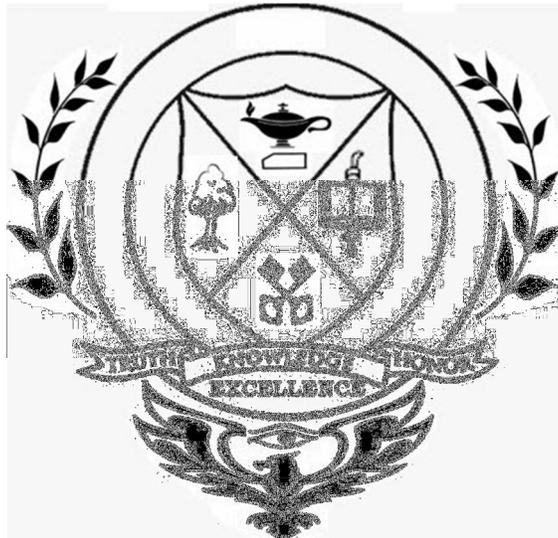


FOREIGN LANGUAGE IMMERSION SCHOOL

EARLY CHILDHOOD CENTER & PREPARATORY ACADEMY



FAMILY HANDBOOK

(Revised / Effective August 1, 2011)

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Education Focused From Infancy Through Elementary Grades

Welcome To Our School Family!

As the Owners of The Foreign Language Immersion School, we want to welcome you to our family and want to express our deepest gratitude and appreciation for the trust and confidence that you have exhibited in us by placing your most precious possession in the world in our loving, nurturing and safe care. The inspiration for the school was our own two (2) children – Madeleine-Elizabeth and Mary-Alison – for whom we wanted to provide the very best education in the early, formative years of their lives in order to maximize their long-term potential, equip them with the very best tools to excel in both their personal and professional lives and set them on the right path early. We strive to provide the very best not only for our own children, but also for every single child that is enrolled at our school and who is a member of our school family.

At the Foreign Language Immersion School, it is our objective to provide the highest quality care and education for your child(ren) in the safest, most secure environment available. In order to provide this high level of care and education, we began with a state of the art building, hired and trained highly qualified, loving and caring teachers, instituted a well rounded curriculum and specialized teaching methods, invested in top-of-the-line educational toys and materials and placed special emphasis on safety and cleanliness.

Our school offers much more than mere childcare. Indeed, it offers a structured educational program and a stimulating, nurturing environment to maximize your child(ren)'s cognitive, social, emotional and physical growth. We believe that all children are born geniuses, and their intellectual development depends heavily upon how children are stimulated in their early, formative years in order to fully develop their talents and capabilities. Indeed, most parents, caretakers and childcare facilities unfortunately spend the first five (5) years of children's lives de-geniusing them. Yet, the most important years of your child's brain development occurs between birth and five years old. The intellectual ability attained by your child during these crucial years will have a profound affect over the rest of your child's life.

It is easier for a younger child to absorb facts and information than it is for an older child or an adult. Every year that passes by during these precious years between birth and 5 years of age is another opportunity lost to teach our children when it would have been so much easier. Indeed, a baby's brain is like a sponge, meaning that we can pour into that sponge all kinds of information and feed our infants and young children more knowledge and experience through short, repetitive, image-based lessons, including reading vocabulary, math, music and foreign language. Imagine how different your life might be if your parents followed a teaching program while you were a small child that turned you into a multilingual, avid speed reader where an astounding vocabulary, superior comprehension and math ability always seemed just second nature to you? A

well-rounded, sound teaching program (which we will be offering at The Foreign Language Immersion School started in the first months of life can accomplish this. Important questions to ask yourself are: How might such an ability to gain knowledge have affected your life, academically or personally? And how might such ability affect the future of your child?

Children who have the opportunity to start their education early in life have a much better chance of becoming successful. What a child can be and what his or her interests are and will be are determined in his or her early years – before the age of 5. The Foreign Language Immersion School's educational philosophy is to provide your child with the skills necessary to excel in school and life and to have a long-term successful, professional career. Our philosophy is based on traditional values and proven teaching methods that recognize the importance of each individual child's interests and unlimited talents.

Our goal is to build a partnership with our students' families and work hand in hand as a team with parents and/or other family members in order to make learning fun for our students and ensure that we meet the unique needs of every child enrolled at our school. We believe that active parental participation is key to the educational success of your child(ren) and that a solid communication line between the students' families and our staff and teachers is vital. For this reason, we welcome the opportunity to meet with you at any time to discuss your child(ren)'s progress, growth and development. It is important to us that parents or family members feel comfortable calling, e-mailing or visiting the school at anytime, and sharing any suggestions or ideas to improve our school and our educational programs. We also invite parents and family members to share any issues or concerns with us in order to ensure that all needs of your child are met and your child receives the best education and experience possible.

We thank you for your interest in and support of the Foreign Language Immersion School and look forward to being an important element in your child's education and development.

