



**Policies and Procedures  
Handbook**

Revised 7/2018

**Aprende Academy Pre-K**

**Doral Red Rock Campus**

626 Crossbridge Drive  
Las Vegas, NV 89138

**Doral Pebble Campus**

6435 W. Pebble Road  
Las Vegas, NV 89139

**Doral Saddle Campus**

9625 West Saddle Ave  
Las Vegas, NV 89147

**Pinecrest Inspirada**

2840 Via Contessa  
Henderson, NV 89044

**[www.AprendeNV.com](http://www.AprendeNV.com)**

# Aprende Academy Pre-K

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# Philosophy of Our Program

Aprunde Academy Pre-K directs the development of each child:

## **Intellectually, Socially, Emotionally and Physically**

We are dedicated to help the natural unfolding of each child's educational potential. Providing each child with an environment of exciting learning experiences, our art integration curriculum offers a well-balanced amount of teacher directed activities with child directed activities. We strive to help children grow in all areas of development, and become self-motivated learners.

**The emphasis on arts integration, i.e.; visual media, music, dance, and theater increases cognitive, emotional, physical and social development as it enhances math, science, reading, writing and language.**

Research supports the importance of the arts in academic achievement (CNAEA, 1994). By expressing and appreciating the arts, one develops thought processes and communication skills (Althouse, Johnson, Mitchell). Arts involve all content areas. Early childhood curriculum is not taught in isolated segments but is integrated across content areas. The arts connect the content areas and give children a means of developing new ways of understanding their world.

## Curriculum

We offer a child centered program that implements the play based learning inspired by Creative Curriculum® and will be incorporating the Lively Letters Program. Creative Curriculum® focuses on creating a learning environment that allows children to learn by actively exploring the classroom and engaging in hands on experiences. Teachers plan and teach to individual students' needs and interests. It covers all content areas for Kindergarten Readiness while integrating the arts as a way of learning.

## Program Description

The Nevada Pre-Kindergarten Standards are implemented throughout the program. Each child is seen as an individual who takes an active role in his/her own learning by selecting activities from a variety of learning areas. Teachers set up the learning environment with art integrated activities and provide the time and opportunities to explore. For additional information on the Nevada Pre-Kindergarten Standards, please refer to the link below.

[http://www.nevadaregistry.org/fb\\_files/PreKStandards-FINAL.pdf](http://www.nevadaregistry.org/fb_files/PreKStandards-FINAL.pdf)

**Standards correlate with:**

**COMMON CORE STANDARDS**

### **Music & Movement Specialty Class**

This weekly class is designed to embrace creative movement, dance, education and recognition that all children are musical and can participate with confidence in music. Gross and fine motor skills, cognitive skills, body awareness, balance, coordination and rhythm are explored while using innovative materials. By exploring music and movement, each child will be supported in their own music competence and development.

### **Written Assessments**

Within the first 45 days of the school year, each child will complete a teacher created assessment. The assessment will allow teachers to get a snap shot of the academic level of each child. Children will also be assessed throughout the year and a progress report will be sent home at the end of first semester and at the end of the year.

### **Student Portfolios**

The pre-K staff uses student portfolios to document the ongoing progress of each child's development. A student portfolio is a collection of student work that illustrates the student's interests, skills, and changes over time. The portfolios may contain informal and formal assessments, work samples, anecdotal information, and reflections of the social development of the child. It may be reviewed by staff and parents at any time.

### **Parent & Teacher Meetings**

Parent and teacher meetings will be held at least once per year to review ongoing progress and to set student goals. Meetings will be scheduled individually. You may schedule a conference with your child's teacher at any time. We especially encourage this when you have questions about your child's progress, class work or school policies. **Please do not interrupt the classroom during instructional times or interfere with arrival and dismissal procedures of other students to conference with the teacher.** Please allow the teacher the opportunity to schedule an appointment to meet with you, to offer privacy and enough time to discuss your concerns without interruption.

