

LEARNING THE LANGUAGE IN A MEANINGFUL,
REAL-WORLD WAY, THROUGH CULTURE, ART AND MUSIC.

**Pasion por
el Español**



**IMMERSION PROGRAMS
ESPAÑOL 100% SPANISH
PROGRAMAS DE INMERSION**

**2017 • 2018
PARENTS HANDBOOK**

BY : HUMAN ADVANCE LLC
703.717.2687
571.606.9752



LOCATED AT:
SHERWOOD COMMUNITY CENTER
3740 OLD LEE HIGHWAY
FAIRFAX, VA 22030
703-385-1695



**MICHUCHUTREN.COM
@MICHUCHUTREN**

**MICHUCHU™
TREN**

Welcome Aboard Mi Chu Chu Tren. 100% Spanish Immersion Program.

Dear Parents,

Thank you for your interest in our immersion program. Mi Chu Tren's Spanish immersion program for preschool ages is a nurturing community that educates the whole child, where children develop mutual respect, personal responsibility, and a passion for learning. We are very happy to have your child with us.

Our unique curriculum provides an excellent academic and social education while giving children the invaluable skills of comprehension and use of the Spanish language and an appreciation for the culture. The philosophy is to make them happy children able to socialize, accepting themselves as they are, special beings, with immense potential to give and receive. We are aware of the enormous responsibility in our hands, but that is what motivates us to make of them, happy, wonderful children, wanting to give the best of them. At this program, we strive to educate the whole child (mentally, physically, and emotionally) by guiding the children to learn how to take care of themselves.

Our primary goal this school year is the happiness of your children while we instill in them passion for the Spanish language.

We create an environment where they can learn daily activities and life skills while learning a second language, 100% exposed to Spanish. We know kids are natural born learners, we give them the tools and space to explore and fulfil their curiosity through hands-on-projects. Our curriculum develops the fundamental cognitive skills they will need for Kindergarten but we focus our hearts to teach them non-cognitive skills like perseverance, character, self-creativity, trust and respect, which we believe are the key for their personal success.

Location: Sherwood Community center, 3740 Old Lee Highway, Fairfax, VA 22030

I. ABOUT THE PROGRAM

PROGRAM SCHEDULES:

Two Day program 9:00am to 12:00pm

Monday and Fridays
Tuesdays and Thursdays.

Three Day program 9:00am to 12:00pm

Monday, Wednesday and Fridays
Tuesday, Wednesdays and Thursdays.

Lunch Stop (optional for any of our preschool student)

12:00am to 1:30pm

Two or Three days

2017/2018 PROGRAM

This is a 10-month program running from September 7th, 2016 through June 23rd, 2017.

ACADEMIC CALENDAR

Please refer to the following calendar for special dates and Holidays. Any change will be communicated through email and updated in our website.

September 1st	Open House
September 5th	First Day T-Th and Three-day program
September 8th	First Day Monday and Friday program.
October 9	Columbus Day – Holiday
November 7	Student Holiday – Teacher meeting
November 23 -24	Thanksgiving Break
December 14 and 15	Christmas show
December 18 to January 5	Winter Break
January 8	Back to school day
January 15	Martin Luther King Holiday
February 19	President’s Day Holiday
March 26-30	Spring Break
May 10-11	Student Holiday – Teacher meeting
May 28	Memorial Day Holiday
June 22	Last day of school

THE TEAM

Mi Chu Chu Tren is a family based business created from the dream to see our children and grandchildren learn and love the Spanish language. The Team and teachers are passionate about Spanish and about creative education. Team members have undergone training regarding our program. All staff has had criminal background checks and has met specific qualifications for working with children.

Andres Garcia President and Founder.

Andres is a Native Spanish speaker from Colombia with a big passion for Creative education and for teaching the Spanish language. He serves as the Director of Curriculum and is also Lead teacher in most of our programs. He has five years of experience teaching children and Adults the Spanish language and more than 10 years in the Education sector teaching creativeness, Art history, TV production and set Design, between others. His professional background besides education is a Bachelor Degree in Architecture and extensive experience in Interior Design.

Pilar Voelkl Lead Teacher for all programs and Co Funder

Pilar was born in Colombia and as a Native Spanish speaker she loves to instill passion for the language. She has been involved in early childhood education since 2010 when she decided to embrace her passion for teaching. Goal and result oriented, passionate for teaching – committed to providing a nurturing environment maximizing the potential of every student. As Spanish educator, she develops focused and energized lessons that motivate students about the importance of a second language. Passionate about arts and creativeness.

Camila Garcia Curriculum Innovation Director and Co-founder

Passionate about creative education and bilinguism. Camila got involved in the creation of Mi Chu Chu Tren through her determination of giving her daughters the gift of bilinguism and a true love for the Spanish language. With a Bachelor in Product Design and a Master in Strategic Design, Camila brings to the team design thinking methodologies to improve curriculum and student experience. She serves as Director of Communications and Assistant for all immersion programs.