PHILOSOPHY & CURRICULUM

The Foreign Language Immersion School believes that learning and education begin at birth, and that every opportunity needs to be provided to a child to learn, to gain knowledge, to stimulate the right side of his/her brain and to maximize his/her intellectual development and IQ. In fact, we believe that learning even begins in the womb. For this reason, we begin our educational program in our infant room. We know that the younger a child is when he or she learns to read, to understand and speak multiple languages, to use a computer, to play music and compute math, the easier it will be for him or her to succeed later in school and in the professional world.

It is well known that kids that start ahead stay ahead, and children have an insatiable desire to learn. In fact, children love to learn, and they can learn absolutely anything that can be taught to them in an honest, factual and joyous way. We believe that in order for teaching to be effective, it must always be a joyous process built upon a trusting, loving relationship between the teacher and the child.

It is well established that children learn faster in the first five years of life than at any other time. The younger a child is, the easier it is for the child to learn. We believe that young children can do just about anything, from understanding and speaking multiple languages, reading, enjoying classical music, identifying birds in the backyard, operating a computer, and playing musical instruments just to name a few. It is our goal and passionate desire to provide your child with the knowledge, tools, environment and relationships to do all of these things. Brain growth can be speeded and maximized by increasing the frequency, intensity and duration of visual, auditory and tactile stimulation. Indeed, research has established that the more you stimulate your baby's brain cells from birth to the age of five, the more synapses are made between neurons and the more levels of dendrites are formed.

It can further be enhanced by creating the ideal environment for mobility exploration, language development, and manual competence, and by providing the maximum opportunity to use that ideal environment. Our goal is to provide that ideal environment to your child. We want your child to be intellectually, socially and physically excellent.

Our mission is to maximize the brain development as well as the physical and social growth of every child enrolled at our school, and to provide parents with resources in order to allow them to fully participate in their child's development and to provide an enriched environment for their child at home consistent with their child's environment at school.

Our structured learning environment focuses on multilingualism, pre-reading, math, music and computer skills in our infant room (consisting of

children starting at 6 weeks old until walking is mastered) and our toddler room (starting at or around 1 year of age when walking is mastered and continuing through 2 ½ years old. Children in our 2 ½ to 5 year old classes circulate on a consistent schedule between our specialized classrooms, which offer a well-balanced curriculum consisting of reading and writing, science, math, music, art and history/social studies.

Our program features a specialized curricula taught by well-trained, loving, highly trained, credentialed, multilingual nurturing teachers. The Foreign Language Immersion School utilizes teaching methods developed by early learning experts Glenn Doman and Professor Shichida and implemented in early childhood centers throughout Japan.

Glenn Doman is the founder of The Institutes for the Achievement of Human Potential (IAHP) and, together with his children Janet and Douglas, has written and revised several books which are all part of the Gentle Revolution series, aimed at helping parents to discover the vast potential of their child. Glenn Doman's methods are designed to raise significantly the intellectual, physical, and social abilities of all children and focuses on several key points:

- **Senses** - there are five pathways into the brain - seeing, hearing, tasting, smelling and touching and each pathway should be stimulated;
- **Learning** - learning starts even before birth and children learn more in the first 5 years than they do at any other time in life;
- **Curiosity** - all babies and children have an urge to learn but this can be diminished simply by limiting their experiences;
- **Opportunity** – teachers and parents can increase a child's knowledge by appreciating his or her ability to learn and encouraging it .

Glenn Doman has pioneered some of the most groundbreaking work to demonstrate how children from birth to age five are far more capable of learning than they have ever been given credit for. Indeed, Glenn Doman, through his research and methods, has helped parents and educators discover the vast potential of every child to read, to compute math, to absorb encyclopedic knowledge and to have a superior level of intelligence and physical mobility. His fifty years of research and experience in the field of early learning have proven how children have the innate ability to learn at an incredible rate up to the age of five years. In his book *How To Teach Your Baby Math*, Glenn Doman says, "Before the age of five a child can easily absorb tremendous amounts of information. If the child is younger than four it will be easier and more effective, before three even easier and much more effective, and before two the easiest and most effective of all." Like many authorities on early learning, Glenn Doman agrees that the critical window for enhancing a child's potential is before the age

of five, and the same window is widest before the age of two. He also demonstrates the need for certain important rules in the educational process:

- Attitude - both the teacher and the child should be relaxed and in a good mood to foster learning;
- Duration – learning exercises should be short and should be stopped before the child wants to;
- Consistency - sporadic half-hearted teaching will overwhelm and irritate your child, teaching should be done on a regular, structured, consistent schedule; and
- Tests - testing is unpleasant and unrewarding.

Glenn Doman's methods are similar to those promoted by Professor Makoto Shichida, who is a highly respected figure in Japan and increasingly around the world as his revolutionary method of stimulating children's brains from the age of three months is changing the way we understand how children learn. The Shichida Method has been used in Japan for over 25 years and is backed by 40 years of research into developing techniques to stimulate the early development of the brain. The Shichida Method is based on several main principles.

