Little Tree Huggers LLC

BILINGUAL ECO-GREEN

Preschool

Parent - Student Handbook

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LITTLE TREE HUGGERS LLC
Bilingual – Eco-Green Preschool

Little Tree Huggers welcomes you as one of the most important elements of our school. We are a 12 month a year bilingual Eco-Green preschool in Leesburg, Virginia, with the goal of encouraging children to connect with nature, care for the environment and celebrate and respect the diversity of our multicultural world. Our loving staff, with over 35 years of experience in Early Childhood Education, coupled with your child's unlimited potential for growth and your cooperation will make this one of the most memorable experiences of your child's life!

OUR MISSION

We believe that an eco-green environment is essential for the development of healthy minds and bodies. At Little Tree Huggers we want to break down both social and cultural barriers to sustainability and understanding, by coming together and celebrating the diversity and wonders of nature and our multicultural world. This is accomplished with a comprehensive nature based curriculum that teaches tolerance and solidarity while encouraging children and their families to connect with and care for nature and one another throughout their lives.

BASIC PRINCIPLES

- Teaching respect for Nature and the Environment through Discovery
- How do "our part" to sustain or Planet
- Respect and awareness of other languages and cultures
- Bilingual instruction in English and Spanish, featuring exposure to other languages as our monthly curriculum evolves
- Interactions focused on cooperative learning and sharing
- Discipline through redirecting
- Multicultural Celebrations
- Tailoring curricula to fit your and your child's needs and interest

We empower children by setting examples for environmental sustainability. We promote positive self-esteem, develop an excitement for learning and introduce children to their role as stewards of our planet.

Our goal is to teach children to connect with nature. We stimulate personal growth by tapping into your child's natural curiosity. We seek out areas of interest, tap into their passions and leverage your loving support at home to deliver a truly comprehensive early childhood education curriculum.

At *Little Tree Huggers* we believe all children possess greatness. Our curriculum is a balance between cognitive, social, emotional, and physical development. Children have hands on experiences daily to encourage and support them to learn through their inherent love for and curiosity about nature and the environment. Your child will be guided through investigative, experiential lessons. He/she will be exposed to foreign languages and cultures, as well as art and

music, math, literature, science and exercises focused on stimulating the imagination and encouraging self-expression.

NONDISCRIMINATION POLICY

Little Tree Huggers does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

EMPOWERING KIDS

We believe in empowering kids to be leaders. We give them a healthy environment in which to learn and play. We teach them conservation, recycling and how things grow. We show them how everything in the environment is interconnected and then we give them the tools to innovate. The *Little Tree Huggers experience empowers kids to make a difference* and teaches them environmental and health values that will stay with them for life.

TEACHING KIDS

Little Tree Huggers is not merely a Family Day Home or your average Child Care Center. The fundamentals of literacy and mathematics are introduced during 'child friendly' lesson plans presented in the morning along with a daily Environmental module. During the afternoon students are immersed in the discovery of the Arts. We believe in the importance of introducing children to diversity as early as possible. We accomplish this through a combination of language immersion (primarily English-Spanish but with exposure to German and Italian), contact with musical genres from around the World, as well as classical art and artists of international acclaim. Our students engage in activities that are designed to enrich their vocabulary and language skills and our program develops emergent readers and introduces fundamental math and science concepts. All of the above is accomplished while playing games and having fun.

Our Art philosophy is both process and product based, as we believe both provide different benefits to a child's development. Through daily art activities, children develop fine motor skills, self-expression, confidence and positive self-esteem. Music is a wonderful tool for learning as well and has been linked to academic success especially in the subject of math.

In terms of literacy instruction, we build a solid platform of vocabulary through oral comprehension activities, re-telling and expressing. By using this method we allow high order spoken language (vocabulary) to be matched against low order word attack skills (phonics) from which the children can step easily into the world of books. Reading becomes an experience of moving out of oneself as a result of the vast vocabulary one has amassed. We recognize that reading is so much more than printed books. Children are immersed in reading every day: we

"read" the weather, we "read" faces and body language. Poetry, singing, conversation, expressive re-telling and imaginative play are cornerstones of our program. Alphabet, sight words and short sentences are introduced concurrently with writing inspired by storytelling.

We have an exceptional program that is innovative, exciting and interesting.

The daily routine also provides children with the opportunity to get in touch with their inner selves. Our students practice yoga daily, fine tuning their motor skills, developing body awareness, and relaxing through guided imagery.

At *Little Tree Huggers* we are always looking for opportunities to link together elements from the academic and Arts Curriculum. We also strive to personalize the educational experience by encouraging our students to talk about their families, backgrounds and even religious beliefs. *Little Tree Huggers* is committed to celebrating all belief systems, holidays, languages and cultures. You'll always find us celebrating through exhibitions, performances and through art!

