

Herencia Guadalupana Lab School
501(c) 3



Parent, Student and Employee Handbook

2014-2015

"I am the Mother of God's only Son. I am the Mother of all."
Virgen de Guadalupe at Tepeyac

Introduction:

Herencia Guadalupana Lab Schools will educate young children and parents primarily from poverty homes and provide a strong spiritual support program to grow in Guadalupana spirituality. This spirituality proclaims that rooted in the love of God we must strive for justice, embrace dignity and love mercy.

This organization serves children zero to five year olds but for the 2014 initial year will take only three to five year olds. It manifests Guadalupana spirituality by supporting children and families in poverty. The school is focused on spiritual development in young families, supporting family unity, economic education and children's educational success. It also focuses on impacting the quality of preschool educators. It is hoped that armed with spirituality, education and a stewardship approach for economic security, families as well as early childhood educator will have a new direction. This comprehensive approach will provide better opportunities to build a hopeful future for the Tucson community in educating young children in poverty.

Motto:

Our children will lead with justice, dignity and mercy.

Vision

Families in poverty through embracing Guadalupana spirituality will obtain the dispositions, knowledge and skills to overcome poverty and bridge the achievement gap

Mission

Establish preschools, parent support and teacher development in poverty neighborhoods to strengthen the spiritual, educational and economic life of families.

Goals

- One:** Every two years establish a preschool in poverty areas of Tucson to send well prepared students and families into neighborhood public schools.
- Two:** Establish referral, advocacy and mentoring for families in poverty to access services to stabilize themselves socially, educationally and economically as well as spiritually.
- Three:** Create pathways for potential early childhood professionals to obtain university degrees through internships to serve children and families in poverty in diverse public roles.

*Robert A. Gonzalez, 2010, St Juan Diego Cuauhtlatoatzin's Tilma: An Indigenous Document (unpublished manuscript), p 24

Tasks:

- ❖ To support the growth of young families in piety, knowledge and service
- ❖ To support economic development through stewardship for families and employees
- ❖ To develop comprehensive preschool curriculum that will encompass cognitive development, thriving skills, social and emotional health, conceptual knowledge and basic skills.
- ❖ To develop internships for early childhood professional who will meet the unique needs of families and children in poverty
- ❖ To establish a structure for a work program to supports para-professionals who will attain a Bachelors and or Masters in Early Childhood Education and serve poverty communities

These goals and tasks work in tandem and are interdependent. They address major issues that are obstacles to strengthening children and families in poverty communities.

Educational Philosophy

We strive in a partnership with parents and community to nurture the God given gifts of each student. We....

- ❖ Provide a child-centered, loving environment where faith is infused into all learning
- ❖ Use all strategies that are research based, active, relevant and important to children.
- ❖ Address the needs of the whole child in providing diverse approaches to learning.
- ❖ Value the basic skills as stepping-stones to real education where application, exploration, discovery and creating are vital.
- ❖ Use an individual approach to assess each child as a unique person
- ❖ Scaffold children's learning to challenge them to grow
- ❖ Instill in our students the belief that all they are and will become is from God and is to be used to serve others and glorify God.

Board Members, Staff and Faculty

Board Members

Mr. Eugene Benton
Mr. Michael Lundin
Mrs. Kelly Lundin

Dr. Richard D. Carrizosa
Mrs. Eva Del Real

Executive Director

Dr. Ernestina Fuentes

Teachers

TBA

Teacher Assistants

TBA

Volunteers

TBA

Kitchen Staff

TBA

Building Maintenance

TBA

Grounds Maintenance

TBA

Statement of Services

Business Procedures

Services Offered and Hours of Operation

Herencia Guadalupana Lab Schools offer full day care Monday through Friday from 7:00am to 5:30pm. It is also a full year center operating 245 days and closing for major holidays and weekends. A calendar is provided to all parents and is posted in the classroom.

Enrollment and Disenrollment Procedures

Herencia Guadalupana Lab Schools requires a child to be enrolled by the parents or legal guardians. All enrollment forms, emergency information and immunization record cards must be complete and turned in prior to the first day of attendance. Herencia Guadalupana Lab Schools has the right to dis-enroll a child when after a 48 hour written notice:

- ❖ Parents or family do not abide by policies. The executive director and director will determine if the family may remain to the center.
- ❖ If parent, legal guardian or any family member or friend of child is causing a disruption as determined by executive director and director the child may be dis-enrolled.
- ❖ If payment for services has not been paid prior to services (first day of non-payment), child may be dis-enrolled.
- ❖ If there have been five (5) days of consecutive absence with no written notification child may be dis-enrolled.