- All children are born geniuses;
- The importance of a loving bond between parent or teacher and child; and
- The dominance of the right brain.

Professor Shichida believes that all children are born as geniuses and the purpose of education is not to teach knowledge but to create a child with enormous abilities and potential. Shichida says the difference between his method and others is that it is "Based on love, heart and mind and focuses on children's wishes to help others." During the early years, when your baby's brain cells are rapidly growing and making new connections, Shichida says is the best time to tap into your baby's innate human abilities, capacities that all children are born with. These include:

- Photographic memory;
- Creativity;
- Rapid calculations; and
- Languages.

The Shichida Method focuses on the right side of the child's brain which Professor Shichida calls the genius brain as it develops first. Before the age of 4, a child will use the right side of his or her brain more than the left; however, between four and six years old a child falls out of the habit of using his right

brain. For this reason, Professor Shichida says, "The younger that children start, the easier to draw out and retain their genius ability." Professor Shichida's teaching method is built around stimulating the right side of the brain through:

- **Images** - the right side of the brain is the 'image' side, meaning it works with visual stimulation;
- **Information** - the right brain can process large amounts of information at high speeds; and
- **Repetition** - the right brain is best stimulated by repetition and continuance, focusing primarily on the five senses

The results for thousands of children educated in the early years using the Shichida Method have proven many times how the system can work. Professor Shichida says, "These children are tapping powers we never knew existed as if they are perfectly normal. Watching them rapidly memorize enormous amounts of information and recall with precision and understanding, predict future events, improve their athletic ability instantaneously serve as a guide for education that will revolutionize conventional approaches to child raising in the 21st Century." Children who have followed Shichida's method have excelled intellectually and have developed higher IQs, superior musical and artistic abilities and a photographic memory.

Embracing Doman's and Shichida's methods, our curriculum will be heavily based on flash card learning both through group exercises implementing large flash cards as well as individual computer exercises.

RECORDS

Before your child(ren) may attend the Foreign Language Immersion School (regardless of whether in the half-day program or the full-day program), we require that the following forms be completed:

- Enrollment Form;
- Health/Emergency Information Form;
- Certification, Authorization & Agreement Form;
- Infant Background Sheet or Toddler/Pre-Schooler Background Sheet;
- Family Handbook Acknowledgment Form;
- an original, unexpired State of Florida Student Health Examination Form;
- an original, unexpired State of Florida Certificate of Immunization Form; and
- an Authorization Form for the application of diaper cream as needed and sunscreen for outdoor play activities.

We also required that a nonrefundable registration fee of \$95 be paid.

We request that any of the above-described forms be updated as needed in order to ensure that we have current information on how to telephone, e-mail, fax or mail you. We also need to maintain current, up-to-date information regarding your child's medical history and those adults whom you have authorized to pick your child(ren) up. You agree to update the school to the extent any information on any of the above-described submitted forms changes.

TEAM MEMBERS/TEACHERS

We are very picky in our selection and hiring of teachers, and only hire those teachers who:

- have a caring, loving, nurturing and outgoing personality;
- have a strong love of children and a passionate desire to work with children;
- believe children are born geniuses and are capable of absorbing and learning almost anything;
- understand their role to be educators and not merely babysitters; and
- embrace and implement our specialized teaching methods with the goal of maximizing each student's brain development and intellectual growth.

We have high expectations of our teachers and staff, and ensure that our expectations are satisfied. We expect our teachers and staff to be consummate professionals, be respectful and supportive of all of our children and families, be accountable and responsible for their behavior and actions, have strong morals, ethics and integrity at all times, to view themselves as team members working together to accomplish the primary goal of providing every student with the very best educational environment and to try to excel in everything they do.

All team members are fingerprinted and receive background checks by State and Federal agencies. All team members are required to have 40 hours of training in the following areas:

Childcare Facility Rules and Regulations
Health, Safety, and Nutrition
Identifying and Reporting Child Abuse & Neglect
Child Growth & Development
Behavioral Observation and Screening
Basic Guidance and Discipline
Early Literacy For Children Age Birth To Three

All team members are required to complete a five (5) hour course on Early Literacy and Language Development within the first year of employment.

Additionally, all team members are required to have 10 hours of continuing education each year. Finally, all team members receive First Aid and Infant/Child CPR training.

For insurance and liability reasons, the Foreign Language Immersion School does not encourage, sponsor, support, authorize, condone, or endorse the use of our staff as baby-sitters for enrolled children. We assume no responsibility for any individual who cares for your child(ren) outside of our school. We also assume no responsibility for any actions of any of our staff or teachers outside of the school during their non-work hours.

ARRIVAL & PICK UP

For your convenience, the Foreign Language Immersion School opens at 7:00 a.m. and closes at 6:00 p.m. We are open Monday through Friday from January through December. Our half-day morning program is available from 7:00 a.m. up until 12:30 p.m. Our half-day afternoon program is available from 12:30 p.m. up until 6:00 p.m.

