



# The Language Tree

Parent Handbook

2024 - 2025



# The Language Tree

a French & Spanish immersion preschool

Dear Parents,

Thank you for being a part of The Language Tree community. We are so happy that you have chosen to bring your child to our preschool. The opportunity to learn a second language while mastering your preschool skills is an experience that your child will not fully understand or appreciate until many years down the road.

I hope you know that you are now a part of our school community and that you feel the caring passion that our teachers have for your child and their learning journey. As the year progresses, I encourage you to participate in our family events so that you can get to know other families and your child's friends.

If you ever have any questions or concerns regarding The Language Tree, please come see me or contact me via email at [mindy@languagetreeimmersion.com](mailto:mindy@languagetreeimmersion.com) or via phone at 573-424-2517. I am here to make sure that the years your child spends with us are the best experience possible for you and your child.

Sincerely,

Mindy Mantlo  
Executive Director

## About This Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. This handbook will also be available on our website for easy access. Please take a few minutes to become familiar with the information in this book and all our enrollment forms. Upon enrollment, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

## Who We Are

The Language Tree is a 501(c)(3) non-profit, multi-language immersion preschool, offering both French and Spanish classes. Our Preschool provides a warm, safe and academically-challenging learning environment where children ages 2-6 can discover the magic of a second language and develop their love of learning. We develop the whole child by focusing on each child's social, emotional, physical and cognitive development. The school works by utilizing half-day language classes and then moving the children into an enrichment class during the other half of the day.

## Mission and Values

The mission of The Language Tree is to prepare children to be global citizens through language immersion. At The Language Tree we value the importance of language immersion, early childhood education, commitment to the family, and commitment to the community.

## History

The Language Tree was founded 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 the school, a volunteer Board of Directors consisting of seven members, with only the prepaid tuition of the board. They were able to lease a space in a local church to run the school. After two years of growing the school, they began the process to become a licensed preschool and to move to a larger space. The board found their current location and was able to make some renovations to make the building work for their current enrollment and allow for some growth. They became a non-profit, licensed preschool able to have 60 kids in enrollment at any given time.

## Philosophy

Our philosophy is 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 first 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.

## Hours of Operation

The Language Tree is open Monday through Friday, 7:30 am to 5:30 pm unless otherwise noted on the school's calendar. Please refer to the school calendar on our website so that you thoroughly understand when we will close for federal holidays, teacher work days, and extended breaks.

## Board of Directors

Since our founding in 2012, The Language Tree has been guided by a Board of Directors comprised of three to seven volunteer parents and/or community members. Board members are willing to give their time, talents, and enthusiasm to ensure The Language Tree is fiscally sound and maintains the industry's highest standards.

The Board members are selected each year in May and are led by the president, who is voted in by the Board to serve a one-year term, up to three consecutive terms are permitted. The board meets once per month during the academic school year. Board member information can be found on our website. We encourage anyone who is interested to join our Board to help with our center's success. Requests to address the board may be submitted to the Board President.

## Teachers

The quality of the program is due to the quality of our teachers. We hire native, fluent language speakers as our lead teachers. With assistant teachers our goal is to hire native language speakers who are at least conversational with their language skills. We also want our teachers to be experienced and knowledgeable in the field of early childhood education and demonstrate a genuine interest in children. Additional teachers are available to offer support or coverage where needed.

Each teacher and management must receive 12 hours of continuing education in early childhood education, child development, or special education each year. This training is crucial in maintaining qualified teachers for the ongoing success of The Language Tree program. All teachers must have an initial physical, TB test/assessment, Missouri criminal records check, fingerprint background check, and a reference inquiry before employment begins.

## Management

The Executive Director is Mindy Mantlo. Her scheduled hours are 8:00 am to 4:30 pm Monday through Friday. If you have any questions or concerns you may contact her by calling 573-424-2517 or by emailing her at [mindy@languagetreeimmersion.com](mailto:mindy@languagetreeimmersion.com). If want to meet in person, she is more than happy to schedule a time to do so.

## Licensing

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds

standards, including child-to-teacher ratios and safe facilities. The Language Tree is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Executive Director.

## Enrollment

### Non-Discrimination Policy

The Language Tree is committed to equal opportunity for all. They do not discriminate on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, age, or disability where as a person is otherwise qualified or could be with reasonable accommodation.