Fees/Payment Required (January 1, 2014- December 31, 2014)

Tuition is on a sliding scale based on poverty guidelines.

The maximum weekly rate is \$175. All families will sign a yearly contract.

- ❖ There is a sliding scale also for yearly registration fee. The maximum yearly registration fee is \$100. It must be paid at the time of application. It is non-refundable even if family changes their mind to attend.
- ❖ Holiday weeks are still considered full weeks and full pay.
- ❖ Parents pay tuition **before** services are provided
- ❖ Parents who pay by the year will have a reduction of \$500. Thirty (30) day written notice is required for contract cancellation. If not a month's tuition will be charged.
- ❖ Monthly payments will receive a \$30 reduction. Thirty (30) day written notice is required for disenrollment by parent. If not there will be a monthly charge.
- ❖ Money orders, credit or debit cards are accepted. No checks are accepted.
- ❖ A late fee of \$5 a day will be paid if a payment is late beginning the first of the month of service.
- ❖ No child will be accepted into the preschool if there has not been prior payment of services.
- ❖ DES families will be expected pay their copay on the Friday prior to service.
- ❖ Parents who pick up children in less than 6 hours pay for the whole day. There is no prorating of time. All children are to be full-time and pay a full day rate.
- ❖ If children are sick up to five days (5), there is no refund. Serious illnesses of more than five days (5) will be considered by executive director and director for financial arrangement on a case by case situation.
- ❖ No other refunds will apply.

Other Policies

Child Admission and Release

Herencia Guadalupana Lab Schools require that parents/guardians sign in and sign out their child from our facility. Parents may not sign using initials. A complete readable signature must be provided. If anyone other than the parent /guardian or adults listed on the Emergency Information will be picking up child, Herencia Guadalupana Lab Schools requires a written notification by parents prior to pick up. The adult releasing the child from our care must see proper picture identification. In an emergency, those persons listed on the back of the child's Emergency Information and Immunization Record Card will be contacted. A late pick up fee of \$5 a minute will be charged per center clock and must be paid at same time child is picked up if the child is not picked up by 5:30pm. If not paid, child will not be allowed to return to school until late fee is paid.

Absences

If a child will be absent from the program, parents must leave a message at 520-982-7748 before 8:00am. If the child has had a temperature, they may not return to school until after 24 hours. Child with excessive absences five (5) or more will require a conference with parents to attempt to resolve the absences and may be dis-enrolled.

Arrival

Parent must walk child into center and prepare the child for the day with sign in, put away things and morning routines. Please allow time for your child in the morning to have a peaceful calm transition from your care to ours.

Transportation

Herencia Guadalupana Lab Schools do not provide transportation at this time. Parents must provide the transportation to and from school and for all fieldtrips.

Field Trip Requirement and Procedures

Herencia Guadalupana Lab Schools takes fieldtrips throughout the year. All children are required to be secured in a car seat or booster depending on weight. Drivers must have a license, liability insurance and seat belts. A copy of the license and insurance must be on file in the classroom. Parent/guardian must sign and return to the child's teacher a permission slip prior to field trip. Parents/guardians must provide transportation for his or her own child. Parents will have advanced notice of all field trips to make appropriate arrangements.

Liability Insurance

Herencia Guadalupana Lab Schools carry liability insurance as required by Arizona Department of Human Services. Policies are available in center office by request.

Medication Administration Procedures

We administer medication prescribed by a doctor. Parents or guardians must bring in the medication in the original container and labeled with the child's full name. A permission slip must be completely filled out and signed before medicine is administered. Please do not leave any medications in your child's belongings. Over the counter medicines will not be administered even with parent written note.

Immunizations

Child must have all immunizations designated by State of Arizona and Pima County to begin the first day of school.

Emergency Medical Procedures

Teachers and teacher assistants are certified in CPR and first aid. If your child receives a small injury, personnel will clean the injury and apply a brand-aid if needed. Parents will receive a parent communication letter telling how the incident occurred. In the event of a serious injury, 911 will be called and parents or guardians will be notified immediately.