For safety and security reasons, upon arrival at the Foreign Language Immersion School, we encourage parents to remove all children from their vehicles, turn off the motor, secure valuable items, and lock all doors.

Please check your child(ren) in at the computer at the front desk before proceeding to their classroom. We encourage all parents to pick their child(ren) up in the classroom at the end of every day so that the parents can meet with their child(ren)'s teacher to discuss the day's activities and pick up the day's paper work. At pick up time, please feel free to spend some time in the classroom learning about classroom activities and events. Your child enjoys the opportunity to share his or her day with you, and we do too. Also, please remember to check out your child(ren) at the computer at the front desk at the end of each day.

Please do not leave your child(ren) unattended at any time. All children should be escorted by an adult supervisor when proceeding to their classroom and when leaving school.

No child may be released to anyone other than a parent or other authorized alternate. All alternates must be authorized in writing by a parent or guardian.

HOLIDAYS

The Foreign Language Immersion School is closed for the following holidays*:

New Year's Eve
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The Day After Thanksgiving (Friday)
Christmas Eve
Christmas Day

*Please note: in the case of one of the specified holidays landing on a weekend, our school will be closed the coinciding Monday.

There is no tuition credit for any of these designated holidays or any other time when our school is closed – whether scheduled or unscheduled.

It is required that you provide the Director of the school thirty (30) days written notice prior to withdrawal from our program so that the open position can be filled. You will be charged for early withdrawal without the required written notice. If you withdraw your child without the required written 30 day notice and fail to pay for the 30 day early withdrawal period without notice, you acknowledge that the school will take appropriate legal action to collect the unpaid funds and any unpaid balances and agree that the school will be entitled to the collection of its attorney's fees in pursuing collection.

VACATION / SICK LEAVE POLICY

Effective August 1st, 2011, parents are eligible for a \$100 per week, vacation rate for a maximum of two weeks per the year of starting enrollment with the school – not the school year. The school must have prior notice of the intent to use a vacation week/rate and it must be provided five (5) business days via email or written notice. A child must be enrolled for a minimum of thirty (30) consecutive days with the school before he/she is eligible to use one (1) vacation week and must be enrolled another thirty (30) consecutive days before he/she is eligible to use the 2nd vacation week. A child is not eligible to attend the school during a vacation week or the normal full week rate will apply. Tuition reserves your child's space with the school and remains due even if your child should become ill and unable to attend.

RELEASING YOUR CHILD

Before the first day that your child attends the Foreign Language Immersion School, you must complete an Enrollment Form. On the Enrollment Form, you will be permitted to designate and authorize other adults to pick up your child. You are responsible for maintaining accurate, complete and current information. Written authorization must be on file at the school prior to your child's release to anyone. For the safety and security of your child(ren), we will not accept telephone requests or telephone authorizations for release to individuals not previously designated and authorized in writing on your Enrollment Form.

We also request that you submit pictures of the adults authorized to pick up your child(ren) so that we can maintain them in your child(ren)'s file and can utilize the pictures to ensure that we release your child(ren) only to those individuals whom you have specifically authorized. If and when another designated and authorized adult comes to the school to pick up your child(ren), we will be requesting that individual to provide photo identification (i.e. his/her driver's license) in order to ensure that we release your child(ren) only to those appropriately authorized individuals. Please inform these authorized individuals that they will be asked to show a form of photo identification such as their driver's license to verify their identity when they arrive at the school to pick up your child(ren).

We want to take every reasonable measure to ensure the safety and well-being of your child(ren) and want to make you feel secure and confident in leaving your child(ren) in our care.

LATE PICKUP

Children easily become accustomed to a fixed, consistent schedule, and children generally sense when it is time to be picked up. They also look forward to the arrival of a parent, guardian or family member to pick them up. For this reason, we request that parents, guardians or other family members make every effort to pick their child(ren) up on time. If you know that you will be late or cannot pick your child(ren) up on time, we request that you make arrangements to have your child(ren) picked up by another adult, whom you previously designated and authorized on your Enrollment Form to pick your child(ren) up. If you find yourself unexpectedly running late and cannot arrange for another adult previously designated and authorized to pick up your child(ren) on your Enrollment Form, we request that you telephone the school's Director immediately so that we can prepare to supervise your child(ren) until you arrive and we can minimize any fears that your child(ren) may have.

We will charge a fifteen \$15 late fee charge per child, if your child(ren) has/have not exited the school's exterior door before by 6:01 p.m. and an \$1 per child for every minute your child remaining in the interior space/or playground of the school if you are late in picking up your child(ren), and by enrolling your child(ren) at our school, you agree to pay this disclosed late pick-up penalty. The pick-up time for morning half-day students is 12:30 p.m. The pick-up time for afternoon half-day students and full-day students is 6:00 p.m. If, at any time your child becomes enrolled in solely in Florida's Voluntary PreKindergarten Program (VPK); the same late fee charge and additional \$1 per child per minute applies to every minute your child is not picked up after the VPK designated time periods. Payment of any late fees and charges must be made on or before the next consecutive Monday or Tuesday if it falls on a recognized holiday Monday and you agree to pay said fees per the time referenced above and agree that your failure to do so will result in your child being required to withdraw from the VPK program at our school.

