur in the mornings, when the temperature is cooler. Discretion will be used to decrease outside activities when seasonal temperatures and humidity exceed those normal for this area. Vigilance in hydrating students, before, during, and after outside activities will be used. Efforts will be made to ensure that all staff members are aware of the signs, symptoms, and treatment procedures for heat-related illnesses. A cool-down period once the students return to the building from outside activities will be encouraged. Efforts will be made to ensure that students are aware that metal parts, including all metal objects on the playground will be hot and to avoid them as much as possible during this time.

During these times of heat, it is advised that students may be kept inside the building while waiting to be picked up.

<p>Under 95 degrees Heat Index</p> <p>“Green Flag”</p>	<p>TLT will provide ample amounts of water. This means that water will be available at regular intervals and students should be able to take in as much water as they desire.</p> <p><b>Optional</b> water breaks approximately every 30 - 45 minutes for approximately 10 minutes duration. Watch / monitor students carefully for necessary action.</p>
<p>95 degrees to 99 degrees Heat Index</p> <p>“Yellow Flag”</p>	<p>TLT will provide ample amounts of water. This means that water will be available at regular intervals and students should be able to take in as much water as they desire.</p> <p><b>Mandatory</b> water breaks approximately every 30 - 45 minutes for approximately 10 minutes duration. Watch / monitor students carefully for necessary action.</p>
<p>100 degrees to 105 degrees Heat Index</p> <p>“Red Flag”</p>	<p>TLT will provide ample amounts of water. This means that water will be available at regular intervals and students should be able to take in as much water as they desire.</p> <p><b>Mandatory</b> water breaks approximately every 30 minutes for approximately 10 minutes duration. Watch / monitor students carefully for necessary action. Reduce time of outside activity. Consideration should be given to moving activities inside.</p>

Above 105 degrees Heat Index “Black Flag”	Stop all outside activities and / or play and stop.
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## Indoor & Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with cleanup when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one thing at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 25 degrees (including wind chill), or above 95 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of school until they are able to participate in all activities.

# Emergency and Safety Plans:

## Emergency Plans

The Language Tree has written policies regarding all major emergencies and catastrophes. You can review the individual policies at your leisure. They are placed by the main entrance and in each classroom in a binder. Staff and students do monthly drills to ensure preparedness. These drills are documented and the file is kept in the Director’s office.

## Fire Drills

The Language Tree is required by state law to do 1 (one) fire drill per month and a disaster drill or intruder drill every 3 (three) months. The school will vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees.

The school will also practice tornado/severe weather drills on the first Wednesday of the month when the tornado sirens sound at 12 PM. Children will not play outside on the playground when the sirens are activated.

## **Security**

For the safety and consideration of all staff and students, the main entrance will remain locked at all times. To enter you must use your key fob provided by the school. In the event that you or the designated person picking up your child does not have a key fob, please have them call the school to be let inside. A staff member will answer the door and ID must be provided and shown. Please notify the school immediately if another person other than a regularly designated person is picking up your child. Written permission is needed for those not on the designated list.

## **Unauthorized Access**

The Language Tree is responsible for ensuring the safety of children at the school and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care will not have unrestricted access, which means that a person has contact with a child alone or is directly responsible for child care, to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. The Language Tree will not allow people who have not had a record check assume child care responsibilities or be alone with the children. This directly relates both to child safety and liability to the center. Someone who does not have unrestricted access will be supervised and monitored by a paid staff member at all times and will not be allowed to assume any child care responsibilities. Supervision means being in charge of an individual engaged with children in an activity or task to ensure they perform it correctly, and monitoring means to be in charge of ensuring proper conduct of others. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to conflict of interest with the person.

## **Parental/Guardian Partnerships**

We recognize the importance of the home and school relationship. We encourage parent participation both within the classroom and in special events.

Parent(s)/guardian(s) will be entitled to unlimited access to their children when at The Language Tree, unless parental contact is prohibited by court order. The Language Tree must be given a copy of any restraining orders/custody agreements that may be in effect.

## **Key FOBS**

Key FOBS allow you to enter the building. Each family will be issued 2 key FOBS per family at the beginning of the school year. Each additional FOB/ or replacement will be \$25 (twenty five) dollars. Families must return the FOBS on the last day of school. If the FOBS are not returned, the family will be billed \$25 (twenty five) dollars per missing FOB. Families are responsible for the distribution of the FOB to the appropriate person.

## Child Abuse and Neglect Reporting Requirements

As a child care center & school: all teachers, assistants, and the Director are considered mandatory reporters to the Department of Human Services. If we feel a child is being abused or neglected, TLT will report to our local SCCR agent and the Department of Health and Family Services. Always be sure to let your child's teacher/assistant or the Director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to TLT with injuries will have them logged into the child's file.