Inspection Reports

Inspection report of the fire, gas, sanitary and Arizona Department of Health Services are available for viewing in the classroom. Please just request to see if you wish.

ADHS Regulation

We are regulated by the Arizona Department of Health Services/Childcare Licensure located at 400 W. Congress, Suite 100, Tucson AZ 85701, (520) 628-6540, fax (520) 628-6537.

Grievance Policy

We ask parents to speak directly to teacher of any concerns. However, if this is not possible parents should discuss issues with director and or executive director. If parent does not get resolution with these issues they may contact board members. If after the board review the parent is not satisfied they may contact Arizona Department of Human Services or Arizona Department of Economic Security. Phone numbers for these personnel and department will be given to parents upon request.

Arizona Department of Economic Security Policy Requirements (ADES)

If parent is divorced or separated or has a parenting agreement with one or more individuals, the center will obtain specific instructions from the custodial parent regarding the other parent or named party or parties. A copy of the legal document

A 15 day written notification will be given to parents prior to the effective date of any changes in services, policies, rates, hours of operation or change in ages served.

The center agrees to offer the same benefits, advantages and discounts to ALL families.

Parents are to use only hours authorized for childcare.

On or prior to the date of service, the center will complete a Provider/Parent/Guardian's Agreement for Child Care Charges form (CC-208) for each child in care. The center and the parent will execute a new CC-208 immediately after receiving notice of a subsequent change in child care rates, Co-payment amounts, and additional charges or upon receipt of a new Certificate of Authorization for the child in care.

The center will offer receipts to parents for any payments.

The center will provide according to IRS code 26 U.S.C. 6109 (a) (2) the EIN number for any parent who was furnished child care service at this facility.

The center will provide copies of sign in/sign out records or any related DES information to parents upon request or as permitted in Section 3.10 of DES Registration Agreement.

Commented [EF1]:

Commented [EF2R1]:

Commented [EF3R1]:

General Information

Contacting the Teacher

Parents are encouraged to stay in communication with the teacher regarding the progress of children. Parents seeking a conference with the teacher are to make a request to the teacher in writing. Parents may not call the classroom to talk with the teacher. This would disrupt instruction. Messages can be at left 520-982-7748. The executive director will get the messages to the teachers the same day or immediately if it is an emergency. The teacher will return your call the same day.

Visiting the School

Parents are always welcomed at school but with the Arizona Department of Health regulations, people with the children must be finger printed unless they are to work with only their children. Please make arrangements to visit ahead of time when possible.

Extra Clothes

Parents are to provide students with a change of clothing that includes a shirt, pants or shorts, underwear and socks. Please include two or three pairs of underwear. All items are to be placed in a plastic gallon zip lock bag clearly labelled with child's name.

Nap Time

Nap time is scheduled each day for students. Children need not sleep but they must rest quietly for twenty (20) minutes. Those children not wanting to rest after twenty minutes will be given quiet activities for the remainder of the hour of nap. The school will provide a light blanket, sheet and stuffed animal for child. We will wash them weekly. Please do not send blankets or stuffed animals with child.

School Supplies

There are very specific school supplies needed for this program. We also do not want to add to consumerism by buying brand name articles. If you wish to buy school supplies for your child, please do so but set up a study area at your home where these can be used. Do not send them to school.

Please...

No back packs

No binders

We will get book bags for a book to go home.

If you can, pleaseSend

Two boxes of Kleenex

Two rolls of paper towels

A photo of family (4x6) only

A wallet size picture of the child alone

Periodically during the year we may ask for donations of specific materials and supplies.

Snacks

We provide snacks. Snack content is in line with Arizona State Standards for snacks. Students have two snack times a day, one approximately at 10am and one approximately at 2pm.

Candy and Toys

Children may not bring toys or candy to school. We will be adhering to healthy standards for all food. With diabetes, overweight and so many other health issues, we want to begin children on a healthy path. Toys are difficult to share with small children. Any toy brought to school will be returned to parent to take home.

Birthday Parties

No candy, cakes or other sweets are to be brought for birthdays. If a parent want to come to school and have a cooking experience with all the children to celebrate a child's birthday, please discuss with teacher. We can make healthy muffins or cookies. Treats to share should be only, yogurt, homemade healthy cookies, popcorn, corn chips and dip, granola bars, fruit salad or any other healthy idea approved by teacher. Please let us know ahead of time if you will bring a treat. It will be incorporated into the lunch time. Children will celebrate birthdays after they eat their lunch between 11:00am and 12:00 noon.