### Admissions Process

Children are eligible for admission at The Language Tree beginning at age two. Enrollment at The Language Tree is focused in the Spring but we will enroll year-round if space permits. If you want to tour the center before enrollment time, you can schedule a tour by contacting the Executive Director. Our enrollment schedule is as follows:

**Priority Enrollment:** Priority enrollment for current families is held two weeks in February. Current families are given the opportunity to re-enroll their child or any siblings for the upcoming academic year.

**Waitlist Enrollment:** Families that have signed up on our waitlist will be given time the last week of February to enroll their child into any open spots.

**Open Enrollment:** New prospective families can start enrolling their children beginning the first Saturday in March. We host an enrollment open house on that Saturday so that families can visit the center and meet the teachers. You can visit the classrooms, ask questions and enroll your child. It is common for us to fill all of our open spots by this weekend and recommend signing up for our waitlist ahead of the enrollment open house.

**Rolling Admissions:** We will continue to enroll students until all spots are filled for the upcoming school year. Be sure you put your name on our waitlist in case we have slots open up.

**\*\*Families with multiple children in our core language programs (Early Years/Preschool/Pre-K/K) receive a 10% discount off the lowest tuition cost. Discount does not apply to the Graduate Classes, or Summer Camp.**

### Waitlist

If you know families that want to enroll their children at The Language Tree, have them put their information on our Waitlist and the Executive Director will contact them. They can find our waitlist on our website under the enrollment tab. Scroll down to find the Waitlist tab. If you are

on our waitlist and no longer want to be, please contact the Executive Director at [mindy@languagetreeimmersion.com](mailto:mindy@languagetreeimmersion.com) so that we can remove your name.

## Registration & Requirements for Enrollment

In order to be considered enrolled at The Language Tree, you must complete an Enrollment Agreement and pay the \$250 registration fee. The Enrollment Agreement can be found, completed, and submitted on our website under the enrollment tab. You can pay your registration fee by Venmo (@TLT immersion), cash, or check. You must complete both steps before a spot will be held for your child. Our Enrollment Agreement is a contract for services for the academic school year. Be sure to read it thoroughly before signing so that you understand your responsibility for payment of tuition for the entire year.

Once your child is enrolled at The Language Tree by completing an enrollment application and payment of registration fees, you will be directed to read our Family handbook under the Parent Circle tab on our website.

Before the first day a child attends school, the office must have in each child's file:

- A signed Enrollment Agreement (this document was signed at registration)
- A completed and signed State Enrollment Form
- A signed Parent Permission form
- A child physical form signed by a licensed medical professional
- Up-to-Date immunization record
- A topical ointment form completed and signed for sunscreen and/or bug repellent
- Any other topical medication, medication, special needs emergency plan (as needed)

We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

PLEASE NOTE: It is the responsibility of the parent to provide up-to-date and accurate immunization records. If your child is behind on their immunizations, we will need an "in progress" note from a doctor indicating when the child's appointment is to get caught up. If your child cannot receive vaccinations, we require an exemption form to be on file. It must be kept up to date.

## Withdrawing

If you need to withdraw your child from The Language Tree you must follow the Cancellation Policy that was part of your Enrollment Agreement as stated below:

### **Cancellation Policy**

- If you change your mind, you may cancel this Enrollment Agreement by notifying the Executive Director of The Language Tree within five (5) business days of its submission. Upon cancellation, 90% of your enrollment fee will be refunded.
- If spaces have filled and your Enrollment Agreement cannot be accepted or if The Language tree must cancel a program, any tuition you have paid and the enrollment fee will be refunded in full.
- If you decide not to attend and you provide notice to the Executive Director by May 1, 2024, then 90% of any tuition paid will be refunded. The enrollment fee will **NOT** be refunded.
- After May 1, 2024, you will be responsible for the full year tuition that you committed to by signing this agreement. If your child is unable to attend the entire year, you can notify the Executive Director and she will try to fill your child's spot. **IF** the spot can be filled, you will only be responsible for the tuition up to the time the new child starts.

## Tuition & Fees

### Tuition

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. Information about current tuition rates is available on our website on the appropriate Enrollment Agreement under the Enrollment Tab. Tuition increases occur when a new year begins in August and typically reflect a cost-of-living increase. All tuition is due in advance of services provided and in accordance with your chosen payment plan indicated on your tuition agreement. If you need to change your payment plan during the year, contact the Executive Director.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances due are sent out on the 15<sup>th</sup> of the month and are due on the last day of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. The Language Tree is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the Executive Director about alternate payment methods.