### **Special Education**

Aprende Academy Pre-K is a private Pre-K and is on campus at the invitation of Doral and Pinecrest Academies of Nevada. Students may be referred to Child Find or any other outside agency to obtain additional resources and services to support children's development. If services are established, the families are required to provide Aprende Academy Pre-K with your child's written IEP. The collaboration between specialists and pre-k teachers promotes a partnership that will provide the most beneficial outcome for your child. It is utilized to give your child the optimal support in our inclusive environment. For more information about Child Find please refer to their website: <http://shoms.ccsd.net/childfind>

# Enrollment Procedures and Requirements

## Enrollment

Apply online at: [www.AprendeNV.com](http://www.AprendeNV.com)

Acceptance:

1. Priority will be given to siblings of registered students at Doral and Pinecrest Academies of Nevada.
2. All other students' acceptance is on a first come first serve basis.
3. Parents will be notified by email of your student's acceptance.
4. Your child must be **4 years old by September 30<sup>th</sup> of the year you are applying for.**

*\* All Pre-K students are subject to lottery selection for Kindergarten attendance at Doral/Pinecrest Academy of Nevada \**

## Fees & Payments

A non-refundable registration fee of \$400.00 is required at registration. (No fee is required to apply)

## Tuition

Tuition is \$520.00 per month.

First payment for the School Year is due August 1<sup>st</sup> with final payment due April 1<sup>st</sup>. If you enrolled and registered after August, your payment will begin the month you start and will end on May 1<sup>st</sup>. Online E-Payments are required. E-Funds information will be sent to parents upon registration. Please send all inquiries regarding your E-Funds account to [info@AprendeNV.com](mailto:info@AprendeNV.com). Parents are required to sign a tuition contract.

## Additional Fees

**Tuition Late Fee:** \$25.00 per month will be added for payments received after the 6<sup>th</sup> day of each month. All payments must be set up with E-Funds with an automatic monthly withdrawal.

## Late Pick Up/ Drop Off Fee:

Students not picked up on time will be assessed a late pick-up fee of \$10.00. Excessive late pick-ups will be grounds for release of student from Aprende Academy Pre-K and the spot will be given to the next student on the waitlist.

# Arrival & Departure Policy

## School Hours

AM Session: Monday - Friday

PM Session: Monday - Friday

Sessions times will be provided to parents closer to the beginning of school. Our sessions are 3 hours long in duration.

\*\*Times may be subject to change at any time. Parents will be advised with advanced notice.\*\*

### Arrival / Dismissal

Students must be signed in/out of school daily. Please see school procedures that are handed out at orientation for your school's drop-off/pick-up procedures.

Check your child's backpack for projects, class work, homework and general information from teachers in the form of notes and/or monthly newsletters.

### STUDENTS MUST BE PICKED UP ON TIME. NO ACCEPTIONS.

Please contact the school if you are going to be late. Teachers will provide telephone numbers at orientation. (See late pick up policy on page 5)

## Car Pool Policies

\*\*\*If it is apparent that the driver of the vehicle is impaired by alcohol or other substances, Las Vegas Metropolitan Police Department will be notified immediately.

\*\*\*Appropriate car seats are **REQUIRED**. If child does not have an age appropriate car seat, Las Vegas Metropolitan Police Department will be notified immediately.

\*\*\*Due to parking limitations, please arrive at the school for drop-off and pick-up procedures during allotted carpool times only.

## Student Information

### Uniforms

Uniforms are required to be on the Aprende Academy Pre-K Campus. Wearing school uniforms, students will become part of a team. It is this team effort and sense of belonging that will help students experience a greater sense of identity and promote academic excellence. We are committed to keeping the cost of uniforms as low as possible for our families. Purchase information is included in our student registration packet.

Shirts: Polo Collared shirts with the Aprende Academy Pre-K logo in campus specific color. Doral Red Rock is Royal Blue, Doral Pebble is Purple, Doral Saddle is Red, Pinecrest Inspirada is Navy Blue. Undershirt colors must be solid matching colors or white.

Sweaters for over polos in classroom: Solid navy blue, white, or khaki (tan) colors

Jackets: Open to anything

Pants, skirts, shorts, skorts, or capri's: Khaki (tan) or navy blue in color. Skirts/shorts must be fingertip length. Sweat suit pants or jeans are not allowed.

Jumpers: Solid khaki or solid navy blue colors with or without Aprende logo

Tights: Solid colors only

Shoes or sneakers: Shoes/sneakers must fit securely on the foot. Flip flops, sandals, heels, or wedges are not allowed.

