

## ESCUELA VIVA ONE

### SITE INFORMATION

Address: 3808 N Commercial Ave., Portland, OR 97227

Classroom Phone Number: 503-281-6034

Director: Kathleen Taukolo

Email address: Kathleen\_taukolo@yahoo.com

### OUR MISSION

Supporting and encouraging children to be successful and happy human beings.

### OUR PHILOSOPHY

**This program was developed with two main goals in mind:**

- to provide an enriching environment that supports the spiritual, academic and humanistic needs of our children
- to support the development of both English and Spanish language skills.

Like many educators, we know how to teach the 3 R's: reading, writing and arithmetic. But our approach, which uses the Reggio Emilia model and the work of J. Donald Walters (author of "Education for Life"), goes beyond that. We teach our children to become active and attentive learners. We do not expect children to "sit still and learn". Rather, they are engaged as active participants in the learning process. In many cases, this occurs through multi-faceted projects that require the mastery and integration of a variety of different skills.

Without compromising the fundamentals, we take a holistic approach, which enables children to grow towards full maturity. This includes helping children understand how their bodies work, how their emotions affect their behavior, and how to focus their energy in such a way as to enhance learning.

The overall goal is that our children grow to understand how to live the best possible life filled with joy and happiness. We welcome the opportunity to share our philosophy with you and your children.

## **RULES AND POLICIES**

Please read carefully and initial next to each policy and school rule. By initialing next to each rule and policy you are acknowledging that you have read carefully and understand the rules and policies as outlined. Both parents/and or guardians must initial and sign.

### **Arrival and Departure Procedures** \_\_\_\_\_

The Child Care Division requires that you sign your child in and out each day that they attend Escuela Viva. Upon arrival and departure you must sign the date and time you and your child arrives at and departs from school.

When someone other than the custodial parent(s) will be picking up your child, we must have written notification of the exact dates, times and name of the person scheduled to pick up your child. Only people authorized in your child's file will be allowed to pick up your child. Valid picture identification is required for all persons picking up your child. This rule is strictly enforced to ensure your child's safety.

The school doors open at 8 a.m. All students are expected to be in their classrooms by 8:30 a.m. when their activities begin. If you are unable to bring your child to school by 8:30 a.m. please discuss this with the teachers. The half day program ends at 12:30 p.m. The full day program ends at 5 p.m. If you need to pick your child up early please do so by 12:30 p.m. or after 3 p.m. Please respect the children's rest time and do not come into the classroom between 1 and 3 p.m.

### **Clothing and Personal Belongings** \_\_\_\_\_

Children will be participating in many kinds of activities while at Escuela Viva. This includes gardening, yoga, creative play, etc. We ask that your child be dressed appropriate for free movement that is important for these types of activities. We also ask that you bring/leave at least one clean outfit for unexpected situations where a change of clothes will be required. Also please make sure your child has appropriate rain gear as is required by the weather. Please label all personal belongings with your child's name.

Please leave all toys and candy at home. We strive to provide wholesome snacks low in refined sugar, as foods high in sugar content can interfere with classroom behavior. Also, the classroom is structured to ensure optimum learning activities and want to make certain that no personal

toys and belongings are lost or broken. If a child needs a special blanket or comfort item, please speak to one of the teachers so that we may be sensitive to the needs of your child. You may bring toys or other items to share with the class on assigned show n' tell days for your child's class. Toys resembling weaponry are not allowed at school.

### **Rules and Discipline**\_\_\_\_\_

It is important for children to learn about rules and why they are important. Rules are critical for any learning environment. It is also important that not too many constraints be placed on children as they learn to explore and create!

### **Our classroom rules:**

Be safe.  
Respect others.  
Respect yourself.  
Have fun.

We believe in clear and consistent age appropriate limits to help children become responsible for their actions, to learn how to engage in appropriate problem-solving and to learn the benefits of consistency and structure. Children are encouraged to verbalize how they feel, to come up with solutions, and define appropriate consequences for broken rules.

One of our best tools is redirection. Often children will get mischievous when they are bored and/or over stimulated. As we get to know your child we will become better at understanding their behavioral cues that will help us anticipate their needs. Any challenges that we need more assistance with will be worked out directly with the child and his/her parent(s).

We use several techniques in our classroom, each is described below and we encourage parents to talk to the teachers to discuss any details that may seem unclear. When parents and teachers use similar styles children feel more at ease and the consistency is comforting.

***Water:*** when children are upset, just as adults, sometimes a little water can make all the difference!

***Uncurling ears:*** there are acupuncture points in the ears that help us to concentrate, we uncurl the upper part of the ear, ask your children they will show you.

***Cool down:*** when children are upset, whether it be sad or angry we show the children a quiet place to gather their thoughts, think, and gain composure. We use this in place of the usual “time out”. This teaches children to take time away, to remove themselves from situations that might be escalating and assist them in calming down.

***Tortuga:*** when turtles get upset or afraid they hide themselves in their shell for self-preservation. We teach the children that if they are upset or afraid that instead of lashing out, using hurtful language or other means of aggression, we teach them to find a quiet space inside themselves. This keeps them and everyone around them safe.

