

WELCOME TO OUR FAMILY

Dear parents we want to thank you for have chosen our program, for entrust on us the most valuable love: your child(ren). We are excited for having you all as new members in our family, and we will do our best to make you feel comfortable and secure.

Our first priority is our children, their safety, their development and their happiness. Our loving, trained and experienced staff, our solid curriculum and our facility provide them the best opportunities to grow and learn.

Let's start this magical adventure and enjoy together the first steps in their lives.

Our Philosophy

It is our goal at Loving Earth Preschool that the children not only acquire knowledge but more importantly a positive attitude about learning. With that objective in mind we have based our didactic efforts on two basic pillars: the promotion of an independent, autonomous, and critical individual while promoting the fundamental values of our society. We envision an integral development of the children from the linguistic, ethical, practical sensorial, aesthetical, affective, and social prospective.

We hope to promote the ability to develop confidence in the children's capacities of thinking, acting, moving, learning, and creating by giving them the opportunity to develop the observation ability as a cognitive process, in a safe social and cultural environment. An atmosphere that will stimulate the children to take initiative, explore, discover, and learn themes of their interest in detail by finding their own answers and solutions with the guidance of our dedicated and professional staff. Through diverse experiences with arts, music, technology, physical activities, and languages among others the children will develop their intellectual, social, emotional, and motor skills.

It is our conviction that the encouragement of fundamental values such as liberty, equality, solidarity, respect and tolerance, perseverance, and love to all and the environment, to which we give special relevance, will help the children positively advance in their overall development as a part of the community.

Loving Earth Preschool is a space for everyone (children, teachers, and parents) where the participation of children and adults will create countless learning experiences. For this reason we have an **open door policy** based on which the parents are welcome to participate and contribute on each phase of their children's developmental quest.

We believe in a comprehensive way of education in which imagination, leadership, and learning comes natural through playing. In Loving Earth we intend to capture the magic of childhood to offer the children diverse and rich learning experiences where they find channels of expression for their feelings and ideas, making possible a successful and happy transition to their school years.

We do not discriminate towards persons according to race, color, religion, sex, national origin, disability, age or marital status.

Guide lines

Arrivals

Our center opens at 6:30am.

The parents must sign in the children using the automatic system in the main entrance then walk to drop-off the children in their classroom with their belongings.

Our preschool classes start promptly at 8:30am, the children should be in the classroom no later than 9:30am unless they have a medical appointment excuse.

Dismissals

Your children only will be dismissed to the persons listed as an authorized pick up person on your child's enrollment form. Any other pick up arrangements must be notified in advance to the office. Teachers and staff will ask for proper picture identification before they will release your child.

The child must be sign out in the system on a daily basis.

Illnesses and Absences

Our goal is to maintain a healthy center, IF A SIGN OF COMMUNICABLE DISEASE IS OBSERVED we will contact the parents to pick up their child and and he/she cannot return without medical authorization or until the signs are not present within the past 24 hrs.

You can help us by keeping your child home if he/she has:

- * Severe Coughing, causing a child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing.
- * Stiff Neck, Fever of 101 degrees Fahrenheit or higher.
- * Exposed, open skin lesions, unusual dark urine or white or gray stool, yellowish skin or eyes.
- * Vomited, had diarrhea or ran a fever any time in the past 24 hours.
- * Shows any other symptoms of not feeling well, runny nose, rash, or pink eye.

If your child is unable to attend class, please call the office at (407)740-6118 to report absence.

If your child becomes ill or needs special attention during the school time, we will call a parent or authorized person to pick up your child.

A child identified as having head lice shall not be permitted to return to school until the following day and only provided that treatment has occurred and has been verified. Verification of treatment

includes a product box and signed statement by a custodial parent or legal guardian that treatment has occurred.

Clothing

Having a daily schedule with many indoors and outdoors activities we recommend choosing a comfortable clothes according with the weather and closed toes shoes, that allow them to play and explore.

Every child must bring an extra clothes set for the day in the possibility they get messy in work.

Please make sure you label all your child's belongings before leave them in the classroom. For safety do not bring any kind of jewelry and personal toys, we are not responsible for any lost or damage on your child's belongings.

Preschool Calendar

The preschool will be close on the following holidays:

January 1 st	New Year's Day
April	Good Friday
May	Memorial Day
July 4 th	Independence Day
September	Labor Day
November	Thanksgiving Day
November	Day after Thanksgiving
December 24 th	Christmas Eve Day
December 25 th	Christmas Day
December 31 th	New Years eve at 2:00pm

Weather or Emergency Closing

At our center we do fire drills and as a part of our curriculum and also to make sure the children will know exactly what to do and where to go should an emergency arise.