OUR CURRICULUM

We know kids are natural born learners, we give them the tools and space for them to explore and fulfil their curiosity through hands-on-projects. Our curriculum was designed to learn the language in a meaningful, real-world way, through culture, art and music. It also develops the fundamental cognitive skills children will need for Kindergarten but we focus our hearts to teach them non-cognitive skills like perseverance, character, self-creativity, trust and respect, which we believe are the key for their personal success. We provide a balance of activities with developmentally appropriate materials and we have created a system personalized to the abilities of every student.

The goals of our program are:

- Promote love for the Spanish language and its learning.
- Engage, inspire and enthuse students by creating conditions in which they will want to learn.
- Enable students to pursue their interests and strengths.
- Keep their curiosity alive.
- foster positive self-concept
- develop social skills
- Encourage language development
- Enhance physical development and skills
- Encourage creative expression and appreciation for the arts

The teachers respect the child's right to choose not to. Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning. To promote the development of language, students have frequent opportunities to engage in conversations with teachers and classmates. The continuous exposure to the Spanish Language will help the student to learn in the natural way.

OUR APPROACH

Multiple intelligences: Following the theories of Psychologist Howard Gardner, we believe every child has a different way of learning. We provide in every class a set of activities to cover different approaches such as musical, visual, linguistic, logical or social between others.

Spiral Curriculum: Activities inside curriculum are intentionally design to introduce key concepts through repetition and reinforce them by increasing the degrees of complexity for each concept.

Enrichment: We have included a broad array of hands-on projects through different STEAM activities to promote critical thinking, listening and concentration. We use cultural event to introduce concepts, involve students in art activities, science experiments, cooking, puzzles, Legos and free play to approach their varied interests.

Multi-grade classroom: We provide a multi-grade and multi-level classroom where children have different ages as well as different levels of Spanish knowledge. This type of structure is a natural extension of life in the “real world”. Younger children learn from older children while older children reinforce basic concepts and learn social skills as interaction with other ages is fostered. Children with English background interact with Spanish only speakers, creating a perfect bilingual environment.

POSITIVE DISCIPLINE

We will work with our students to be sure all children understand the proper way to interact with other children and teachers in the class. We understand this may be the first time your child has been to a preschool program, we will encourage the children to play safely, respect people, and respect property.

Our team will use positive guidance and is encouraged to hold meetings to problem-solve issues as they arise. These teaches children necessary problem-solving skills while providing them with opportunities to share their opinions. Mutual respect is an important part of the process.

Positive discipline uses an approach, where a child’s feelings are taken into consideration. Children are encouraged to share about their feelings as well as discuss their mistakes, ideas, and problems openly. If the child’s unappropriated behavior doesn’t improve, the child will be placed in a designated area within sight and sound of the teacher for no longer than 5 min. The teachers will work on resolving issues while modeling respectful communication. If any problem arise, first contact information will be the parents directly, so we can find a solution together.

APPROPRIATE DRESS

Please make sure your child is dressed to play and move. Weather permitting, we may have outdoor activities or a visit to the playground. Please On the first day of school, bring an extra change of clothing for your child that includes underwear, socks, pants, and a shirt in a gallon Ziploc, properly labeled with name and last name. Label sweaters, jackets and backpacks with their names.

Elastic waistband clothing is best. Please no belts. Boots are not acceptable footwear for the playground or classroom. Boots may be worn to school during inclement weather, but students should also bring a pair of shoes for indoor activities.

PLAYGROUND REGULATIONS

When weather permitted we will be going out to the “Van Dick Park” Playground. Children will be only allowed to use the Small (Blue) playground intended for children 2 to 5 years old.

Safe Playground Habits

General

- We play and run in a safe manner, always being considerate of others.

- No climbing on/over fences, trash bins, windowsills, fire stairs, etc. or outside any climbing structures.
- All adults on the playground (staff) are there to supervise all areas of the playground and assist as needed.

Slides

- Wait your turn and give the person ahead lots of room.
- Slide down feet first, sitting up, one at a time.
- Spiral slide is only for sliding down.
- Small slide shall be used for climbing up and/or sliding down.

DROP OFF AND PICK UP

Drop off children is between 9:00 and 9:15am. Please do not arrive later than 9:15am. Pick up will be at 12:00pm for regular programs and 1:30pm for extended lunch stop. Upon arrival at the Sherwood Center each day at the specified time, PARENT or GUARDIAN must sign-in children with a staff member at the program. At the end of the day, PARENT or GUARDIAN must sign-out children with a staff member.

Fill up Authorization Form portion on the back of the Participant Information Card with all the people who can pick up your child. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and please make sure to pick up your child on time.