### **Birthdays and Special Occasions\_\_\_\_\_**

We acknowledge that all families have different celebrations and traditions. We want to learn about and respect these traditions and celebratory occasions. Please advise us of any traditions, birthdays, celebrations that are important to your family. These can be put on your enrollment paperwork. We ask that any foods brought to school for any type of celebration is discussed in advance with the teacher and/or director. Please remember that state health policy strictly forbids us from serving any home baked goods. All special treats may be purchased from a store or bakery. We also ask that you be mindful of high sugar content, food allergies of other students and classroom activities.

### **Medications and Illnesses \_\_\_\_\_**

We follow the guidelines of the Child Care Division Handbook. *Children who have been ill within the previous 24 hours will be not be allowed to come to school.* The law requires that all children who have a contagious illness to remain at home. This includes any child who is vomiting, has a fever of 100.5 or higher, coughing, has green mucous, is too lethargic to participate in school activities and other contagious conditions. We ask you to keep all sick children at home so that your child can recuperate and the remaining children can remain illness free.

If your child requires medication during the day, whether it be prescription, over-the-counter, ointment for rashes, sunscreen, a medication authorization must be completed stating the name of the medication, the dosage, time to be given, prescription number if

applicable, and written permission to administer the medication. All medications must be labeled with your child's name and date, and must be in its original container.

Children must be current on all immunizations, as required by the state health division and the Child Care Division. Records of such immunizations must be kept on file.

### **Absences**\_\_\_\_\_

If your child will not be at school we ask that you notify school staff as soon as possible so that we do not become concerned about your child. To ensure that we always have the appropriate number of staff to children we must require that all days be paid for regardless of attendance. Please refer to the school calendar for closures. Your family will not be charged during these scheduled closures.

### **School Calendar**\_\_\_\_\_

We offer school every weekday of the year except for our 3 weeks of school vacation a year. These occur the last week in December, the last week in March, and the first week in July. Your family will not be charged during these scheduled closures. We are open on all other holidays for those parents who need child care. These are not "classroom" days so your child will not be missing out on a vital class work if you choose to keep them out of school for family time, etc.

### **Parent Participation**\_\_\_\_\_

Parents are a vital part of the Escuela Viva family. Each morning we will have morning tea and coffee available for those parents who would like to stay a while when dropping their children off. We hope that you will use this time to help your child transition into their day at school, mingle with other parents, and talk to the teachers about your child's successes, needs, etc. If you are unable to do this at the beginning of the day you are more than welcome to come early to pick up your child and talk with teachers. We will be sending our weekly newsletters via email. If you would prefer a hard copy please let our staff know.

We will be holding parent teacher conferences in the fall and spring to evaluate your child's progress and set goals.

Staff will update our private website several times a week with pictures and news regarding your child's class. Please speak with a staff member if you do not already have access to this site.

### **Withdrawal**\_\_\_\_\_

We know that situations occur where you might need to withdraw your child from our school. We ask that you notify us 2 weeks prior to the last day of attendance, this will allow us to prepare the other children and to allow us to say our goodbyes.

### **Tuition, fees and schedule**\_\_\_\_\_

Monthly tuition is due by the 5<sup>th</sup> of each month, on the 6<sup>th</sup> of each month a late fee of \$5.00 per day will be applied to your total until payment is received in full. If a situation arises that you need special arrangements, please talk to the director/owner immediately. You may pay your tuition via check, cash, money order or credit card. All credit card payments must be made online through paypal. There is a 3% charge per transaction for using paypal. Please make checks and money orders out to Escuela Viva. There is a \$25.00 charge for any check returned for non-payment. If your payment is returned we will ask that you continue to pay in cash, credit card or by money order.

A fee of \$5 per half hour is charged for early drop offs (before 8 a.m.) and late pick ups (after 5 p.m.)

### **Emergency Procedures**\_\_\_\_\_

We practice a fire and/or earthquake drill once a month. The children practice how to quickly and safely evacuate our school in case of fire or other emergency.

In case of an actual emergency in which we are not able to inhabit the building, we will go to Self-Enhancement Inc., one block north on the corner of N. Failing and N. Kerby, and contact parents from that location. Please ensure that your emergency contact information is up-to-date at all times. Please note that we believe that it is very important that children know that we are physically and mentally present with them at all times, for these reasons we do not answer the school phone. We do have, however, an alternative phone number to be utilized by the parents, should any parent feel it important to speak to school staff and/or their child.

All of our staff is CPR trained. All parents must complete and sign the emergency release form allowing us to administer emergency medical treatment and/or transport to the nearest hospital.

Please sign two copies of this form, keep one for your records and return the second copy, which will be retained in your child's file at the school. Return this form as well as the parent questionnaire on or before your child(rens) first day of school. Your child cannot attend school until these forms, as well as any other forms provided by Escuela Viva staff are completed and returned. Thank you!

I, \_\_\_\_\_ and (if applicable)  
(printed name of child's legal guardian)

\_\_\_\_\_ have read the rules  
(printed name of child's legal guardian) and policies for Escuela-  
Viva/Sapitos and understand the contents and agree to follow the rules  
and policies as outlined.

Signature\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_