

# Family Handbook 2019



**Director: Angela Gonzalez**

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Spanish Immersion Program for Young Children

## It's a big world out there, let's go explore! Adventure awaits!

**Welcome to Aventuras** - Spanish Immersion Program for Young Children! We are so excited to have you as part of our program and look forward to working together to offer your family a rewarding experience and an adventurous year. Please do not hesitate to contact us with questions, suggestions or concerns as our primary goal is to provide an all-around exemplary program.

### **Our Mission:**

To equip young children with an *education for bilingualism* through an enriching comprehensive preparatory program in a cooperative, encouraging, inspiring and adventurous learning environment.

### **Our Vision:**

A world engaged cross-culturally, overflowing with appreciation for diversity and the abundance of opportunity it creates. Future generations equipped with skills necessary to innovate, collaborate and solve our shared global challenges.



### Ages of Children Served

Preschool serves children ages 3-5. Children attending Aventuras should be toilet trained but we are prepared to deal with accidents from time to time. Please feel free to send a change of clothes in your child's backpack. Emergency clothing will also be on hand.

### Developmental Program

Our teachers are equipped with Teaching Strategies - The Creative Curriculum® for Preschool, 6<sup>th</sup> Edition, (Spanish), along with programming developed in-house. Children will play games, eat snack, make arts and crafts and do science experiments all taught 100% in Spanish. **They will learn the language**

**without even thinking about it.** Our teachers are bilingual in Spanish and English, but they will primarily be speaking to your child and to other teachers in Spanish allowing the children to hear the tones and sounds of the language consistently. As basic listening proficiency is established, children will begin to develop speaking skills, followed by reading and finally by writing. For our younger students, we will focus on listening and speaking and with our older students, we will introduce reading and writing.

Our curriculum mirrors that of a typical preschool, just... taught in Spanish. The social skills, daily life skills, science and math concepts taught at **Aventuras** are universal. We practice reading and writing and prepare your child to identify letters, numbers, colors, and shapes. Themes incorporated into our curriculum include:

- Calendar & Time
- Culture and Celebrations
- Community
- Art, Music & Dance
- Weather
- Patterns
- Observation
- Problem Solving
- Measurement
- Simple Machines
- Living Things
- Senses
- Exercise
- Hygiene & Health
- Cooking & Healthy Eating

### Special Services

The content of our program is administered in Spanish and simultaneously teaches language development and kindergarten readiness. Children who learn multiple languages experience many benefits including development of superior problem solving, critical thinking, math skills, listening and concentration skills, creativity, memory, mental flexibility, multi-tasking abilities and higher standardized test scores. Learning a language prepares the brain to learn additional languages whereby also improving a child's ability to learn English.

**“The limits of my language  
are the limits of my world.”  
- Ludwig Wittgenstein**



**Meet us!**



Allow us to introduce you to our owners, Luis and Angela Gonzalez. Luis and Angela have three young children to whom they teach Spanish and English. While traveling to Mexico last year to visit family, they discovered that they needed to do more to encourage fluency for their little ones. While researching Spanish classes available in Lincoln, they found that the type of learning environment they were looking for did not exist and so they set out to create it.

Luis is a native Spanish speaker and a successful entrepreneur who will bring extensive business acumen to management of the school.

Angela will serve as director of Aventuras. She is passionate about doing her part to make the world a welcoming and united place and envisions Aventuras as a step in that direction. Angela brings a wealth of education and experience which will aid in the administration of our program. She has a Bachelor’s degree in International Studies and French from the University of Nebraska - Lincoln and is completing a Master’s degree in Critical and Creative Thinking from the University of Nebraska - Omaha with a concentration in International Migration, Development and Citizenship. She has completed coursework in Child, Youth and Family Studies including International Family Studies. Angela spent two years tutoring English language learners. She spent four years as a Project Coordinator administering grant funded non-profit programs for new Americans and has spent the last six years as a Research Administrator at the University of Nebraska - Lincoln.

**Registration Information**

Hours of operation: Monday-Friday 8:30 a.m. to 3:30 p.m.

Morning Session Hours: 8:30 a.m. – 11:30 a.m.

Afternoon Session Hours: 12:30 p.m. – 3:30 p.m. –

*Currently enrolling for waitlist only.*

Payment Schedule: Registration fee of \$40 is due upon enrollment. Fees are due per session, with 50% paid before the session begins and 50% before the halfway point of the session. Tuition payments will be automatically withdrawn from your bank account.



<b>6-week session:</b>	<b>3-week camp session:</b>	<b>2-week camp session:</b>
Monday-Friday \$575	Monday-Friday \$300	Monday-Friday \$200
Mon., Wed. & Fri. \$345	Mon., Wed. & Fri. \$185	Mon., Wed. & Fri. \$125
Tuesday, Thursday \$245	Tuesday, Thursday \$125	Tuesday, Thursday \$85

Enrollment contracts are signed for one-year. Parents/guardians should notify **Aventuras** in writing six (6) weeks prior to termination. If cancellation occurs within 30-days before the next session, a \$45 termination fee will be charged. There will be a \$30 fee for a returned payment. Payment of returned tuition and additional fee will need to be paid within five business days after return of payment or enrollment is subject to termination. There are no deductions or refunds for absence, illness, holidays or weather closures.