If your child is not picked up by the appropriate time (i.e. 12:30 p.m or 6:00 p.m. depending upon the program in which your child is enrolled) and you have not notified the School Director of a late pick up, we will take the following actions:

1. We will attempt to contact you at the telephone numbers designated on your Enrollment Form.
2. If we are unable to reach you by telephone, we will then attempt to contact by telephone the other individuals whom you previously designated and authorized on your Enrollment Form to pick your child up.
3. If we are unable to reach you or any other individual whom you previously designated and authorized on your Enrollment Form to pick up your child, we will keep your child at the school with an appropriate adult supervisor for up to one (1) hour following the school's closure at 6:00 p.m.
4. If no contact has been made with you or another authorized person, at 7:00 p.m we will contact the police and the Department of Children & Families.
5. If state authorities are contacted and they place your child into protective custody, a note in a sealed envelope will be posted on the school door notifying you that your child has been taken into protective custody and providing you with the name and number of the individual in whose custody your child was placed.

Please note that no staff, teachers or employees of the school may transport your child(ren) home under any circumstance.

CLOTHING/DRESS

Children should come to school dressed to work, play, paint, experiment, and have fun. Therefore, their clothes should be easy-fitting, comfortable, easy to button, snap, or zip to allow independence in toileting and washable.

Children play outside each day with the exception of rainy days. In hot weather, we request that you dress your child with hats or visors and tightly woven clothing and supply sunscreen for your child along with a written authorization for us to apply it before outdoor play activities. In cool or cold weather, please provide appropriate layered clothing, including mittens or gloves, caps, hoods or hats, sweaters or sweatshirts and warm and/or weatherproof outerwear. Shoes must be closed-toed and rubber-soled. Sneakers and tennis shoes are best for safely playing. Socks should be worn at all times. Sandals, flip flops, and cowboy boots are dangerous on the playground and, for this reason, we request that they not be worn.

In consideration of the safety of all of the children at our school, we do not permit children to wear any shirts, jackets, jewelry or any other articles that are tied around the neck or waist.

All children need an entire change of clothes (shirt, pants or shorts, socks, underwear, and shoes) to be kept in a zip lock bag and placed in the child's drawer or cubby, and changed with all seasons. Additionally, all articles of clothing should be clearly marked or labeled with your child's name.

Any valuable items or accessories should not be worn or brought to school by your child. The Foreign Language Immersion School cannot be responsible for lost, stained, soiled, torn or otherwise damaged clothing, jewelry, or other valuable articles or items.

Parents of children who are in diapers or pull-ups are required to ensure that their child has an adequate supply of diapers or pull-ups and wipes. Parents are invited to leave up to a two week supply at the school and the teachers will notify you when more diapers and/or wipes are required. As a convenience to parents, the Foreign Language Immersion School will allow you to purchase a supply of diapers or pull-ups or wipes from us to obviate the necessity of you making any special or extra trips to the store.

TOILETING

We believe that 22 months is an ideal age to start potty training; however, we recognize that all children are different and each child will progress at his/her own pace. Typically, children are ready to potty train when they can signal that the diaper is wet or soiled, or when they are able to say that they would like to go to the potty. This can occur as early as 18 months of age. However, it is not

uncommon for a child to still be in diapers or pull-ups at 2 and a half to 3 years of age.

When children are cognitively and physically ready to progress to a different class level, we do not hold children back simply because they are not potty trained. Our philosophy is that a child's intellectual development should not be inhibited simply because he or she is still wearing diapers or pull-ups.

If your child is not yet toilet trained, the Foreign Language Immersion School would like to work together with you as a team to encourage your child to use the toilet. Starting between 18 and 24 months of age when he or she exhibits readiness to toilet train, we will commit to working with your child in a consistent manner so that toilet training can be accomplished in a developmentally appropriate manner with minimal stress on you and your child. We encourage a proactive communication stream between you and your child's teachers and the School Director regarding your child's progress with respect to toilet training as with all other things and we encourage you to use our teachers and Director as a resource to ensure toilet training success.

FOOD AND NUTRITION

All children come into this world with a certain amount of intelligence and innate intellectual abilities. Indeed, we as well as a number of developmental specialists believe that children are born geniuses. It is our job to help children improve their inherent intelligence through a healthy diet built around brain-boosting super foods. Eating the right foods, particularly those high in DHA, Omega 3s and Omega 6s, is a crucial step towards providing the brain with the nutrients it needs not just for basic, normal function, but to maximize its potential. The brain represents just two percent of body weight, but utilizes between 20% and 30% of the body's energy supply. There is a growing body of scientific evidence that children's brain power can be enhanced by providing them with certain key nutrients. Our menu of food, consisting of a breakfast meal, a morning snack, a lunch meal and an afternoon snack, is built around those key ingredients and foods that maximize brain development and boost intelligence. Not only is our menu developed around those foods that boost your child's intelligence, but a large number of our menu items consist of organically grown foods in order to eliminate the effects of pesticides and other agricultural chemicals on the health of our children at the school.