All tuition should be paid by the last day of the month. While we are a non-profit organization, we must maintain financial stability. If you have a situation that will affect your ability to make your tuition payment on time, you need to contact the Executive Director as soon as possible. The Language Tree will attempt to work with families that communicate in a timely manner. A late fee of \$25 will be assessed on any account that has not been paid in full by the next

invoicing period. If your account is not paid in full by two months, a \$150 late fee will be charged. Accounts more than 60 days in arrears or repeated failure to pay tuition by the due date may result in the termination of services. Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

## Returned Check Fees

If payment is returned to us and deemed insufficient, The Language Tree reserves the right to charge a \$50 returned check/payment fee for the first infraction. A second check returned for insufficient funds will incur a \$150 returned check/payment fee.

## Family Discounts

Families with more than one child enrolled receive a 10% discount off the child with the lowest tuition.

## Scholarships

The Language Tree is dedicated to providing their language immersion program to families from all income levels. We offer a scholarship program that is available for families who might not be able to afford our program or for families who can't afford our full-day program but can with financial help. Our scholarship program is managed by FACTS management. Our scholarships are only available for the academic school year and cannot be used for Summer Camp. When awarding scholarships, they are applied towards tuition owed over the academic year and do not cover the entire tuition owed. Scholarships cannot be combined with a multi-student discount. The application process starts in March and ends June 1. For more information visit <https://online.factsmgt.com/signin/4KVX2>.

## Educational Programming

### Classrooms

Children at The Language Tree are placed in classrooms with peers whose developmental age is similar to their own so they can develop a positive self-image and appropriate social skills while learning a second language. We run our classes with low child to teacher ratios to facilitate language acquisition. Our classrooms are as follows:

- **Early Years Classrooms** – One taught in French and one in Spanish. Typically, each class has 8 children who are 2 years old with 2 teachers. State ratio is 1 teacher to 8 children.
- **Preschool Classrooms** - One taught in French and one in Spanish. Typically, each class has 12 children who are 3 years old turning 4 that year. State ration is 1 teacher to 10 children.
- **PreK/Kindergarten Classrooms** - One taught in French and one in Spanish. Typically, each class has 12 children who are 4 years old turning 5 that year and children in



kindergarten who are 5 years old turning 6 that year. State ratio is 1 teacher to 10 children.

- **Enrichment Class** – This class is a focused preschool program to complement your child’s language class during the opposite half of the day. Both language classes are combined together during this time. Your child will still hear and practice their target language but will also hear the other language taught here and English. Typically 18 children with 2 teachers or more children with an additional teacher, not going over state mandated ratios.
- **Graduate Class** – This class is held one time per week for graduates of our program to gather with friends after school and practice their language skills. Graduate classes have maximum ratio of no more than 10 kids to 1 teacher.

## Curriculum

At The Language Tree we teach our children in a language-immersed environment where the children hear their target language throughout the class while we focus on child-centered teaching, developmentally appropriate practices, and the belief that children learn best through play. Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program while learning a second language.

Our curriculum is based on objectives for development and learning that focus on all the most critical areas for success as set forth by the Missouri Department of Elementary and Secondary Education: Language/Literacy, Mathematics, Science, Expressive Arts, Social/Emotional Development, and Physical Development. These objectives are built into our classroom activities throughout the week, which means that the teachers help your child develop skills and knowledge in these critical areas while teaching a second language.

## Assessment

Child assessment is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children's development. The Language Tree has selected ASQ-3 to measure child outcomes. ASQ-3 is an ongoing observational assessment tool based upon years of feedback from thousands of educators and significant research about how children develop and learn. All lead teachers are trained in the use of ASQ-3 which includes the purpose and value of assessment and appropriate assessment tools. Assessment results and developmental progress is shared with parents at their parent-teacher conferences.

## Summer Camp Program

In addition to our academic-year preschool program, The Language Tree runs a 10-week summer camp program to provide a fun summer for kids ages two through eight. Summer camp themes are designed to provide learning that is fun and exciting and a little different than

our academic year. We focus on giving the students exposure to both languages during the summer, therefore, our camps are not full immersion.

Current families are given priority to enroll in our summer camp program in the month of March. They can choose our camps by the week and only choose the weeks they need during the summer. Our camps run Monday through Friday from 9:00 to 4:00 only. Early care and Late Care are offered as the only options to the program. We have limited space available for summer camps so sign-ups are on a first-come, first-served basis. Payment for summer is due in full no later than April 1.

## The School Day

### Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off.

Feel free to talk with your child's teacher with any concerns. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting. You will also receive updates and pictures on the Brightwheel app throughout the day.