If you ever feel that The Language Tree is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. If you observe something that you know is a violation of state licensing laws, you can report the incident by calling the Department of Health and Senior Services Section for Child Care Regulation at 573-441-6226.

## Health and Absences

To protect all students and staff, each student must submit a Child Care Enrollment form with Emergency contacts, Immunization Record, and the proper Medical Exam Form for your child's age before beginning school.

### Health Forms

The following forms must be completed in their entirety so The Language Tree has all necessary information to keep your children healthy.

1. The Language Tree Enrollment Contract
2. Child Care Enrollment Form (provided by Missouri State)
3. Parental Authorization for Non-Prescription Topical Medications (optional)
4. Medical Authorization for Prescriptions (optional/ as needed basis)
5. Immunization Records from you or your child's pediatrician
6. Health forms filled out by your child's pediatrician
  - a. Medical Examination Report for Infants/Toddlers/Preschool
  - b. Parent's Health Statement for School-Age Child
7. Individualized Special Medical Plan (in place for those who have certain medical conditions)

These forms are available via our website under the Parent's Circle Tab > Forms or when requested from the Director via email or mail. Blank copies are available in the office.

## Signs of Illness

In the event your child displays any of the following, The Language Tree asks you to keep your child home from school and to leave a message/text at (573) 424-2517 or email [Information@LanguageTreeImmersion.com](mailto:Information@LanguageTreeImmersion.com).

The Language Tree is a "well-child care facility". At no time do we provide sick child care. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

## Sick Child Policy:

Under no circumstances may a parent bring a sick child to The Language Tree. **If your child is unable to participate in the normal activities of the school (including being able to play outside), then your child MUST stay home.**

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to school immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

## Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period.
  - **Please do not bring your child if they have vomited in the night.**
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.

- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Please note: Many times TLT may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. When sick children are brought to our school, our entire staff is also at risk of exposure. If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

## Medications

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. Parents must complete the necessary forms before dropping off the child. Please note TLT will not give your child Tylenol or Motrin to reduce their fevers. Children must be fever free for 24 hours without the use of medicine.

**NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

## Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest and/or designated hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The Language Tree will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## Immunizations/Vaccinations

For the health and wellbeing of all our students and staff, we require all students to be up to date with their immunizations throughout the entire school year. It is the parent's responsibility to supply the school with an accurate and up to date record of your child's immunizations. If your child is "in progress", we request a licensed physician's written documentation and the date of the upcoming immunizations. If the date of the approaching immunization has passed and the child has not received the appropriate and recommended immunization, the child will not be able to attend classes, unless otherwise determined detrimental to the child's health by a licensed physician.

While we respect personal choice and belief, we do not allow students to attend who are not vaccinated due to parental/personal or religious exemptions. We will make every effort to accommodate those students who cannot be vaccinated due to medical issues. The proper documentation of medical exemption will need to be provided and placed in the student's file. To receive an exemption for a particular immunization for medical reason written documentation from a licensed physician must be provided. The document must certify that immunization from a particular disease is detrimental to the child's health.

## **Section 210.003.7, RSMo.**

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. states "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are child currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed."

In accordance with Section 210.003.7, RSMo., the parent of guardian of a child enrolled in or attending The Language Tree may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Elizabeth Christensen, Director, and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released, Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

## **Hand, Foot and Mouth Disease**

Certain precautions can help to reduce the risk of infection with hand-foot-and-mouth disease:

- **Wash hands carefully.** Be sure to wash your hands frequently and thoroughly, especially after using the toilet or changing a diaper and before preparing food and eating. When soap and water aren't available, use hand wipes or gels treated with germ-killing alcohol.
- **Disinfect common areas.** Get in the habit of cleaning high-traffic areas and surfaces first with soap and water, then with a diluted solution of chlorine bleach and water. Child care centers should follow a strict schedule of cleaning and disinfecting all common areas, including shared items such as toys, as the virus can live on these objects for days. Clean your baby's pacifiers often.
- **Teach good hygiene.** Show your children how to practice good hygiene and how to keep themselves clean. Explain to them why it's best not to put their fingers, hands or any other objects in their mouths.

- **Isolate contagious people.** Because hand-foot-and-mouth disease is highly contagious, people with the illness should limit their exposure to others while they have active signs and symptoms. **Keep children with hand-foot-and-mouth disease out of child care or school until the fever is gone and mouth sores have healed.** If you have the illness, stay home from work.

## Head Lice Policy

The Language Tree's school guidelines serve to outline the roles and responsibilities of The Language Tree in community efforts to control head lice (*pediculus capitis*). These guidelines draw on information obtained from the Missouri Department of Health, the American Academy of Pediatrics, the National Association of School Nurses and the Harvard School of Public Health.