We will have a set weekly menu made available to every family along with specific ingredients for each recipe and a description of the important nutritional qualities of the ingredients utilized. Providing the menu, recipes and ingredients to parents is intended to serve two primary purposes: (1) make families aware of the specific foods being served to assist in having food allergies brought to our attention; and (2) provide families with information that can be utilized at home to

maintain a consistent diet that will further enhance children's brain function in their home environment.

We intend to maintain a strict schedule and have allocated the following times for service of food at our school in all classes with the exception of the infant class:

- 8:00- 8:30 am, Breakfast;
- 10:00 am – 10:15 am, Morning Snack;
- 12:30 pm – 1:00 pm, Lunch;
- 3:00 – 3:15 pm, Afternoon Snack.

We recognize that when it comes to the nutritional needs of infants, different parents have different preferences. Therefore, we require the parents or custodian of an infant to bring food for the infant until he or she graduates to the toddler room and begins eating table food. We also request that the parents or custodian of an infant bring bottles to the school each day already prepared. Each bottle should be clearly labeled with the date of preparation and the infant's first and last name. The contents of any bottles left overnight at the school will be discarded.

We welcome mothers to bring pumped breast milk in bottles to the school to feed to their children; however, we request that the breast milk to be ordinarily fed on a daily basis be in liquid form and not frozen. We also invite breast feeding mothers to come to the school at anytime to breast feed their infants. We will provide privacy in order to allow you to do so. Regardless of whether your infant is breastfed or bottle-fed, you will be required to provide 32oz of additional ready-to-feed formula or frozen breast milk in case of emergencies. All ready-to-feed formula must be sealed and in liquid form. Powder formulas will not be permitted. Frozen breast milk must be placed in separate, sealed bags in quantities of 8oz or less. Additionally, breast milk must be double-bagged in freezer bags to prevent leakage and contamination of other frozen items.

We want to maintain consistency with any established feeding and sleeping schedules for our infants. Therefore, we request that parents or custodians of infants advise the school of preferred sleeping and eating times.

With the exception of infants, please do not allow your child(ren) to bring food (including breakfast), drinks, or gum to school. We provide sippy cups for the appropriate age groups. We cannot be responsible for sippy cups brought by children from home. If a child does bring a sippy cup from home, the cup must be clearly labeled with the child's first and last name and the sippy cup must be taken home each day at pick up. We also request that if your child has any allergies or special dietary restrictions, please provide such information on your child's enrollment form and discuss them with the School Director.

SLEEPING/NAPTIME

We recognize the importance for a young, growing child to have time to rest or enjoy quiet activities during the day. At our school, (with the exception of infants who are kept on individualized schedules based upon their parents' specific requests), children nap between 1:00 pm and 3:00 pm.

Infants sleep according to their needs and the individual plan prepared by you and coordinated with our teachers. In accordance with the recommendation of the American Academy of Pediatrics, all infants will be placed on their backs for sleeping unless a documented medical condition requires an alternate sleeping position.

The Foreign Language Immersion School provides resting mats for nap time. The infants are provided a crib with sheets. These items are washed on a regular basis. We ask that parents bring blankets for their children and take them home every Friday to wash over the weekend and return them clean on Monday.

BIRTHDAY CELEBRATIONS

Effective August 23rd, 2011, birthday celebrations at the school will take place on the last Friday of any month, except those months when the last Friday of the month will coincide with the usual holidays. We will make every attempt to post a reminder note on the "Notice Board" as to which Friday of the Month is "Birthday Friday." Every child having a birthday during a particular may have their parents bring in "sugar free" cupcakes (all food must be peanut free), magicians, pizza, etc. (please check with Ms. Nancy Gonzalez if you are planning something out of the ordinary), for all the children in that particular class to share during the afternoon snack time (usually 3-3:30 pm). Parents are not required to stay during the celebration but are more than welcomed to stay and share in the fun and activities.

DISCIPLINE

The use of physical punishment is strictly prohibited at the Foreign Language Immersion School. We have a zero tolerance policy when it comes to spanking, yelling or arguing with children. We implement the 1-2-3 Magic disciplinary method of Dr. Thomas Phelan, a registered clinical psychologist and an internationally renowned expert on child discipline and Attention Deficit Disorder. This method is not "magic", but rather is a simple, precise and effective way of managing in a gentle, but firm manner the behavior of children. The method involves a system of counting and time-outs, delivered straightforwardly and unemotionally. The time-outs typically last one minute for each year of your

child's life. The 1-2-3 Magic disciplinary method and program is currently being used all over the world by millions of parents, grandparents, schools, teachers, hospitals, childcare facilities and others. Dr. Phelan's book has been translated into many different languages and is being taught and recommended by thousands of mental health professions and pediatricians.