UPDATED INFORMATION

If a family has a change of address or phone number at any time during the school year, it is required that the Teacher be immediately notified in writing. This also applies to any changes in work or emergency phone numbers. It is critical for us to have up-to-date contact information on parents in case of an emergency. Please provide the school with the names, addresses, and phone numbers of 3 responsible adults who can be contacted in the event of an emergency if the parent cannot be reached.

BIRTHDAY CELEBRATIONS

We love celebrating all children's birthday. If you want to celebrate your child's birthday at school, you must have coordinated with the teacher at least one week prior to the celebration date. Parents are welcome to prepare special birthday treats for your child's class. Small Birthday cupcakes are acceptable; or non-messy treats. We are a nut-free program, treats brought into school must be nut-free.

II. ENROLLMENT POLICIES

AGES

Mi Chu Chu Tren's preschooler immersion program is for children 2.5 to 4.11 years old.

ADMISSION REQUIREMENTS

A Child's Place is open to boys and girls of all races, religions, and nationalities. Kids with no exposure to Spanish are totally welcomed. If we do not have space available, we will gladly put your child on our waiting list.

To keep your child safe, we require registered parents to complete the following documents and return them to us before September 16:

- Participant Information Card. If any information changes, please make sure you contact staff to update the form.
- Proof of child's identity and age (Birth Certificate- requested by VA Commonwealth)
- Virginia Health Form completed by your child's doctor.
- Child Emergency Contact Form
- Acknowledge and acceptance of Handbook Policies and Waiver Release
- Authorization for Medical Treatment
- Payment of the non-refundable materials fee.
- An annual update of your child's records will be required by the center. This is to ensure accuracy of your child's records.

TUITION

The tuition fee covers the whole school year and for your convenience we have divided it in 10 monthly installments for your convenience. All payments are done directly to the Sherwood Community center. We operate with the Automatic Payment Plan option, please make note that your card will be charged at the beginning of every month.

*Please mark these dates on your calendar. The Parks and Recreation Department will track payments and make every effort to send reminders and receipts for each billing period. Please let our staff know if your credit card information changes. Any payments that are not made on time will incur a \$25 late fee per week unpaid.

Prices for 2017-2018 year are:

M-F	\$ 2450
T-TH	\$ 2450
M-W-F	\$ 3400
T-W-Th	\$ 3400
Lunch Stop 2 days	\$1225
Lunch Stop 3 days	\$1700

We do collect a non-refundable activity fee of \$120 per child each year, which covers all materials and workbook. This fee is collected the first week of school and is payed directly to “Human advance-Michuchutren”.

ABSENCES

When it is necessary that a child be absent for any reason, it is requested that you call or email the office by 9:00am to report the reason. No reduction in tuition is allowed because of absences due to illness or otherwise.

WITHDRAWAL POLICY

You can withdraw the program at any time however we require a written notice a month prior with copy to the Sherwood community center. Regular tuition charges apply to this month.

MAKE –UP DAYS POLICY

No make-up days are provided unless we cancel a class due to a teacher’s illness or School problem. We do not offer make up for the days cancelled by inclement weather.

FAMILY DISCOUNTS

We offer a 10% discount for every sibling enrolled in any of our programs.

III. OPERATING POLICIES

HEALTH CONCERNS

We would be very happy if we could say that children at the center never get sick, but unfortunately, it does happen. We do our best to stop the spread of illness. Children are encouraged to wash hands before mealtimes as well as after using the toilet. Even with all the precautions that can be taken, children still get sick. We will notify you immediately if your child exhibits any signs of illness while attending the preschool program. You are required to pick your child up as soon as possible. Please keep your child home during illness and for 24 hours if:

- a) has a fever of 100.4 degrees (F) or higher;
- b) has recurring vomiting or diarrhea;
- c) exhibits any communicable illness such as conjunctivitis (“pink eye”).

Staff will NOT administer any medications to children during the program. If your child needs to take medication during the program time, a parent or guardian must come to the program to administer the medication to their kids.

If your child has pink eye, an unidentified rash or a communicable illness such as chicken pox, your child will be excluded from the center until a doctor's note is supplied stating that your child is no longer contagious and that he or she may return to school. When a child at the center has a contagious illness, a notice will be posted so that you may watch for symptoms in your own child. Children who are suspected of head lice are required to stay home and can only return with the approval of a doctor. If your child will be absent due to illness or has a communicable contagious disease, please notify the school within 24 hours by email or phone.

SNACK AND ALLERGIES

Mi Chu Chu Tren will provide a small snack and water/ juice to children during the program each day. We provide food with non-allergens but please make staff aware of all allergies that your children have as we will try to best accommodate all children's needs. Children are not allowed to bring their own snacks and/or drinks to the class for the safety of their classmates.