On our Back to School Night in August, we ask that you send in the items listed below. **Please make sure to label each item with your child's name.** We recommend Mabel's Labels as an easy way to label your child's items. They also donate 20% of sales back to our school. Use <https://mabelslabels.com/en-US/fundraising/support>. Select The Language Tree from the list.

- Please provide a complete set of extra clothes, including socks and underwear, for your child. If your child is potty training, send 2 sets of clothes. Please put clothes in a one-gallon Ziplock bag with their name on the outside. Clothing should be updated periodically to make sure it still fits and is appropriate for the season. If we send dirty clothes home, be sure to replace them the next day.
- Diapers and wipes (if applicable). These items will stay at school.
- We provide a rest-time blanket and sheet for children. If your child needs to, they may bring ONE rest time item. It must be small enough to fit in a one-gallon Ziplock bag. Any item that you bring in will stay at the center all week and we will send them home on Friday to wash them.
- A water bottle labeled with your child's name. It will go home each night to be washed.
- A pair of indoor shoes. We prefer a pair of clean tennis shoes as slippers and crocs tend to come off feet easily and slip on the gym floor. These will stay at the center.

## Key Fobs

Key fobs are how you have access to enter our building. Upon enrollment or at Back to School Night, you will be assigned two key fobs. The numbers are assigned to your family and you must return the key fobs when you leave the center. If you lose a key fob, you will have to pay \$25 so that we can replace it.

## Pick Up and Drop Off Parking

If the wooden gate is open, you may drive to the back of the building to use our main entrance. Our parking lot 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 gate. Please pull into a parking space when dropping off or picking up so that others may drive through. To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands. If the chain link gate is not open for some reason, you may exit through the wooden gate, just be aware that others may be coming in. If the wooden gate is closed, you will have to park in the front lot and go through the wooden pedestrian gate to reach the back of the building.

## Entering the Building

When entering the building, please DO NOT hold the door open for people you do not know as a parent at our center. Strangers can wait outside the door until center staff greet them. Please notify the first staff member you see inside the center that someone is waiting.

Mornings can be busy times, and they often set the tone for our day. Plan to drop your child off no more than 10 minutes before their scheduled drop off time. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign your child in using the Brightwheel App and your check-in code. There is a kiosk at the entrance, or you can use your smart device and scan the QR code at the entrance to check in.
- Have your child put their things in their cubby and have them change into their indoor shoes.
- Parents must accompany their child to and from the classroom each day.
- You must connect with the teacher upon your child's arrival so they know your child is here.
- If you have a message or special instructions for your child's day, please send a message through Brightwheel directly to your child's teacher. If you don't have access to Brightwheel, you can call the center at 573-424-2517 or email us at [information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com) and we will get the message to the teacher as quickly as possible. *Busy mornings make remembering verbal messages a challenge for teachers.*

- If your child is potty training or didn't use the bathroom before leaving home, please take them to the bathroom and have them wash their hands before dropping them off in the classroom. If your child is in a pull up and not yet potty training, please ensure they have a clean pull up on at drop off.

Please plan to bring your child to school by 9:00 am. **Arriving on time is essential to the classroom experience for each child.** Late arrivals are a distraction and when children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned. Please make every effort to arrive on time, so classes can run smoothly for everyone and all children can learn uninterrupted.

### Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset child.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

### Absences, Sick Days & Vacations

For children to learn a second language and their preschool skills from our program, they need to be here on a regular basis.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel app or email at [information@languagetreeimmersion.com](mailto:information@languagetreeimmersion.com).

- If your child is absent and you have not notified us, a staff member will send a message to you on Brightwheel to check in and ensure the child is well and when to expect their return.

## Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students. The primary school day is from 9:00 am to 4:00 pm, with a rest time from 12:30 pm to 2:15 pm for Early Years and Preschool. Rest time for PreK/K is 12:30 pm to 1:00 pm. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child NOT miss the language class time of 9:00 am to 12:00 pm for Early Years and Preschool and 1:00 pm to 4:00 pm for PreK/K. During this time, we heavily focus on learning language through language immersion while working in large and small groups, completing centers, and circle time.

Staff is sensitive to the individual attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## Classroom Activities

Teachers plan activities that can be modified to meet all children's needs and provide challenges in skill development. The classrooms are organized into defined interest areas. Activities are planned for both large group and small group activities. Time is also set aside for playing in centers with friends.

### Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional learning experiences. In-house learning events may include experiences through community member demonstrations as well as a cultural-experiences provided by families and teachers within the center.

