

DUAL IMMERSION ACADEMY

INFANT & PRESCHOOL PROGRAM

Parent Handbook 2022-2023

Dual Immersion Academy

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Preschool Admissions Agreement

We are so happy to join our DIA family and that you have chosen our preschool program to start your child’s academic adventure! This is an agreement between Dual Immersion Academy Preschool and the parent(s) or guardian(s) names below for the enrollment of the child named below:

Child's First Name:	Last Name:	Age:	Birthdate:
Guardian's Name (#1)			
Guardian's Name (#2)			

Clothing: Preschool students must still wear their DIA uniforms to school. **Every child must have a change of clothing with them at all times,** Students must be able to dress themselves in the preschool classroom. Elastic waistbands are preferred. Shoes should be closed to toe and easy for children to put on themselves.

Bathroom: Students in the preschool (three to five-year-olds) must be able to use the bathroom by themselves. If an accident occurs, teachers may verbally assist the child by handing them their clothes or assisting with shoes. If a child refuses or is unable to dress themselves a parent or legal guardian will be called to help the student get dressed. If a student in the preschool classroom has a bowel movement accident and the child is unable to clean themselves, a parent or legal guardian will be contacted to come and clean up their child. If bowel movement accidents occur regularly, the child may need to disenroll until they are fully potty-trained.

Health: If a child has symptoms that indicate that they have a contagious illness or disease, the child should not attend school until their symptoms have cleared. If a child begins to present symptoms at school a parent or legal guardian will be contacted to pick the student up.

These symptoms may include the following:

- A child is too ill to participate in regular school activities.
- A child has a fever above 100 degrees Fahrenheit (including the period of 24 hours after the onset of the fever unmedicated).
- A child is vomiting or has diarrhea at school or has had these symptoms within 24 hours.
- A child shows signs of a rash. (Please provide a doctor's note if your physician says the rash is not contagious.)
- A child is diagnosed or shows signs of pink eye or strep throat. A child may return to school 24 hours after beginning antibiotic therapy.
- A child exhibits respiratory issues such as breathing hard or fast, wheezing, the need for breathing treatments more frequently than 3 times per day, or any combination of these symptoms.
- A child has an unclear mucous discharge from the nose or eyes.

Medication Administration: If a student needs to take medication while at school, a parent or legal guardian must complete the appropriate forms with the front desk. The medicine will be administered by an adult employee with DIA as long as the medication is in its original prescription container.

For each child receiving medications at DIA, parents or guardians must complete a medication release that contains the following:

- (a) the name of the medication;
- (b) the dosage;
- (c) the route of administration;
- (d) the times and dates to be administered;
- (e) the illness or condition being treated; and
- (f) the parent or guardian signature.

Medication records will be maintained for six weeks and include the following:

- (a) the times, dates, and dosages of the medications given;
 - (b) the signature or initials of the adult employee who administered the medication;
- and
- (c) documentation of any errors in administration or adverse reactions.

Parents must check-in all medication at the front desk, including prescription and non-prescription medication. Creams, cough drops, cough medicine, and asthma treatments are examples of medications that must be checked in at the front desk to be secured from children.

All oral over-the-counter and all prescription medications must be in the original or pharmacy container, have the original label, include the child's name, have child-proof caps, and have written instructions for administration provided by the parents or guardians.

Medication stored in refrigerators must have a covered container with a tight-fitting lid.

The director will return unused prescriptions and over-the-counter medications to the parents or guardians. The director will destroy out-of-date medications or return the medications to the parent or guardian.

Birthdays/Class Celebrations: The Dual Immersion Academy Preschool has a “no treat” policy. The purpose of this is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

Each classroom will promote our very special "Celebration of Life" birthday celebration for your student. This is an opportunity for parents to bring a picture for each year of a child's life. Any additional celebrations may include crafts and social activities not based around food-related treats. **Families do not need to bring gift bags of any kind; however, if a family wishes to bring something, a book or other donation for the classroom is recommended.** More instructions will be provided by the teacher.

Parent Visits and Volunteer Opportunities: The Dual Immersion Academy Preschool welcomes parents at any time. If parents wish to join their child in the classroom, they can make arrangements in advance with the front office and the child's teacher to do so.

Check-In and Check-Out Policy: If parents bring children after school has begun, or would like to pick up children early, they should be sensitive not to interrupt instruction. If necessary, a representative from the front desk may escort their child to or from class. All parents will be required to download the Procure app to facilitate student check-in and out of a student. Only authorized individuals will be allowed to

check students out. Early pick-ups must be communicated to the front office by 2:00 pm.

Releasing Children and Accident Procedure: All injuries and accidents to a child must be documented and submitted to the director or director designee for review via the Procure app by the classroom teacher. Report of injuries will be shared with parents and/or legal guardians via the Procure app.