School Dress

All preschool children are required to wear slacks or knee length shorts so they can sit jump and climb when necessary. Also children should wear tennis shoes with Velcro. Please no tie shoes. Teachers spend all their time tying shoes. If families need help purchasing school clothing, please let executive director know.

Program Descriptions

Parent Components**Spiritual Growth**

To support the spiritual growth of families, there will be family centered bible studies for families four times a year. All families will be expected to attend this hour and a half session. Babysitting will be provided free for families. Failure to attend these sessions may exclude families from continuing in the program the coming year. Reading the bible at home, attending church services and family prayer will be encouraged to support spiritual growth. Finally, once a year the parents will go to half day spiritual retreat. Both parents are encourage to attend.

Stewardship

Information, classes and community resources will be provided for families to help manage the treasure of money God has provided. At some of the monthly scripture meetings, there will be experts who will work with parents to learn ways to manage money and being wise about the gift of money. Being grateful, generous and a good manager of money will equip parents to be good stewards of the gifts God.

Educational Support

Home visits will occur once every three months to better connect home and school. Teachers will review child's progress and share strengths and areas of growth. A packet will be left for parents to support children in there learning. Parent will be given opportunity to ask questions, give feedback and ideas for school.

Spiritual Support for Children's Learning

It is recommended that parents

- Pray with children at meals, before bed and other times designated by parents as time to speak with God.
- Parents read scripture to children from a children's bible at least once a week.
- Parents speak about God as a normal part of conversation throughout the day.
- Parents encourage the spiritual learning children do at school.

Service

Twice a year families will be asked as a family to select an organization, project or activity to support as a family with work time. Herencia Guadalupana Lab Schools will have suggestions for parents. Families can also have an event to raise money to donate to an organization that supports the education of young children.

Social Support

Twice a year Herencia Guadalupana Lab Schools will open on a Saturday night from 6pm to 10:00pm to allow parents to have a date night and enjoy each other without children. The charge will be \$2 per family. All late fees are same as during school time.

Instruction and Curriculum

Spiritual Instruction

Herencia Guadalupana Lab Schools is spiritually focused. It is however open to all people. Instruction is in the spirit of inclusiveness and a welcoming perspective given by the virgin. The Ten Commandments will be core as well as bible teachings. To this end, spiritual instruction will permeate all education. Striving for justice, embracing dignity and loving mercy as rooted in God are the pillars of the curriculum. In all the curriculum topics, Guadalupana spirituality will be infused to show the presences of God in our world. The discipline will be based on the basic principles and values of loving self and loving others with God's love. Furthermore, we will follow some of the spiritual practices of the cultures of our children. We ask parents to support our efforts in this area with suggestions we will provide for work at home.

Curriculum and Instruction

Though the curriculum will follow the Arizona State guidelines for Early Childhood Education, it will be greatly enriched to meet the needs of children in poverty. The current research has some components that help children in poverty excel. These include:

Cognitive Development
Thriving Skills and Behaviors
Social and Emotional Strength
Conceptual Knowledge
Basic Skills

Along with these research based components, there will be strategies that support English language learning while maintaining the native language. The general tone will be one of gently challenging children to do their best, discover their God-given talents and become inquiring thinkers. This is in line with Vygotsky's concept of scaffolding instruction. This approach provides ideas at a slightly higher level of learning to stretch but not frustrate children. Plus, the curriculum will be developmentally appropriate and individualized for the growth of each child.

A critical aspect of instruction will be the quality interactions both in groups and individual with adults. Much of the effective learning is determined by how teachers interact with children socially and intellectually. Our teachers will be trained to effectively motivate, encourage and challenge children in all conversations. Children will have a multitude of opportunities to be engaged with each other and process their learning with each other. Dialogues will be plentiful and of high quality.

The mornings will center on areas of language arts and social studies while the afternoons will include the math and science. The fine arts will be threaded through all the activities. There will be exploration and discovery with much opportunity to socialize and interact with people and materials. Health, nutrition and physical educations will be incorporated to indoor and outdoor activities to address the whole child. There will be invitations for total group activities of music, dancing, poetry and song. There will be small group activities of explicit instruction with 3 to 5 children. There will be center activities. In all, it will be a flexible but challenging learning experience for young children.