To learn more about Dr. Phelan's disciplinary methods, please visit his website at www.parentmagic.com and/or purchase his book. We believe that a consistent disciplinary method for children is best, and children function and behave best when the same disciplinary methods are implemented at home as at school. For this reason, we encourage parents to learn about the Magic 1-2-3 method and implement this method in the home environment. To assist and encourage this, our school intends to host seminars to introduce parents and our school family members to Dr. Phelan's 1-2-3 Magic method.

In order to provide the best care for your child(ren), parents are requested to notify the Foreign Language Immersion School of changes in your child's environment that might affect the behavior of your child(ren). We also request that parents serve as our partners in teaching children about socially acceptable behaviors. As the most influential, important role model in your child's life, we request that you work with us to extinguish a challenging behavior.

We also request that while on the premises of our school, you, as the parent, family member or legal custodian refrain from using any form of discipline that is inconsistent with Dr. Phelan's 1-2-3 Magic method or prohibited by law. Any teacher or member of our staff who witnesses any form of physical or corporal punishment or yelling at children regardless of who administers such punishment, is required by law to report his/her observations to the appropriate legal authorities. This mandated reporting responsibility is expected of all teachers and staff members.

For the safety and well being of all children who attend our school, the Foreign Language Immersion School reserves the right to disenroll, remove or terminate any children from our program at any time as deemed necessary or appropriate in our sole discretion, with or without notice. One such circumstance in which the school will exercise this right is when corrective measures fail to extinguish an inappropriate behavior that threatens the safety of any child or disrupts the learning environment in the classroom.

HEALTH & SAFETY

The health and safety of your child is of the utmost importance to us. We rely on parental cooperation to help prevent the spread of communicable disease throughout our program. We also recognize that good health is necessary in order for a child to get the most out of his/her learning environment and studies.

For the protection of others, if your child displays one or more of the following symptoms, please keep him/her at home:

- Severe Coughing, Causing the Child to Become Red or Blue in the Face or Make a Whooping Sound
- Difficult or Rapid Breathing or other Respiratory Distress
- Stiff Neck
- Vomiting
- Diarrhea (More Than One Abnormally Loose Stool within a 24 Hour Period)
- Temperature of 100 Degrees Fahrenheit or Higher When in Conjunction with Other Signs of Illness
- Conjunctivitis (Pink Eye)
- Exposed, Open Skin Lesions
- Unusually Dark Urine and/or Gray or White Stool or Bloody Stool
- Yellowish Skin or Eyes or discolored drainage from eyes or nose
- Severe Itching of the Body or Scalp (Including Head Lice)
- Any Other Unusual Sign or Symptom of Illness

If your child develops any of these symptoms at school, he/she will be isolated immediately in the Director's office, provided a bed in which to rest and a parent, guardian or other appropriately authorized adult will be notified to pick him/her up. For the protection of the other children at the Foreign Language Immersion School, your child will need to remain at home until he/she is free of symptoms for at least 24 hours or until a doctor's note is provided to the School Director advising that it is safe for your child as well as the other children at the school to return to school.

MEDICATION

For minor illnesses, our teachers and staff can administer medication. Please see the front desk for authorization forms. The Department of Children & Families' rules, as well as the Foreign Language Immersion School's recommendations regarding these rules, are outlined below.

Florida Department of Children & Families Rules

"Child care facilities are not required to give medication, however, if they choose to do so, the following shall apply:

- Prescription and non-prescription medicine brought to the child care facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and non-prescription medication shall be dispensed

according to written directions on the prescription label or printed manufacturer's label.

- All medicines must have child resistant caps.
- Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian.
- A written record documenting the child's name, the name of the medication, date, time and amount of dosage to be given, and signature of the custodial parent or legal guardian shall be maintained by the facility. This record shall be initialed or signed by the facility personnel who gave the medication."

Recommendations of The Foreign Language Immersion School

- Please bring a doctor's note if you want us to administer a dosage different than what is indicated on the container for the age of your child or if the container says "do not administer without physician's approval" or has similar wording. If the container says "consult a physician if symptoms persist for more than 7 days" or has similar wording, please bring a doctor's note saying that it is okay to continue administering the medicine.
- Please do not leave medicine at the school unless we have a current Authorization for Medication form. Authorization for Medication forms are valid only for the current week. We cannot store medicine here "just in case" it might be needed.
- Please indicate the time that the medicine needs to be administered. We cannot administer medicine "as needed".
- PLEASE NOTE THE FOREIGN LANGUAGE IMMERSION SCHOOL WILL NO LONGER ADMINISTER BREATHING TREATMENTS, i.e., ALBUTEROL AND OTHER NEBULIZER TREATMENTS (and the like and) SUCH TREATMENTS SHOULD BE ADMINISTERED AT HOME. THE SCHOOL IS UNABLE TO ASSIGN AND DEVOTE A SINGLE STAFF MEMBER TO ADMINISTER AND MONITOR A CHILD FOR SAID TREATMENTS. Please see Mrs. Nancy Gonzalez if a Physician requires a treatment during the middle of the day.