*\* Friday will be our scheduled 'Spirit Days'. Students are allowed to wear Any Aprende Academy Pre-K T-Shirts on Friday's with jeans. Spirit T-Shirts are sold by Campus Club and will be available for purchase.*

### **Personal Belongings**

Each child will be required to utilize an Aprende Academy Pre-K backpack (Provided by Aprende Academy Pre-K)

A complete change of clothes (not shoes) should be provided by the family in a gallon size zip lock bag to be kept at school as an extra in case a change is needed. Each item should be labeled with first and last name. Toys or other items should be left home.

### **Toilet Training**

Student must be toilet trained for attendance.

### **Home Concerns**

If something out of the ordinary is happening at home (new sibling, illness, accident, moving, etc.), please let us know. Children react to even minor changes and we may be able to help your child through our knowledge and understanding of the situation.

### **Custody**

In the situation where the child's custody has been determined by a court, Aprende Academy Pre-K requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child and the custody rights of those parents or guardians. This will ensure that safe and proper release and visitation procedures are implemented appropriately.

## **Discipline Policies**

Aprende Academy Pre-K shall enhance a child's behavior through positive guidance, redirection of the child's behavior, and the setting of clear-cut limits on behavior. Through adult guidance and association with his/her playmates, the child is being prepared for self-control/self-discipline. We want the child to become aware of his/her own worthwhile learning to respect the rights of others. Disciplinary measures used in this facility are consistent with supportive, positive action, and include:

\*Informing and modeling for the child in a simple, positive manner what conduct is expected while he/she is in the facility. Rules and limits are few but they are consistently enforced.

\*Acknowledging and encouraging a child whom behaves in the expected manner.

\*Ignore inappropriate behavior as much as possible.

\*Speak once. If a child does not follow verbal suggestion, then the child may be guided to

comply with request.

\*Encourage desired behavior by redirecting undesired behavior. A safe area will be provided for students to calm and regain their own control. With adult guidance, they think about and identify the problem, verbalize several solutions to the problem and choose one to try. After trying the solution out, evaluate success together. Acknowledging specific accomplishments encourages success.

\*Holding a child's arm to prevent hitting.

\*Bodily picking up the child and removing him/her from the group, and staying with the child until he/she is ready to control himself/herself without hurting himself or others.

\*Isolating the child under observation for no more than 10 minutes.

\*Physical punishment or psychological abuse will not be tolerated.

*To be consistent in methods of managing behavior; it is recommended that parents and staff collaborate on the above mentioned methods. If after consultation with the parents and any other outside support services that may be involved, persistent behavior problems are still present that interfere with the success of the program for others, we reserve the right to discontinue service.*

## Safety Policies

### Reports of Child Abuse, Neglect or Endangerment

Every licensee or employee of a facility who has reason to believe child abuse or neglect is occurring in the child's home or elsewhere shall report his beliefs to the appropriate authority as required by law in NRS 432B.220.

### Natural Disaster Evacuation Procedures (Per NRS 432A.280)

1. If instructed by emergency personnel, staff and children shall take shelter within the building of the facility in the Pre-K classroom.
2. To evacuate the facility in case of a natural disaster (fire, earthquake, or flood), staff and children shall take the closest safe exit to the playground and remain 50 feet away from building.
3. If relocation is required children and staff of the facilities will meet at:

Doral Red Rock Campus  
626 Crossbridge Drive  
Las Vegas, NV 89138



Doral Saddle Campus  
9625 West Saddle Ave  
Las Vegas, NV 89147

Doral Pebble Campus  
6435 W Pebble Road  
Las Vegas, NV 89139



Pincrest Inspirada Campus  
2840 Via Contessa  
Henderson, NV 89044

\*\*\*Contact Info: Aprende, LLC Management Phone Number: 702-912-4300



4. Staff, a child's parents, or others as designated by emergency personnel may provide transportation for such relocation.
5. Supervision of the children of the facility during the emergency is under the direction of the designated person in charge, assisted by other staff members.
6. Children and staff from the facility will be accounted for during the emergency by using the staff & children's sign-in and sign-out sheet.
7. A responsible person should contact emergency personnel, including, without limitation to, the fire department, a law enforcement agency of any other appropriate authority by telephone or cellular phone (cell sites must be left open for emergency personnel use, and cell phone signals can detonate bombs, in case of bomb threat) using 911.
8. These plans must be conspicuously posted in a public place in the facility.
9. An evacuation drill for fire will be held at least once per month. An evacuation drill for natural disaster will be held at least once every 3 months.