## Playground and Outdoors

We play outside every day that weather permits for 30 minutes in the morning and 30 minutes in the afternoon. During hot weather, we will go outside until the heat index (feels like) temperature reaches 95 degrees. The children will have plenty of water, shade options, and sunscreen when outside. Our time outside will be shortened as the temperatures get hotter. During cold weather, we will go outside until the wind chill index (feels like) temperature reaches 30 degrees or lower. It is essential that you dress your child for cold weather during the winter so that they can enjoy playing outside. Coats, legs coverings, and socks are required. Our time outside will be shortened as the temperatures get colder. Precipitation does

keep us indoors during anytime of the year. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air.

### Field Trips

There are times throughout the year that our teachers will plan a walking field trip to Stephens Lake Park across the street. We use the trails, playground, open areas, and splash pad to enrich the curriculum that we are teaching that week. When we plan a field trip, parents will be notified of the day, time and reason for our field trip. Parents are always welcome to attend a field trip with your child. Please keep in mind that seeing you might upset younger children and they may want to leave with you when you leave.

### Mealtimes

The Language Tree provides a morning and afternoon snack for every child at our center. Since we do not have a kitchen equipped with an oven, stove, or 3-step sink, we are unable to provide lunch. For your child's lunch, you have an option to bring a lunch from home or you can sign up for lunch to be catered from HyVee for a separate price. Monthly HyVee menus are posted on our website in the Parent Circle for parents to view.

The HyVee catered meals and both snacks follow the Child and Adult Care Food Program/USDA requirements for children ages two years to six years. Lunch includes one protein, one grain, two fruits and/or vegetables, and milk at lunch. Snacks include two items from two different food groups chosen from dairy, grain, fruit or vegetable. We do not force kids to eat all of their snack or lunch but do encourage them to try new foods.

If you chose to bring your child's lunch, please clearly label their lunch container. We do not heat or refrigerate your child's food so please use appropriate containers to keep food safe. We also ask that you not send snack foods, candy, or gum with your child as this can cause difficulties within the lunchroom. During mealtimes, students and staff are sitting together and engaging in conversations. Staff uses positive reinforcement to encourage children to try new foods.

### Special Dietary Needs

If your child has food allergies or intolerances, please have your child's doctor indicate that on your child's medical paperwork and speak with the Executive Director upon enrollment. You may be asked to provide snacks for your child if we cannot provide a substitute. We will list your child on our food allergy list and inform our staff so that they are aware. If your child's allergy requires medication/epi pen, you will need to print a medication form from our website under the enrollment tab, complete it and bring it to the center with the medication.

## Rest Time

All children will participate in a quiet rest time as required by our Licensing agency. Two-year-old and preschool children will have a rest time from 12:30 pm until 2:15 pm. PreK/K will rest from 12:30 to 1:00 pm each day. Your children are not required to sleep, just rest their bodies quietly; however, we have a very busy and stimulating morning, so most twos and preschool-aged children will nap when given a relaxing and quiet space to do so. The center provides bedding for naptime so you do not need to. If your child requires a personal naptime item to rest, they may bring ONE. It can be a small blanket OR a small stuffed toy. The item chosen must fit completely inside a one-gallon Ziplock bag. Your child's bedding will be sent home Friday each week to be washed and returned on Monday. If your child cannot sleep without a pacifier and it is age appropriate, you may bring one and give it to the teacher. Teachers will remain in the nap room during the entire naptime observing your children for safety.

## Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Mabel's Labels has a handy clothing stamp to ensure all items are labeled. There is a cubby space assigned to each child. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

## Clothing & Shoes

A full day at our school includes fun activities so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Children at The Language Tree must have a pair of inside shoes that they leave at the school. We suggest a pair of clean tennis shoes as slippers and crocs don't stay on children's feet very well. For outside shoes we suggest tennis shoes for safe running and climbing. In the summer, a pair of sandals that cover the toes, is rubber-soled, and straps onto the foot will also work. Flip-flops, clogs, cowboy boots, crocs, and slick-bottomed dress-up shoes often cause children to fall when running outside and limit their play. Shoes are required for all students.

- Please provide a complete set of extra clothes, including socks, for your child. Clothing should be labeled with your child's name and checked periodically to make sure it still fits. Please place clothes inside a one-gallon Ziplock bag with their name on it.
- Please provide appropriately layered clothing to keep warm in cool and cold weather. Remember that when we go outside in the morning, it is much colder than the forecasted high for the day. Suggested items include mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and a warm jacket (Fall and Spring) or coat (winter).
- Sometimes learning and fun can get messy! The Language Tree isn't responsible for lost, stained, soiled, or torn clothing.