**Weather and Holidays**

In the event that Lincoln Public Schools closes for weather, **Aventuras** will be closed. **Aventuras** will follow the below calendar (subject to change):

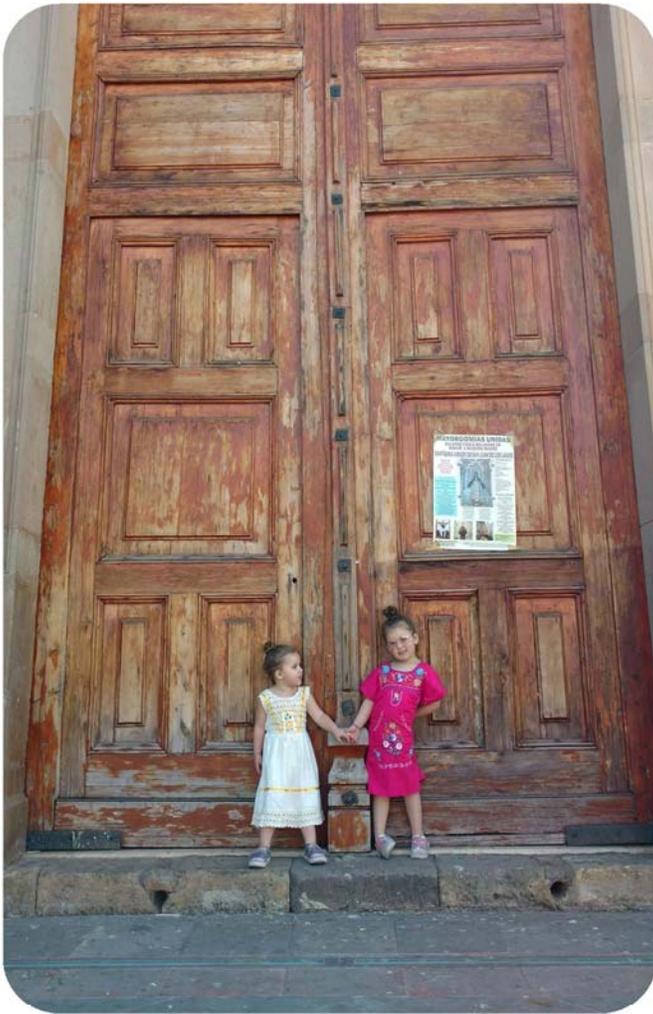


**2019 Program Calendar**

<i>All dates are subject to change</i>	
January 15 <sup>th</sup>	Open House/Registration/Orientation
<b>January 22<sup>nd</sup> - March 4<sup>th</sup></b>	<b>Session #1</b>
February 18 <sup>th</sup>	Presidents Day – NO CLASS
<b>March 5<sup>th</sup> – April 12<sup>th</sup></b>	<b>Session #2</b>
<b>April 15<sup>th</sup> – May 23<sup>rd</sup></b>	<b>Session #3</b>
May 24 <sup>th</sup> – May 29 <sup>th</sup>	Memorial Day & End of School Year – NO CLASS
<b>May 30<sup>th</sup> – June 19<sup>th</sup></b>	<b>Summer Camp #1 (3 weeks)</b>
<b>June 20<sup>th</sup> – July 3<sup>rd</sup></b>	<b>Summer Camp #2 (2 weeks)</b>
July 4 <sup>th</sup> - July 5 <sup>th</sup>	Independence Day – NO CLASS
<b>July 8<sup>th</sup> – July 26<sup>th</sup></b>	<b>Summer Camp #3 (3 weeks)</b>
<b>July 29<sup>th</sup> – August 9<sup>th</sup></b>	<b>Summer Camp #4 (2 weeks)</b>
August 12 <sup>th</sup> – August 14 <sup>th</sup>	NO CLASS
<b>August 15<sup>th</sup> – September 25<sup>th</sup></b>	<b>Session #4</b>
September 2 <sup>nd</sup>	Labor Day – NO CLASS
<b>September 26<sup>th</sup> – November 6<sup>th</sup></b>	<b>Session #5</b>
October 18 <sup>th</sup>	NO CLASS
<b>November 7<sup>th</sup> – December 20<sup>th</sup></b>	<b>Session #6</b>
November 27 <sup>th</sup> – 29 <sup>th</sup>	Thanksgiving - NO CLASS
December 23 <sup>rd</sup> – December 31 <sup>st</sup>	Holiday Break - NO CLASS

**Parent/Guardian Expectations**

- Complete and update enrollment forms including receipt of NE DHHS Parent Information Brochure, emergency contacts and immunization records. Please update us immediately with changes.
- Communicate when child is ill or will not be in class. Please notify us at least 15 minutes before your child is expected to be in class.
- Communicate concerns with the teacher or director.
- Drop-off and pick-up child on time.
- Keep sick child at home.
- Parents are encouraged to visit or volunteer in the classroom.
- Make payments on time.