**DESIGNATED PERSON IN CHARGE WILL:**

1. Set up shelter in place or direct evacuation to the playground.
2. Take staff and children's attendance sign-in sheet during evacuation.
3. Assign responsible person to call 911.
4. Meet with and supervise all children, staff, and area to insure all are accounted for by taking roll. Bring School Crisis Evacuation Kit.
5. ALL STAFF WILL: Remain calm, assist as needed, and reassure children of their safety.

## **Health Policies**

### **Smoking**

Smoking is not permitted on or around the premises of the facility or at any school function.

### **CPR**

All staff is CPR and first aid certified and must be renewed every other year.

### **Medical Care**

A center serving well children may not admit a child who has any illnesses and/or symptom of illness. If your child is clearly showing symptoms such as a runny nose, coughing, or fever, please be considerate and keep your child at home until they are symptom free for 24 hours (without pain relievers). Please refer to the "Health Guidelines for Excluding Form" for excluding symptoms.

We understand that it is not always convenient to take time off of your job. However, as a facility the cares for well children, it is our responsibility to take other children's health into consideration.

If a child becomes ill or seriously injured while at the school, the student will be immediately isolated from the other children and placed under appropriate supervision. A parent, a person designated by a parent or a physician designated by a parent may be promptly notified. The child must be removed from the facility as quickly as possible. Members of the staff may administer medical emergency first aid. To provide the best

care, Aprende Academy Pre-K Director or designated staff in charge may consult with, obtain assistance implementing health policies, and may inform staff on dental care/personal cleanliness with the physician and/or nurse listed on the enrollment form regarding your child's health. If a child is transported for professional emergency care, a member of the staff shall remain with the child until the parents assume responsibility for the care of their child.

### **Directory of Emergency Health Services**

Our staff may also contact 911 emergency, Poison Control at 732-4989, Clark County Health Department at 759-1000 or 759-0588, or the nearest emergency room for assistance.

### **Medication**

Aprende Academy Pre-K program will not administer any medications during school hours.

### **Nutrition**

One healthy snack is offered during the class period. We strive to serve your child fruits, vegetables, and whole grain snacks throughout the week. Only 100% juice, water, or low fat milk (1% or skim) will be offered. Water will also be available during both indoor and outdoor activities as needed.

### **Allergies and other Health Concerns**

Please notify staff in writing on child enrollment form if your child has any food allergies. We will accommodate, to the best of our ability, an environment that is safe for all children.

### **Physical Activity Statement**

Physical activity is a large part of our daily schedule. Children are taken outdoors for playtime once a day for 25 minutes (weather permitting). In inclement weather, students will be provided with a large area to move freely while using portable play equipment. Movement is highly encouraged throughout the day while only expecting students to sit through an activity no longer than 15 minutes. Our schedule provides the students to move through music and dance activities, transition periods and during teacher directed games. Children also have the opportunity to visit the music and movement center during our child directed center time. Every child is encouraged to participate. Adaptations are made for children with physical limitations.

## **Health Guidelines for Excluding Form**

Per Clark County Health Department a facility serving well children may not admit a child who has any of the illnesses or symptoms of illness specified below. It is advised that the parents take the child for medical assessment. Even for the mildly ill child, exclusion is based on the fact that there are not facilities and staff available to meet the needs of both the ill child and other children in the group.

### **Fever**

An oral temperature: 100 degrees F. or higher or rectal temperature: 101 degree F. or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

### **Respiratory Symptoms**

Difficult or rapid breathing or severe coughing: Child makes high-pitched croup or whooping sound after coughs. Or child is unable to lie comfortably due to continuous cough.

### **Diarrhea**

An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.

### **Vomiting**

Two or more episodes of vomiting within the previous 24 hours.

### **Eye/Nose Drainage**

Red eyes with discharge. Thick colored mucus draining from nose.

### **Sore Throat**

Sore throat, especially when fever or swollen glands in the neck are present.

### **Skin Problems**

Rash - skin rashes, undiagnosed can be contagious  
Infected Sores - Sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

### **Itching**

Persistent itching of body or scalp. This could be a sign of head/body lice.