Assessment

Diagnostic, formative and summative assessment will drive curriculum and instruction decisions. Both the Developing Skills Checklist (DSC) will be administered before child starts school to assess their basic skills. Teaching Strategies Gold (TSG) will be completed in the first two months of schools for a broader initial assessment for instructional decisions. The Social/Emotional Survey from DSC will be given as a baseline for growth in these areas during the year. Formative assessment will include anecdotal records, audio tapes for language growth, pictorial records as well as video records and teacher made assessments based on knowledge and skills taught during the quarter. A summative assessment will occur in April in May using different forms of DSC and TSG to chart growth over the year. The data from these assessments will be used to improve instruction and curriculum in general but also chart individual child's needs strengths and growth. In addition, the data will be saved throughout the years as an evaluation of the educational program. Assessment will be central to aspects of Herencia Guadalupana Lab Schools.

**Herencia Guadalupana Lab Schools
Parent Agreements**

Child's Names _____ Date _____

These are the agreements to becoming part of Herencia Guadalupana Lab Schools' community. I/We accept these trusting in GOD's grace to strength and protect our family and help us grow closer to JESUS. We ask the Blessed Mother to walk this path with us and the HOLY SPIRIT to give us courage and fortitude to be faithful and fulfill this agreement.(Both parents must sign agreement)

Agreements

Spiritual Activities for Families

I will participate in all the activities listed on the attached sheet and realize they are for development of my family spiritually.

Parent _____ Parent _____

Stewardship

I will learn about stewardship and follow the guidelines attached. I want to grow in the knowledge of how to use God's gift of money.

Parent _____ Parent _____

Social Support

I/We will participate in the social aspect outlined in the attached and know that enjoying each other is an important part of a strong family.

Parent _____ Parent _____

Service

Service is an important part of living one's faith and community building is important for unity. I/We will participate in the once a semester service.

Parent _____ Parent _____

Educational Support

We will support the educational development of our child by partnering with the school, participating in home visits and following up with activities for my child.

Parent _____ Parent _____

Spiritual Support for Children's Faith Learning

Parents are the first and most important teacher for children. I/We agree to work with the attached spiritual support activities with our children at home.

Parent _____ Parent _____

General

We will abide by all the policies outlined in the handbook.

Parent _____ Parent _____

**Herencia Guadalupeana Lab Schools
Calendar for 2014 (245 days in session)**

Weeks	Days Closed	Days	Holidays
January 6		5 days	
January 13		5 days	
January 20	January 20	4 days	January 20 Martin Luther King
January 27		5 days	
February 3		5 days	
February 10		5 days	
February 17	February 17	4 days	February 17 Cesar Chavez Day
February 24		5 days	
March 3		5 days	March 5 Ash Wednesday
March 10		5 days	
March 17		5 days	
March 24		5 days	
March 31		5 days	
April 7		5 days	April 13 Palm Sunday
April 14	April 18	4 days	April 20 Easter Sunday
April 21	April 22	4 days	
April 28		5 days	
May 5		5 days	May 11 Mother's Day
May 12		5 days	
May 19		5 days	
May 26	May 26	4 days	May 26 Memorial Day
June 2		5 days	
June 9		5 days	June 15, Father's Day
June 16		5 days	
June 23		5 days	
June 30	July 4	4 days	July 4 Independence Day
July 7		5 days	
July 14		5 days	
July 21		5 days	
July 28		5 days	
August 4		5 days	
August 11		5 days	
August 18		5 days	
August 25		5 days	
September 1	September 1	4 days	September 1 Labor Day
September 8		5 days	September 7 Grandparents Day
September 15		5 days	
September 22		5 days	
September 29		5 days	
October 6		5 days	
October 13		5 days	
October 20		5 days	
October 27		5 days	October 31 Halloween
November 10	November 11	4 days	November 11 Veteran's
November 17		5 days	
November 24	November 27, 28	3 days	
December 1		5 days	
December 8		5 days	
December 15		5 days	December 17 Hanukah
December 22	December 24, 25, 26	5 days	December 26 Kwanza
December 29	January 1, 2	3 days	