The Language Tree will use best practices in pediculus management:

- A child with an active head lice infestation can remain in class until the end of the day but discouraged from close direct contact with others. If there are complications or other health problems as a result of the presence of lice, the school Director/Head Teacher will use her professional judgment in determining whether the child will remain in school for the remainder of the day. The age and development of the child will be a determinant if the child cannot refrain from direct contact with others (as in the preschool and Early Years).
- The school Director/Head Teacher will notify the parents either with a phone call or a note that the child has lice and that prompt proper treatment of the child is required before returning to school.
- To prevent embarrassment or social stigmatism, the child's infestation will be kept confidential.
- The parent or guardian will be given written information on head lice and encouraged to contact their pediatrician for treatment advice.
- The parent or guardian will be given the sheets/bedding of the child to be washed that day. The bedding will remain bagged until free of lice.

The child may be allowed to return 24 hours after treatment. The school Director/Head Teacher will check the child before re-entering the classroom and again between 9-12 days after treatment, if requested to do so by the parent. Students will be allowed to return if nits are found; however the Director/Head Teacher will encourage nit removal for the following reasons:

- Nit removal may decrease diagnostic confusion
- Nit removal may decrease the possibility of unnecessary retreatment
- Some experts recommend removal of nits within 1 cm of the scalp to decrease the small risk of self-infestation
- Some lice are resistant to commonly used pediculicides.
- The Director/Head Teacher will notify the parents or guardians of all children in the index child's classroom by letter and provide educational information on head lice. Parents and guardians will be encouraged to check their children at home and treat appropriately before returning to school the next day.
- The school/Director and/or Head Teacher will provide families with advice on current

practices for treatment of lice, how to identify lice and nits, home interventions for the family and ways to prevent head lice. Parent education is crucial to any successful pediculosis management.

- The school Director may direct the staff in the school on interventions in the classroom with 2 or more infested students; vacuuming, washing of blankets, pillows; bagging up items in plastic that cannot be washed (stuffed animals, costumes or hats) for up to two weeks.
- Head lice screening will not occur on a regular basis because screening programs have not been proven to have a significant effect on the incidence of head lice in the school setting. However, the school Director/Head Teacher will check for lice on symptomatic children who are itching or complaining of pruritus. Screening an entire classroom of children will only be done if there are more than 2 confirmed cases in a particular classroom.
- For the rare student that has continuing re-infestations, the school may refer the case to public health personnel for a home visit to ensure that treatment is conducted effectively.
- The school and parent community will remain calm and educate the community on the fears and myths of head lice. A student with head lice will be confidentially managed on individual case basis with the goal being for the student's attendance to be unaffected due to a diagnosis of head lice.

## Separation Anxiety

The early days in the school year can begin with separation anxiety, especially for younger or first-time preschoolers. Please know The Language Tree has your child's best interest at heart when we ask you to make your drop-off as quick as possible. It is truly the departure that is difficult, as many students are distracted and interested in classroom happenings once this separation is over.

Make sure you tell your child you are leaving and will be back soon. Also, communicate with the teacher regarding how long your child was upset and what to improve on in the days ahead. This anxiety is a healthy part of growing up and developing independence, and it is crucial that parents and teachers work together to help the students adjust.

## Biting Policy

Biting is a natural developmental stage that many children go through. The safety of the children at The Language Tree is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken under
  - Procedure for Incidents Involving Blood Exposure.

- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). *Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the licensing consultant within 7 calendar days.*
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- If a child has 2 biting incidents in a total of 1 day, the child will be sent home.
- If there are 3 or more biting incidents in 3 months the situation will be addressed on a case by case basis. Dismissal will happen if biting continues with no resolution following an individual behavioral plan.

## Procedure for Incidents involving Blood Exposure

An **exposure** is defined as contact with blood or bodily fluids to which universal precautions apply such as:

- An injury to the skin (e.g.: cut with a sharp object)
- Mucous membranes
- Skin that is chapped, abraded, or otherwise affected so that an effective skin barrier is not present
- A bite or injury which results in blood exposure
- A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B, C, and HIV can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs.

When an injury occurring at The Language Tree involves a break in the skin and potential blood exposure to another adult or child, TLT will follow the guidelines set forth by the Boone County Health Department.

The following steps will be taken:

- Assess the area and clean with soap and water.
- Check both children's immunization records and determine if they are up to date on their tetanus (DtaP), and Hepatitis B vaccines.
- If the director or staff member is not sure if the child is up to date on his immunizations, call the child's physician so that child's record can be evaluated.
- Notify the parents of both children immediately.
- File an incident report as outlined above.
- Notify the Section for Child Care Regulation at the Missouri Department of Health and Senior Service (SCCR @ DHSS) and THAT's licensing representative by phone or email.