### **Appearance/Behavior**

Severe pain or discomfort. Child looks or acts differently, unusually tired, pale, lacking appetite, confused, irritable, and difficult to awaken. Swollen joints. Visibly enlarged lymph nodes. Blood in urine.

### **Unusual Color**

Eyes or skin - yellow (jaundice), Stool - gray or white, Urine - Dark, tea colored.  
These symptoms can be found in hepatitis and should be evaluated by doctor.

# General Information

## Family Involvement

Families have the right and are welcome to observe the program before enrollment and at any time after enrollment of the child. Be sure to contact your child's teacher ahead of time to schedule any classroom visits. Please be advised that non-program enrolled children are not allowed into the classrooms during the school day. All visitors/volunteers are required to check in at the office for a visitor's pass.

**Per Nevada Child Care Licensing all parent volunteers must be 18 years of age or older. Volunteers must sign a Consent and Release Form and have a negative TB test on file prior to any work inside the classroom. If you are interested in volunteering in the classroom please send a copy of your negative TB test results to your child's teacher.**

**All volunteers are required to complete a Confidentiality Form. Volunteers are prohibited from taking photos or videotaping during class time. If you need to use your phone, please step out of the classroom.**

## Parents & Family Activities May Include:

- \*take student dictations of their oral stories
- \*make/repair/purchase classroom materials
- \*assist in playground supervision
- \*assist with events, class projects, or programs
- \*help with class decorations or displays
- \*be a guest speaker (share your career, family traditions, or culture)
- \*read to the children
- \*help prepare classroom materials
- \*assist during snack time
- \*make copies
- \*help plan classroom parties

## Seasonal Activities

Seasonal events are celebrated with special activities, visitors, family involvement, songs and games, and with discussion and exploration of their cultural origins. We do not exchange gifts on any of these occasions. We will be incorporating holidays in a low-key child-centered manner. It is important that all activities remain age and culturally appropriate.

## Birthdays & Half-y Birthdays

We will celebrate and sing "Happy Birthday" on the child's birthday (or near it). Children with summer birthdays will be acknowledged on their "Half -y" birthday (6 mos. after their birthday). Invitations for private birthday parties will not be dispersed during the pre-k program.

# Aprنده Academy Pre-K Current Staff

## Doral Red Rock Campus

Director/Lead Teacher: Amy Ciarolla

Assistant: Holly Cruz

## Doral Pebble Campus

Director/Lead Teacher: Rhiannon Joel

Assistant: Mihaela Spiridon

## Doral Saddle Campus

Director/Lead Teacher: Shanell Townsend

Assistant: Alejandra Salinas

## Pinecrest Inspirada Campus

Director/Lead Teacher: Jennifer Seiden

Assistant: TBD

## Other Contact Information

### Aprنده, LLC

Shannon Killeen

Executive Director

1378 Paseo Verde, Ste 200

Henderson, NV 89012

Phone: 702-912-4300

Fax: 702-431-6250

E-mail: [info@Aprendenv.com](mailto:info@Aprendenv.com)

### State of Nevada Child Care Licensing

3811 W. Charleston Blvd, Ste 210

Las Vegas, NV 89102

Phone: 702-486-3822

Fax: 702-486-6660

[www.health.nv.gov](http://www.health.nv.gov)

AS REQUIRED BY THE STATE OF NEVADA BUREAU OF HEALTH CARE  
QUALITY & COMPLIANCE (NRS 178) THE FOLLOWING IS THE PARENT FORM  
ADVISING OF NO COMPLAINTS AGAINST:

**Aprende Academy Pre-K**

Per NRS 178 - Parent Form: Complaints include: confirmed, unconfirmed, undetermined

<b>Date</b>	<b>Complaint</b>	<b>Findings of Investigation</b>	<b>Disciplinary Action Taken</b>	<b>Documentation Attached (Parents are notified within 3 days)</b>
NA	NA	NA	NA	NA

# Signature Page

This handbook was developed as a guide for families and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our polies and procedures. This form is part of the student registration process at Aprende Academy Pre-K and must be returned as a condition of enrollment.

Signing below is evidence that parents/guardians/staff have read and understand the contents of this handbook.

Student's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff's Name: \_\_\_\_\_

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date