In the case of a life-threatening injury to a child, the director or director designee will contact emergency personnel before contacting the parents or legal guardians. If the parents or legal guardians cannot be reached, the director will attempt to contact the child's emergency contact person.

Children with Special Needs: Dual Immersion Academy's preschool is committed to providing the best academic environment it can, diligently adhering to small student-to-teacher ratios as dictated through Child Care Licensing.

DIA is not staffed with teachers who have specialized degrees in special education. If a student requires more attention or expertise than DIA can provide, parents may be notified that they should seek an educational setting that better fits their child's needs. These decisions are made by the Early Childhood Education Director through consultations with teachers and administration. Dual Immersion Academy's goal is to be inclusive but will be transparent, honest, and collaborative when ensuring that every child's needs are being met properly.

Tuition Payment Schedule: Preschool payments are due in the full amount of \$500 on the 1st of every month and have a grace period of **five** business days. There is no credit given for holidays or days absent due to illness, vacation, or otherwise. Payments can be made in person via cash, card, or check and can also be made via the online invoice portal with Square. Checks are made payable to Dual Immersion Academy with a memo of Preschool. Checks can also be mailed to 1155 South Glendale Drive, SLC, UT 84104.

Termination Conditions: Should a time arise when either Dual Immersion Academy or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request a withdrawal without prejudice with a 30-day written notice. To terminate this agreement a 30-day written notice to the Director is required prior to your child's last day of participation. This contract remains in effect

until we receive a 30-day written notice of your intention to change or cancel your contract.

Late Pickups: It is imperative that all parents pick up their children on time, **3:00 pm**. The children recognize when parents are late and begin to worry and our staff has families that they need to get home to as well. We take the safety of all our students very seriously and we will not have children unsupervised but as a result of overtime costs to staff will have to place an additional fee if a parent is late to pick up habitually. Parents are considered late for pick up 10 minutes after a child's scheduled release time. Parents agree to pay a late pick-up fee of .50 per minute, per child for the late pick-up of their student(s). If the child has not been picked up one hour after closing of business, Dual Immersion Academy is required to contact the appropriate government agency. All attempts to reach the contacts listed on the child's emergency card will be exhausted prior to contacting the authorities.

Behavior Policy: Our goal is to keep the environment safe for all children. Children have conflicts and, when they do, we try to redirect their energy in a more positive way. If unsafe behavior continues, we will schedule parent conferences and may require professional intervention. If we are unable to support students with severe behaviors, unenrollment will be explored as an option.

Naptime Procedures: All full-day toddlers, two-year-olds, and preschool children are invited to participate in a one-and-a-half to two-hour naptime. With soft music in the background, children will rest or sleep on their cots or cribs during naptime. Teachers may rub children's backs to help them fall asleep.

Bottles and sippy cups may not be used to put children to sleep. Pacifiers may be used only for children under three and on a limited basis only at naptime.

School Shutdowns: If DIA is forced to shut down due to weather or other disasters, a Class Dojo message will be sent to all parents. Parents should make sure that they are connected to Class Dojo. They should also make sure that they are able to receive alerts on their phones, which is done through Class Dojo settings. Please note that DIA has a comprehensive plan in place for a variety of possible emergencies.

Evacuation: If DIA is required to evacuate, the entire school will evacuate to a designated place. DIA will be sending out messages via Class Dojo and/or via text.

Items Needed for the First Day of Each Week

Toddlers:

- Diapers (enough for the week only)
- Wipes (in a gallon zip lock bag for the week only)
- Change of clothing
- Blanket (toddler size only)
- Cribsheet (to fit over cot)

Preschool:

- Change of clothing (to be on hand if needed)
- Blanket (child size only)
- Fitted sheet (to fit over cot)
- One soft toy for nap time

*All clothing should be labeled and then placed in a zip lock bag that is also labeled with the child’s name. It will be kept in the child’s personal storage area.

**All blankets and crib sheets should be labeled with the child’s names.

***** Children should not bring toys or snacks to the program. Outside food and toys will not be permitted with the exception of students with a meal request form.**

Additional Programs: DIA provides access to the extended preschool classroom. This additional component provides additional learning through play opportunities for our preschoolers. The cost is \$35 per student, per month.

Summer Programs: DIA provides a summer program to all students between the ages of three to five. The cost for the summer program is \$500 and requires a \$100 non-refundable deposit.

Registration cost: By signing this agreement you acknowledge understanding that a \$100 non-refundable deposit must be paid to reserve your child’s enrollment spot for the academic year. Failure to do so will forfeit your child’s registration. This deposit is non-refundable even if you should choose to no longer attend the program.

The signing of this agreement: All parents and guardians maintaining legal custody must sign this agreement.

I have read, understand, and agree to abide by all or the above policies and conditions.

Parent/Guardian
Signature _____ date _____

Parent/Guardian
Signature _____ date _____