**“One language sets you in a  
corridor for life. Two  
languages open every door  
along the way.”  
– Frank Smith**

**Drop-off:** Please accompany child into the building. Doors will open 15 minutes before class begins.

**Pick-up:** Children will only be released to people authorized on the intake paperwork. A photo ID will be required for any adult that the staff does not recognize as an authorized adult. Parents/guardians may also be asked to show an ID until teachers get to know everyone. Please make sure you bring your ID with you each day. Children must be picked-up no more than 15-minutes after class ends. Please call the office if you will be late to pick-up. A fee of \$25 for each 15 minutes late may be applied for late pick-ups.

### **Handwashing**

Children will be asked to wash their hands upon arriving and checking in to help prevent the spread of illness.

### **Snacks**

We will provide a light snack for your child each day. Snacks will not contain peanuts or tree nuts. If children wish to bring treats to celebrate special occasions such as birthdays, please make sure treats are store purchased, free of allergens and commercially labeled with allergen information.

### **Transportation**

Aventuras will not provide transportation to children except in the case of emergency.

### **Disaster Preparedness/Emergencies**

1. **Parent Notification:** All incidents or accidents must be reported to the parent/guardian, the Lead Teacher, and the Director on the incident/accident report form. A parent/guardian must sign the completed form on the day of the incident. The parent must receive a copy with the original filed in the child’s enrollment folder by the Director. In serious cases, (large cut, bruises, bite mark, etc.) staff members will call the parents before pick-up to inform them of the incident. In the case of an emergency involving their child, the Director or Lead Teacher will notify parents by telephone as soon as possible. In case of a center-wide emergency, the Director or Lead Teacher may send a text and/or email in addition to telephoning parents as soon as possible.
2. **Reunification with Parents after an emergency:** Children will be released to contacts listed on the child’s enrollment form with proper identification.
3. If an emergency requires children and staff to evacuate the premises, they will move to an alternate site (Home Depot – 6800 S 70<sup>th</sup> Street) within walking distance. Parents will be notified to pick up their children at the alternate site if they cannot return to Aventuras.

## Illness Policy

Please keep your child home if they show any of these symptoms. You will be asked to pick up your child if they begin to show any of these symptoms during class hours. Your child must be symptom-free for at least 24-hours without medication before returning to class.

- Vomiting
- Diarrhea
- Fever above 100°
- Conjunctivitis or pinkeye -- Eyes that are red, mattery, or draining.
- Contagious diseases such as chickenpox, measles, mumps,
- Lice -- Once there are no live lice present, the child may return.
- Undiagnosed or contagious rash
- Multiple symptoms of infectious disease including coughs, runny nose, aches and pains, fatigue, and loss of appetite.

The Lincoln/Lancaster County Health Department requires us to report on certain diseases:

<http://lincoln.ne.gov/city/health/environ/CEH/pdf/ReportableDiseaseList.pdf>



## Medication Policy

If your child will be taking medication at preschool (prescription or over-the-counter), you must request and complete a Medication Authorization Form. All medication must be in the original container labeled with the child's name and required dosage. All medication is kept secured in a designated location and must be checked in with staff.

**Medication which is administered at Aventuras should be limited to those which are necessary in order to attend class.** All efforts should be made to administer medication on a schedule outside of class hours. Emergency medications such as EpiPens, are welcomed.

**IMPORTANT:** Medications that are used on an "as needed" basis (or "PRN") require a note from a medical professional describing the symptom(s) and dosage.

## Immunizations

Within 30 days of enrollment, the child's parent/guardian must provide the child's immunization record to **Aventuras**. The parent/guardian must provide an updated immunization record each time the child receives additional immunizations. **Aventuras** will make immunization records available for review upon request by the Department. Each child's immunization record must include:

1. Documentation of age-appropriate immunization;
2. Certification by a physician, advanced practice registered nurse, or physician assistant that immunization is not appropriate for a stated medical reason; or
3. A written statement that the parent or guardian does not wish to have the child immunized and the reasons for that decision.

### **Conditions for Suspending and Terminating Enrollment**

Aventuras reserves the right to terminate a contract without notice due to harm caused to another child or staff or an otherwise dangerous situation. Additionally, Aventuras may suspend or terminate a contract for any of the following reasons:

- Failure to comply with the preschool policies
- Failure to pay tuition on time
- Routine failure to pick up child on time
- Rude or inappropriate behavior or attitude by parent/guardian directed at other children, other parents/guardians, or staff
- Frequently disruptive behavior by child that interferes with the class

**“Learning a foreign language, and the culture that goes with it, is one of the most useful things we can do to broaden the empathy and imaginative sympathy and cultural outlook of children.” - Michael Gove**

### **Owner**

Aventuras – Spanish Immersion Program for Young Children, LLC is owned and operated by:

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5600 Milkweed Circle  
Lincoln, Nebraska 68516  
402-416-7078  
info@aventurasne.com

### **Suggestions or Concerns**

In the event of suggestions or concerns, please contact your child’s Teacher. If you do not feel the response is satisfactory, please contact the Director.