## School Rules

There are certain school rules that all children will be taught and expected to follow. This is for the safety and wellbeing of everyone. In addition, we realize that we must expect a certain amount of wear and tear where children are concerned, however, we do not want to have our school damaged. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item.

There will be no running permitted inside the school. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will not be permitted. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the school with food, cups or bottles. Please support us in the enforcement of these rules, in order to create a better environment for all.

No smoking is permitted on the premises as per state law; this includes parents, staff, and visitors.

## Action plan

In the event that a student has difficulty following the above school rules, the following behavior action plan will be followed:

**1) Incident Report(s) or Apple Report(s) are sent home to notify parents**

All incidents will be recorded and sent home. Copies of the incident(s) will be kept in the student's file.

**2) ABC Chart (antecedent/behavior/consequences) and**

If the behavior continues after repeated incidents, the Head Language Teacher along with Enrichment Care (if applicable) will start with detailed records that will reflect the antecedent to the behavior, the behavior itself along with the consequence. The ABC Chart will allow the teachers to gather data so that a comprehensive behavioral plan can be implemented.

**3) Parent(s) and Head Teacher Meeting to develop An Individual Behavior Plan**

If the behavior continues and escalates with the implementation of the ABC plan, the Head Teacher and the parents will meet to further discuss the best course of action. An Individual Behavior Plan will be completed and implemented outlining:

Behavioral targets

Methods and resources to meet behavioral targets

Success criteria

Positive reinforcement method along with reward

Negative reinforcement/redirection method and consequences

Actions taken and by whom

Both the parent(s) and the Head Teacher will sign the agreement and a copy will be placed within the student's file

**4) Parent(s) and Director Meeting for discuss referral and modification**

If the behavior is still continuing or escalating, the parents will meet with the Director to further discuss the next steps whether referral to professionals, continuation of the behavior plan, or modification needed for success.

**5) Parent(s) and the Board of Directors Meeting to discuss referral/modification and/or termination of care**

If the behavior persists, the parent(s) of the child will be asked to meet with the Board of Directors to further discuss the appropriate course of action along with possible termination of care.

## Parent Expectations and Tips

**Arrive on time** daily and make sure your child comes to school having eaten properly during the

day. Little minds become worried over transitions and tempers are short when hungry, so taking care of those items will give your child a smooth start to the day.

**Communicate** any concerns openly with the teachers. The Language Tree teacher's care deeply about the academic, social, and emotional growth of your child and want to work with you to maximize the preschool/kindergarten experience for students and parents.

**Read** our weekly newsletters emailed on Fridays from The Language Tree and visit our website often at [www.languagetreeimmersion.com](http://www.languagetreeimmersion.com) and the Facebook page. There you will find notifications of many upcoming activities and events.

**Get involved!** The Language Tree needs (and wants) to know you and your family! The more ownership you take in this school, the more your child will value its importance. There will be times and ways you can get involved in your child's experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see weekly newsletter)
- Helping your child prepare for "Student of the Week"
- Helping to provide treats or other items for classroom parties
- Volunteering as the classroom Homeparent

Know we value and respect each family at The Language Tree and will strive to make this school a place of learning for us all.

## Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

I have read and agree to abide by this Parent/Student Handbook.

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Parent Signature

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Date

## COVID TEMPORARY GUIDELINES

### COVID protocol.

- 1) Students will be in stable classrooms with the same teachers most of the day.
- 2) Temperature will be taken at the entrance.
- 3) No parents inside the school unless there's a meeting or it's an emergency and absolutely necessary.
- 4) Masks need to be worn at all times by adults.
- 5) If parents choose to send the students with a mask teachers will support the parents and help the student keep their mask on.
- 6) If there is a positive case reported in a classroom only the exposed classroom will have to quarantine. (2 weeks) Families should have a backup plan in case the class has to quarantine. The whole school does not have to close. In some cases and depending on limited exposure, closure could be for one week or just a couple of days. It all depends on the recommendations from the Health Department.
- 7) There will be three drop off doors during the school year. Main door- for Early Years and AM French. Second door for PM French and AM Spanish, and Gym door for PM Spanish.
- 8) These protocols are only temporary and follow the guidelines recommended by our Boone County Health Department.
- 9) Our main priority is to keep all of our students and staff as safe as possible. We are confident our small group size and our consistent sanitary measures will help in keeping our school community safe. Students will be sent home if they are showing signs of excessive mucus and coughing.
- 10) All Families that attend TLT will be asked to sign the COVID waiver.