### Pull ups & Wipes

Parents of children who are toilet training must provide an ongoing supply of pull ups, one package of wipes per month, diaper ointment/cream (if used) and additional necessary clothing. Please send in pull ups with the Velcro sides. This allows us to help your child change without completely taking off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be taken home and laundered.

### Toys from Home

Your child will be provided with stimulating, educational toys every day. Other than the previously mentioned naptime item, please leave other toys and electronic devices at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced. We cannot assume responsibility for lost or damaged personal belongings.

### Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. The Language Tree staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Form or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via a call or email to the Executive Director or a message in the Brightwheel app. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

### Leaving the Building

It is important to also sign your child out each day. You can sign your child out via the Brightwheel app at the front entrance kiosk or on your smartphone. It's also critical that you check in with your child's teachers before leaving so they know your child has left with you.

### Drop Off and Pick Up

When you signed your enrollment agreement, you indicated the time you would be dropping off and picking up your child each day. You must follow that schedule within a ten-minute window to avoid additional fees. This will ensure that our teachers can clean properly and leave on time. The following chart shows allowable time:

<b>Session</b>	<b>Drop Off Window</b>	<b>Pick Up Window</b>
Early Care Arrival	7:30 am - 9:00 am	
Morning Classes Class starts at 9:00am	8:50 am - 9:00 am	12:00 pm - 12:10 pm



Class ends at 12:00pm		
Lunch Lunch hour is 12:00-1:00	11:50 am - 12:00 pm	12:30 pm - 1:10 pm
Afternoon Classes Class starts at 12:00pm Class ends at 4:00pm	12:50 pm - 1:00 pm	4:00 pm - 4:10 pm
Evening Care		4:00 pm - 5:30 pm

You may pick up your child early at any time during the day. We ask that you send a message to your child's teacher on Brightwheel to give them a heads up so it creates the least amount of interruption to class time as possible. Please avoid picking up during naptime whenever possible or notify your child's teacher before nap begins so that we can keep your child out of the nap rooms and in our lunch transition room. If you believe you will arrive after 5:30 pm please alert your child's teacher via the Brightwheel app as soon as possible.

### **Late Pickup and Early Dropoff Fees**

We understand that sometimes your day doesn't go as planned or you have an appointment, meeting, or emergency, etc. Communication is key! If you are going to require care for your child outside of your normal time frame, you will need to let us know as soon as possible so that we can make sure that we have proper staffing.

Because we set our teachers schedules and planning times based on the hours you enroll your child, we need to enforce strong drop off and pick up policies at the beginning and end of class times. If your child arrives early or stays later than scheduled, this can put our classroom out of the ratios required by the state. It can also cost our center because a teacher must work overtime. The following fees will be charged for children arriving earlier than scheduled or staying later than scheduled. *Remember, if you find that you need to add early or late care to fit your schedule, just let the director know.*

#### **FEE SCHEDULE IF YOU OVERLAP INTO EARLY CARE, LATE CARE, OR THE LUNCH HOUR:**

- You notify us before 5:30 pm the day before - \$20
- You notify us the same day - \$30
- You arrive late or early without notification - \$35

#### **FEE SCHEDULE IF YOU ARRIVE OUTSIDE OF CENTER HOURS:**

- Arriving BEFORE 7:30 am - \$5 per minute

- Picking up AFTER 5:30 pm - \$5 per minute

### **FEE SCHEDULE IF YOUR CHILD ATTENDS HALF DAY AND YOU NEED ALL DAY:**

- You notify us before 5:30 pm the day before - \$40
- You notify us the same day - \$45

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

## The School Year

### School Calendar

Our school calendar is posted on our website and is available for parents to view at any time. We close for federal holidays, teacher workdays, and extended breaks. We believe this calendar provides a balance between meeting family needs and allowing our teachers to spend time with their families. The Language Tree will be closed for the following nine federal holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July

Teacher work days are used to prep curriculum, change out toys for our next themes, deep clean the center, and for professional development. The Language Tree maintains the right to change the calendar at any time. If anything changes, parents will be notified. Tuition and fees are not prorated for illness, holidays, inclement weather, or emergency closures.

### Inclement Weather Days

In case of inclement weather, The Language Tree will close if we determine that opening will put our families and staff in an unsafe situation. We will always close when the private schools such as OLLIS or CIS close. We may also decide to do a late start if we feel that will provide a safer situation for travel to the center. If either of these situations occur, you will first receive an alert message on Brightwheel followed by an email follow up. We will also post this information on our Facebook page.

## Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. We ask that you avoid bringing in items that contain nuts. Please do not send in any treats or candy, which may be a choking hazard to our children. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Lead teachers will send out sign-up lists in advance of class holiday parties. Please make sure you sign-up if you are bringing something so that the teachers can plan accordingly.

## Transitioning to a New Classroom

Children at The Language Tree only transition from one classroom to the next classroom when a new school year starts in August. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, and their birthdate to determine if moving up is the best choice for your child. This information will be discussed with you at your child's parent/teacher conferences. If you have any questions about your child transitioning, feel free to reach out to your child's teacher or the Executive Director.

## Communication & Family Involvement

### Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition, receive your child's daily report and pictures.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

## Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child's profile, [click here](#).

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

## Check-In Codes

You must use your check-in code to ensure proper record keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended\*
5. Once you enter a unique code, tap the Save button

\*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

## Direct Communication on Brightwheel

Our teachers use the Brightwheel app to send messages directly to parents including weekly emails, accident reports, requests for items, and any general concerns. Management uses Brightwheel to send alerts about weather closures, reminder messages, and general questions.

## Conferences

The Language Tree uses Parent/Teacher Conferences to offer family support and communication. We schedule formal conferences each school year in fall and spring, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are highly encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth. Your child's teacher will send out a sign-up link on SignUp Genius so that you can pick a time that is most convenient for your family. Appointments are 15-20 minutes long so we ask that you please be on time for your appointment. If you are more than 5 minutes late, you may forfeit your spot.

## Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

## Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with licensing, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. The Language Tree staff members must sign a Confidentiality Agreement upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please email the Executive Director. If you withdraw your child from the center, we will maintain your child's records for at least 5 years per licensing regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

## Family Involvement

The Language Tree believes that children thrive when the relationship between the family and the center is a partnership. We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, Brightwheel, email, or in person. Information

from the center is shared with families through verbal conversations, the Brightwheel app, phone calls, conferences, and e-mail. The Language Tree has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

Opportunities include:

- Join the Board of Directors
- Helping with center events such as Trivia Night, teacher appreciation week, Trike-a-thon, or other community events.
- Helping with class parties.
- Join our TLT Families Facebook group.

### Fundraising

Fundraising is an essential part of the success of The Language Tree. We plan several fundraising events throughout the academic school year with Trivia Night being the biggest and most important event of the year. Each family is encouraged to be a part of these events in any way possible. You can volunteer to organize an event, participate in the set up of an event or actively participate in the event itself, or by donating money in support of the event.

The Language Tree will host family events each year to bring our families together. We encourage you to attend these events as much as possible so that we can strengthen the network of The Language Tree families.

### If Issues Arise

All employees of The Language Tree are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with the Executive Director, verbally or in writing. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Board President.

### Health & Safety

We all know that safety comes first! At The Language Tree our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Minor bumps and scratches are inevitable as children explore and play but we make every effort to prevent this with supervision and ensuring our classrooms and playground are as safe as possible. Every day at our center, you can be confident that your child is in the very best hands.

### Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children need to be kept home from school if they are feverish, have diarrhea and/or vomiting (includes

in the night), have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, they need to stay home from school.

If your child becomes ill during the school day they will need to go home. State licensing rules require a child goes home if they have any of the following symptoms of illness:

- Fever over 100 degrees
- More than 1 abnormally loose stool/diarrhea
- Vomits more than 1 time
- Unusual rash or spots
- Severe coughing – turns red/blue, croupy, and/or vomits
- Difficult or rapid breathing
- Has symptoms of pinkeye
- Sore throat/trouble swallowing
- Infected skin patches
- Severe itching of skin or scalp (lice or scabies)

A parent will immediately be called to come and pick their child. The Language Tree is not able to provide care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by The Language Tree staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on the state enrollment forms. Your child may not return to the center until they are symptom free for 24 hours.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, ear infections
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

## Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures) that require specialized health services, a medical action plan, signed by the parent and a medical care professional, shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional.

## Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with Missouri licensing regulations and the policies described below.

### Prescription Medication

- You must complete and sign the Medication Authorization Form.
- The medication must be provided in its original, tamper-resistant container with the pharmacy labels.
- The medication must be prescribed for your child and will only be dosed as prescribed on the pharmacy label. It cannot be expired.
- Over-the-counter medication will not be administered at our center without a current doctor's note indicating the child's name, medication name, and correct dosage amount and time.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.

### Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to provide this medication with a corresponding medical action plan as stated above to your child's lead teacher. The medication must not be allowed to expire. All teachers working with your child will be trained on how to administer your child's emergency medication.

## Topical Creams and Sunscreen

In order for us to apply any topical medication, a topical medication form must be completed for each item needed. You can find the necessary form on our website below the enrollment forms under the enrollment tab. You can print and complete as many as you need. Please bring the form with the medication and hand it to your child's teacher.

We require you to complete topical medication forms at the beginning of the year for sunscreen. You will provide sunscreen for your child for summer and any months needed leading up to summer and when we first come back to school. You will also need a topical medication form for any of these optional items: bug repellent, lip balms, lotions, diaper creams, powder, etc. Please clearly label with your child's name any item that you bring in.

During summer, you will need to apply sunscreen to your child before arriving at the center. Teachers will reapply sunscreen in the afternoon before going outside.

## Medical Emergencies



We treat minor injuries with appropriate first aid. However, if your child experiences an injury or illness that requires more attention, we will contact you right away to determine the best treatment or to require you to come pick your child up. If your child experiences an injury or illness that is an emergency, we will contact 911 first and additional staff will contact you via a different line. Please ensure we always have correct emergency numbers to contact you.

## Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at The Language Tree. Classrooms are cleaned and sanitized daily and we use teacher work days to deep clean each classroom.

## Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness. In our school, hand washing requirements for children and teachers include washing before and after meals, and after toileting. We also have antibacterial gel available in the classroom for use when a sink is not readily available.

## Universal Precautions

The Language Tree follows universal precautions to prevent the transmission of bloodborne pathogens. Universal precautions refer to infection control measures such as wearing gloves when handling blood or other bodily fluids and bagging items used to clean up such fluids,

## Toilet Training

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

## Safety

### Supervision

The Language Tree staff assume responsibility for enrolled children when you drop them off with the classroom teacher. All classrooms monitor attendance by updating attendance

records on Brightwheel throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day.

### Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on the Brightwheel app as an Incident Report. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All staff members are trained in First Aid and Infant/Child CPR within the first 60 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

### Emergency Procedures

We make every effort to be prepared for potential emergencies. The Language Tree has an emergency response plan for fire, tornados, earthquakes, or if a lockdown becomes necessary. This plan is updated annually and available for inspection by Licensing inspectors. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted in each classroom.
- Fire drills are practiced once each month, and tornado/intruder drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by Licensing, Health and Fire inspectors. If an emergency requires evacuation, we'll notify you on Brightwheel as soon as the children have been relocated to a safe area.

### Mandated reporting requirements

Missouri law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of any reported incident.

## School Policies

### Behavior Guideline Philosophy

One of our goals at The Language Tree is to help our students develop strong social and emotional skills. We use guidance to teach children they can learn from their mistakes and how to make better choices in the future. We encourage children to use their words to express how they feel and to help others around them to understand their needs.

It is essential that we provide a safe environment for all of our children to learn and also for our teachers to teach. When any student at The Language Tree presents with challenging behaviors beyond the normal expectations for their age, the teachers will discuss the issue with the parents. If additional help is needed, the teacher and/or parents will meet with the Executive Director to discuss further options inside and outside the classroom.

**The Language Tree does not condone or tolerate the use of physical punishment of any kind on our property. This policy restricts parents and staff from using physical punishment on their own children as well while on our property. Also, The Language Tree will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food, drink, or outside time as a form of discipline.**

### Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for young children to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and young children lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances, we will follow our biting behavior plan. If your child bites twice in a day, you will be required to come pick up your child. If your child bites 3 or times in three months, the Executive Director will meet with you to discuss what plan we will use going forward to curb the biting. If the biting continues without resolve, we will be required to disenroll your child. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

## Smoke-Free and Weapon-Free Environment

The Language Tree and playground are smoke-free, vape-free and tobacco-free environments. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including The Language Tree unless carried by a law enforcement officer.

## Babysitting

Teachers who work at The Language Tree are allowed to babysit for our families. We recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and an employee of The Language Tree for babysitting services is a private matter and not connected to The Language Tree.

## Program Oversight

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by State Licensing, Fire, and Health. Our Board of Directors provides oversight on internal center policy and procedures and ensures fiscal responsibility of the center.

## Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination.

## Grievance Procedure

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved contact the Executive Director.

## Legal Information

## Nondiscrimination

The Language Tree does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. The Language Tree is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.