POTTY TRAINING

Our program has been created for children already potty trained and the team will not change any diapers. Anyway, we understand that children at this age may still be in the process of toilet training and if an accident occurs, we will handle this in a sensitive manner, unfortunately we are not able to change them so we will need to call you. Recurring problems will be addressed individually.

CODE OF STUDENT BEHAVIOR

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur to protect all children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of

others, and then only for if is necessary to control the situation. Children will be shown positive alternatives rather than just being told “no.”

Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If a child’s behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. Open communication between home and preschool is considered the key to effective discipline.

COMMUNICATIONS:

There are several systems in place to help you keep in touch with everything that's happening at Michuchutren.

Parent-teacher communication

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Please be mindful that During the rush of the morning when the children are settling in, it can be hard to stop to talk and remember everyone's special needs and/or arrangements for the day. Please drop a note to the teacher if you want to pass along information about such things as a special situation they should be aware of, or special needs for your child, we will contact you later during the day. We will have a scheduled parent-teacher conference at mid-year before winter break. Parents can also ask for a conference at any point throughout the year as need arises. Please privately contact a teacher with any concerns about a child or class situation.

Email communications

Much of our communication is done electronically, so please be sure that we have current email addresses on file for both parents. We will be sending periodically a newsletter with important announcements. Parents may send email messages directly to the office at humanadvanceinfo@gmail.com

Parents webpage

We provide a parent’s page where we have resources to use at home, calendar of events and the themes children will be seen during each month so that you can get involved in their daily program. Please check the page at least once a month for information.

Facebook, Twitter and Instagram

We make use of social media to share with you what is happening at school, especially school closures, last minute news but also pictures of daily activities and useful resources. Please join and help us grow a strong community.

If you need further assistance Mi Chu Chu Tren’s office phone numbers are (703) 7172687 for english or spanish and 5716069752 only Spanish.

WE WELCOME FEEDBACK.

If there is something you disagree with, or if there is any problem please let us know. Mistakes help us grow and we welcome every comment from you or your child.

PARENTS/FAMILY PARTICIPATION

We recognize parents as the primary and principal educators of their children. Parents are encouraged to participate in the programs, which are developed for the education of their children. We will be creating events and special themed activities for families to share with their kids. If you want to be at one of our classes, please let us know, we will gladly arrange a time for you.

OUTDOOR POLICIES

We believe in the importance of outdoor play and contact with nature so we will be going to the park when weather permit. We will go to the “Van Dick Park” located in front of the Sherwood community center or play at the front yard outside the building. When going to the park children will hold on to ropes when we walk.

Staff is NOT allowed to apply sunscreen to your child and they will not be able to apply it by themselves, so please send them with their appropriate sunscreen from home.

EMERGENCIES

Should an emergency occur; our staff will contact the first name on the registration form immediately. Should those persons be unavailable, we will call the emergency contact. Please make sure all the emergency contact information is up to date always.

MANDATED REPORTING

As required by Virginia state law, all program staff are considered mandated reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services. Maltreatment usually falls into one or more of four general areas: physical abuse, neglect, emotional maltreatment, and sexual abuse.

INCLEMENT WEATHER/ SCHOOL CLOSINGS POLICY

Mi Chu Chu Tren’s program and the City of Fairfax Parks and Recreation Department follows the Fairfax County School’s cancellation policy. When schools are closed due to inclement weather Mi Chu Chu Tren will be cancelled. Website for Fairfax County school information: www.fcps.edu.

When Fairfax County Schools are delayed for one to two hours, Mi Chu Chu Tren will start at 10:00am. In the event of inclement weather during a time when public schools are not in session or in the case of extenuating circumstances such as extreme temperature or issues which does not affect Parks and Recreation programs the City of Fairfax Parks and Recreation Department Director or designee will decide on cancellations and delays. Please call the center before leaving your home for updated center information and possible cancellations.

This information will be posted on the website, www.fairfaxva.gov or call 703-385-1695. Staff will make all effort to contact students by e-mails, post updates on Facebook and, where

appropriate, phone calls. Weather cancellation announcements will be posted in our Facebook page.

IMPORTANT TELEPHONE NUMBERS	
Mi Chu Chu Tren's Office	(703) 7172687
Mi Chu Chu Tren's Website	www.michuchutren.com
Mi Chu Chu Tren's Email	humanadvanceinfo@gmail.com
Contact phone (Spanish only)	(571) 6069752
Sherwood Community center main desk	(703) 3851695
Fairfax County School weather announcement	http://www.fcps.edu/news/emerg.shtml
<p>We provide information most of our updates and/or special announcements through our Facebook page, Twitter account and website. We will appreciate if you can join the community to keep you informed. Thanks</p> <p>www.facebook.com/michuchutren Twitter: @michuchutren</p>	