



APRENDE ACADEMY

PRE-K

Summer Program

**Policies and Procedures
Handbook**

(Revised 3/2023)

Aprende Academy
Summer Program

Doral Pebble
6425 W Pebble Rd.
Las Vegas, NV 89139

Pinecrest Inspirada
2840 Via Contessa
Henderson, NV 89044

www.AprendeNV.com

Aprنده Academy

Table of Contents

Philosophy of Our Program.....	3
Curriculum.....	3
Program Description.....	3-4
Written Assessments	
Parent & Teacher Meetings	
Special Education	
Enrollment Procedures and Requirements.....	4-5
Enrollment	
Fees & Payments	
Tuition	
Additional Fees	
Arrival & Departure Policy.....	5-6
School Hours	
Arrival / Dismissal Procedures	
Car Pool Policies	
Student Information.....	6-7
Uniforms	
Personal Belongings	
Toilet Training	
Home Concerns	
Custody	
Discipline Policies.....	7-8
Safety Policies.....	8-9
Reports of Child Abuse or Endangerment Natural	
Disaster Evacuation Procedure	
Health Policies.....	9-12
Smoking	
CPR	
Medical Care	
Directory of Emergency Health Services	
Medication	
Nutrition	
Allergies and Health Concerns	
Physical Activities Statement	
Guidelines for Excluding	
General Events.....	13
Family Involvement	
Seasonal Activities	
Birthdays & Half-y Birthdays	
Current Staff.....	14
Complaints Form.....	15
Parent/Guardian Signature Page.....	16

Philosophy of Our Program

Aprنده Academy 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 and STEM integrated 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 and STEAM, i.e.: visual media, music, dance, science, math, engineering, 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 play-based learning inspired by a creative curriculum and will be incorporating the Reading with TLC®. Aprنده 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 and STEM 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

Standards correlate with:

COMMON CORE STANDARDS

Written Assessments

Each child will complete an initial teacher created assessment. The assessment will allow teachers to get a snap shot of the academic level of each child to aid in differentiated planning.

Parent & Teacher Meetings

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 is a private Program and is on premises by invitation. 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, you are required to provide Aprende Academy with your child's written IEP. The collaboration between specialists and Aprende 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

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 fully toilet trained and **turning 4 years old by September 30th of the current school year OR entering Kindergarten of the year applying for.**

** All students are subject to lottery selection for Kindergarten attendance at Doral and Pinecrest Academies of Nevada **

Fees & Payments

A Non-Refundable Registration Fee of \$100.00 is required at time of registration (No fee is required to apply).

Supply Fee is \$50.

Tuition

Total Tuition for the 6 weeks is \$1350 and will be billed in three increments on June 1st, June 21st, and concluding on July 5th in the amount of \$450.00. Tuition payments will be automatically withdrawn.

Supply Fee of \$50 is due on May 26th.

Online E-Funds Payments are required and will be automatically withdraw. E-Funds information will be sent to parents upon registration. Please send all inquiries regarding your E-Funds account to Shannon.Killeen@AprendeNV.com.

Parents are required to sign a tuition contract.

Additional Fees

Tuition Late Fee: \$10.00 per week will be added for payments received after the due date.

All payments must be set up with E-Funds with an automatic weekly withdrawal.

Late Pick Up/ Drop Off Fee:

A \$10 late fee will also be charged for students not picked up or dropped off on time. Excessive late pick-up/drop-off will be grounds for release of student's placement at Aprende Academy Summer Program.

Arrival & Departure Policy

School Hours

Monday - Thursday 8:30 am - 12:30 pm

Sessions are 4 hours long in duration.

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

School Dates

Summer Camp is a six-week program. Start date is June 12, 2023 and will conclude on July 27, 2023.

Arrival / Dismissal

Students must be signed in/out of school daily. Please see school procedures that are handed out at the Parent 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 the Parent 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 worn on the Aprende Academy 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 and is available for purchase at the Campus Club Store.

Shirts: T-Shirts with the Aprende Academy logo, Summer logo and School Year logo are approved. Undershirt colors can be solid matching colors or white.

Classroom sweaters: Solid white, khaki (tan) colors, and navy blue.

Jackets: All coats and jackets are approved.

Pants, skirts, shorts, skorts, or capris: Any bottoms for the Summer Program. Skirts/shorts/skorts must be fingertip length.

Jumpers: Solid khaki or solid navy blue colors with or without Aprende Academy Pre-K 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.

Personal Belongings

A complete change of clothes (not shoes) should be provided by the family in a labeled gallon size zip lock bag to be kept in your child's bag 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 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 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 the classrooms 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 suspend or dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational medical or other needs (subject to any applicable regulatory requirements), for violations of our policies, or if for any reason we determine it to be in the best interests of the Program. In our sole discretion, suspension or dismissal may be with or without notice.

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 Aprende 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 designated area and remain 50 feet away from building.
3. If relocation is required children and staff of the facilities will meet at:

Doral Pebble Campus
6425 W Pebble Rd.
Las Vegas, NV 89139

Pinecrest Inspirada Campus
2840 Via Contessa
Henderson, NV 89044

***Contact Info: Aprende Academy, LLC management phone number: 702-858-0302

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 are CPR and First Aid certified and will 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 (page 11).

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 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 Program will not administer any medications during school hours.

Nutrition

Cold lunches are required daily and must be provided by the family. Glass containers and bottles are not permitted. Teachers are not able to heat foods or aid in food preparation. Lunches will be stored in the classroom; therefore, cold packs are recommended.

Water will also be available during both indoor and outdoor activities as needed. Aprende Academy is a peanut free environment.

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 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 physician.

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). Invitations for private birthday parties will not be dispersed during the Program.

Aprende Academy Current Staff

Doral Pebble Campus

Director: Amy Ciarolla
Assistant Teacher: Holly Cruz

Pinecrest Inspirada Campus

Lead Teacher: Valerie Rodriguez
Assistant Teacher: Kayleigh Charlonne

Other Contact Information

Aprende Academy, LLC

Shannon Killeen
Aprende Academy Owner
504 Painted Cloud Place
Las Vegas, NV 89144
Phone: 702-858-0302

State of Nevada Child Care Licensing

3811 W. Charleston Blvd, Ste 210
Las Vegas, NV 89102
Phone: 702-486-3822
Fax: 702-486-6660

E-mail: Shannon.Killeen@AprendeNV.com

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

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

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

Signature Page

This handbook was developed as a guide for families and to answer commonly asked questions. 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 Policies and Procedures. This form is part of the Student Registration process at Aprende Academy 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