SECURITY

The number one priority at our school is to ensure the safety and well-being (both physically and emotionally) of your child(ren). For this reason, we will only permit parents, guardians and other appropriately authorized adults to enter and exit the school through one door (except in emergency situations). The door will have a passcode protected door lock to enter that portion of the

school where children are located. We also require parents, legal guardians or other appropriately authorized adults to log children into the school at a computer at the front reception desk upon arrival and to log children out of the school at a computer at the front reception desk upon departure. We also have security cameras placed in each classroom, the hallway and the reception area to monitor the children and ensure their safety, security and well-being.

We also strictly prohibit parents, guardians or guests at our school from possessing firearms or any other weapons on our premises. An exception may be made for sworn law enforcement officers if required by law.

EMERGENCY PLANS

If your child has a minor accident, the staff will take such actions as will comfort your child (for example, washing a wound, applying a bandage, and giving a hug). Your child's teacher will prepare an Incident/Accident Report for your signature for any injuries.

If your child is injured at our school and needs treatment by a health care professional, we will make every effort to contact you and the health care professional you designated as your preference on the Health/Emergency Information Form. We request that you update your Health/Emergency Information Form as necessary (i.e. when health insurance changes, health care providers change, etc.) to allow us to have the most current information in the event that an emergency arises.

In obvious emergency situations, the Celebration Fire Rescue Department will be called or your child may be transported to the Emergency Room at Florida Hospital in Celebration.

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If an emergency situation develops such as severe weather, fire, physical problems with the building, or a power failure, the children's safety is our first concern. In order to ensure the safety of all children at our school, we make every attempt to be prepared for potential emergency situations. For example, we regularly schedule and practice emergency evacuation procedures as required by state licensing authorities. In addition, an emergency plan with telephone numbers and procedures is posted in each classroom. Additionally, the Foreign Language Immersion School is equipped with a fire alarm system, fire sprinklers, and fire extinguishers.

If it is necessary to close the school, parents will be notified to make arrangements for early pick-up of their child(ren). There is no tuition credit for any time our school is closed – scheduled or unscheduled.

COMMUNICATIONS

The Foreign Language Immersion School encourages frequent communications between the school and the families that we serve. We view ourselves as working as a team and in partnership with you provide your child with the very best early childhood education and to maximize your child's intellectual, social, physical and emotional growth. We believe that an open and frequent and communication stream is vital to ensure the strength of this partnership and to ensure a positive experience for both you and your child. The channels of communication in place are listed below:

- The Foreign Language Immersion School's website at languageimmersionschool.com includes information on our school, our programs, our food menu, our teachers, forms, including medication forms, and the DCF brochure. Our website also provides our e-mail addresses, our telephone number and our fax number for communication purposes. Our website also offers a Contact Form, which you can utilize to request information or otherwise communicate with us.
- We encourage parents to speak with their child's morning teacher when dropping off their child.
- We encourage parents to speak with their child's afternoon teacher when picking up their child.
- The Foreign Language Immersion School provides daily reports to parents for their child(ren). Attached to these reports are your child's class work and art work so that you know what your child is learning at school, and communicate with your child(ren) regarding their daily activities and the knowledge they gained.
- Parent/teacher conferences are available to parents to discuss your child's progress at the Foreign Language Immersion School.
- The owners and the School Director are also available at the Front Desk to answer any questions or address any concerns that you may have.

YOUR SATISFACTION

We want your family's experience at The Foreign Language Immersion School to be positive and we will work hard to achieve your satisfaction. If you are not completely pleased with any part of our program, we encourage you to speak with the Owners or the School Director. We will do everything possible to address any issues of concern. We believe that consistent and open communication is key to establishing and maintaining a long-term, positive relationship for everyone involved. Therefore, we embrace an open door policy and hope that you communicate freely and openly with us on a regular basis. We look to you for any ideas, input or suggestions you have to improve our

school. We also hope that you will immediately raise any disappointments, dissatisfaction or concerns with us.

ADDITIONAL INFORMATION

The Foreign Language Immersion School provides many educational based, age and developmentally appropriate toys with which your child(ren) can play. Therefore, we request that parents not allow their child(ren) to bring toys from home. We cannot be responsible for lost or damaged toys.

We recognize that seasonal and cultural celebrations and birthdays are important and meaningful for children. Special recognition of a child's birthday is planned by the teachers. You are welcome to bring a special snack such as cookies or cupcakes, provided that they are store bought and are in sealed containers and do not contain any peanuts or peanut based products. We simply request that if you wish to celebrate your child's birthday or another special occasion at the school that you make arrangements with the School Director in advance.

We accept children without regard to color, race, religion, gender or national origin.