* In the case of an emergency occurs during hours of operation, we will contact the parents to pick up their child.

* If a weather emergency arises prior to open, we will follow the Orange and Seminole County Public School to reopen the center, but call the center 407-740-6118 or look our web site www.lovingearthpreschool.com for more information.

Discipline

In Loving Earth we respect each child's social-emotional development and we work to help them to build their emotional intelligence, encouraging techniques for self control, and other activities which will help to develop character, cooperation, respect and responsibility.

We teach the children to make "right choices", and to solve problems. We use redirecting, cool off and talk it over.

Our center prohibits children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest or toileting, or any type of physical punishment from any of our employees.

Parents involving

Parents have such an important role in the success of the children preschool stage, for that we encourage parents and family to get involve directly in the program. We not just have an open door policy, which means that you are welcome at anytime during the day but also we program activities for the parents to join the children in the classroom as readers or guess, and for special occasions such as celebrations, field trips, and garden projects as well as parent-teachers meetings.

The communication with the parents is essential in the process. That is why we send home a daily forms for infants and toddlers. A backpack with a folder is required for the communication between parents and teachers. Also weekly forms for preschoolers are send home, which contain relevant information about your child. The monthly newsletter for each classroom will be available for the parents, in which you can read about the themes they are going to work on during the month, the activities, the special events etc.

Curriculum

We follow **the creative curriculum approach**, which combine the value of playing and the academic concepts, giving a remarkable importance to integrate them and document. The creative curriculum organizes the environments into interest areas, giving a framework that allows the teacher to be creative and flexible in building a program based on child's interests and strengths.

All the classes have their own daily routine (attached). It is a balance routine including large group work sessions (circle time) as well as small group work session, free choice center time, playtime inside and outside the classrooms as well as rest time in cozy areas and nap time.

The daily activities divided by interest areas are set in a structure called weekly lesson plan (posted in the parent's board inside the classroom). The plan is made by the teacher based on a theme and specific goals for each age group and individual's needs.

Additional Programs

To enrich our curriculum we incorporate the following classes in the weekly schedule:

- **Languages classes:** Spanish, German and Sign language classes.(Ms. Stella, Ms Rina)
- **Music classes:** Mr. Luis
- **Dance and Gymnastic classes:** Ms. Janet Wandell from Southwood Dance and Gymnastics
- **Manners:** All teachers using Macaroni Please method.

*(schedules are attached)

Optional Program

On Wednesday's mornings the FUN BUS comes to our center to offer a gym session. It is an option for the preschooler's family. The cost is not included in the Tuition.

Screenings

Upon starting your child(ren) at our center they will be screened quarterly to ensure they are on task, developmentally and socially for school readiness. The results can be presented and discussed with the teacher and Director in parent-teacher meetings.

Our Director will be happy to have special conferences with you regarding your child's progress at any time with a scheduled appointment.

Lunch/ Snack

We provide mornings and afternoon snacks. You will need to provide lunch from Monday through Thursdays. On Fridays we have fun and do the PIZZA DAY, so you don't have to worry about it.

We offer the option of lunch for an extra charge of \$4. See our menus.

Growing green

A main part of our philosophy is the importance of teach the emerging generations to preserve our home: "THE LOVING EARTH". By promoting the belonging feeling and providing opportunities for the children to develop a relationship with nature, thought hands on activities like: gardening, outdoors games and exploration little trips. As well as teaching them in the daily basis essential practices like: REDUCE, REUSE and RECYCLE.

Billing and payment method

The tuition can be paid weekly or monthly, both cases in advance.

For the weekly option the payment is due on Monday. If the payment is received after Tuesday a fee of \$15 a week will be added to your account.

The monthly option is due the last day of the previous month.

We provide our families an easy and convenient method of payment called Tuition Express. That is a program which allows the center to charge your tuition automatically to your account avoiding late fees and other inconveniences. We also accept payments directly in the office during business hours.

Registration

There will be an annual (August), non refundable registration fee.

It is \$75 per child or \$110 per family, due on August 1st.

Discounts

We offer a sibling discount of 10% off in your youngest child's tuition.

There is a monthly payment discount of 5% off in your total amount.

We also offer special deals for the staff of the Florida Hospital and Teachers of Seminole and Orange County.

Vacation

After six months of attending, you will be eligible for two free weeks per year, according with your start date. Anything over two weeks would be considered regular weekly tuition.

Late pick up

Late fee will be charge after 6:30 pm. In case you will be delay please call and inform the staff and we will explain to your children, but you still will be responsible for the fee.

A \$5 fee will be charged after the first 5 minutes late. An additional \$1 will be added every minute after the first 5.

Termination of Enrollment

You must provide a two-week written notice. No notification received will result in a charge of two full weeks.