At *Little Tree Huggers*, we promote the idea that we are part of a global population. We educate our students to value and respect diversity. We promote saving rainforest as well as local streams. We involve our students in making birdfeeders, nesting sacks, and squirrel feeding stations, while providing our students the opportunity to observe, care for, and appreciate our local wildlife. Our activities are designed to engage all learners through play, guided lessons, investigation, inquiry, and imagination. Our curriculum builds upon itself.

ENVIRONMENTAL EDUCATION

As our name screams out, environmental awareness is woven into every aspect of our daily routine. Lessons about reducing, reusing, and recycling will start on day one. Composting will be part of your child's daily routine as will learning to compassionately observe the life cycle of various organisms. At *Little Tree Huggers* we stress the importance of every creature big or small and, therefore, we will request the family's help in encouraging their curiosity, while simultaneously guiding them in resisting the temptation to interfere with or dismantle the habitats they might be observing. We have carefully designed our outdoor space to enhance our student's learning experiences. Our organic garden will be planted, cultivated, and harvested by our students, families, and staff. Our students will help care for their chickens, harvest their eggs and even prepare their own snack omelets. By our stream, they will learn about crayfish and observe their delicate mud chimneys.

Little Tree Huggers believes that preschool years should not be underestimated! Most people are unaware that statistically by the time a child is five years old - 85% of their brain has developed. Children at age 3-4 have twice the brain activity of an adult. Therefore, choosing the most comprehensive educational experience possible at the preschool level is one of a parent's most important decisions.

OUR OBJECTIVES

Artistic: To promote self-expression and imagination.
Recreational: To make your child's first formal school experience fun and successful
Environmental: To promote care and love for our planet
Academic: To prepare children for their future academic years

This handbook will acquaint you with the basic operations of *Little Tree Huggers LLC* an Ecologically informed and interactive Bilingual Center. You are encouraged at any time to call, write or visit the school should you have any questions. Your input is encouraged and valued.

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ADMITANCE

Per § 63.2-1813 of the Code of Virginia, Custodial parents have the right to be admitted to the family day home any time their child is in care.

Due to the fact that 75% of our curriculum is outdoors, the following requirements need to be met for your child to be admitted to Little Tree Huggers:

1. Your child needs to be fully potty-trained (this includes being able to let the teacher know they need to go to the bathroom and properly clean themselves).
2. All enrollment package forms need to be completely filled out and signed by the first day of attendance. This is a Virginia Department of Social Services Requirement.

ARRIVAL AND DISMISSAL INFORMATION

School Hours: LTH - Gleedsville Classroom 8:00 a.m. - 5:00 p.m. LTH - Gap Rd. Classroom 8:00 a.m. – 4:00 p.m.

IMPORTANT PROCEDURE FOR DROP OFF AND PICK UP:

- ARRIVAL



LTH Gleedsville:
We strongly encourage parents at our Gleedsville Homeroom to use the "Kiss & Ride System" shown below. As much as we love to visit with you, it becomes very difficult for your child and the other children in the classroom to have parents linger in the mornings. From 8:00-8:45 a.m. please pull up to school turn around and wait for a teacher to get your child from your car and escort him or her to the classroom. Please turn off your engine while you wait. If you arrive after 8:45, please park in one of our designated parking spots, turn off your engine and escort your child to the facility entrance. Please familiarize yourself with each homeroom's parking system.

LTH Gap Rd: Please Park in the designated parking area, turn off your engine and escort your child to the classroom.

- DISMISSAL

Only those individuals on the Little Tree Huggers LLC (LTH hereafter) Pick Up Authorization form will be allowed to pick up your child at any time. It is vitally important that parents or any person approved by the parent not take a student from school without having first signed the child out through the "office" or with his or her teacher. Should you have an emergency and need to send someone else, a text message or phone call from the parent or someone on the Pickup Authorization form will be required. In all such cases identification will be required.

- DELAYS IN PICKING UP YOUR CHILD

Although we are sensitive to the fact that "life happens," our faculty schedules are based on your child's schedule and state mandated teacher/child ratios. When parents are late to pick up their children, it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have classes, families and regular commitments for which they are responsible. It can also be distressing for children to be left at LTH either after hours or after their appointed departure time. As such, late pick-up is not a normal program option and should be considered an exceptional occurrence. Participants that are picked up past their appointed departure time (3:00, 4:00 or 5:00 pm) will be assessed a **late fee** of $15.00 for the first five minutes and $1.00 per minute thereafter. We may also ask that a family change their schedule if they are having difficulty consistently picking up at their regularly scheduled time.

CARPOOLING

As part of our mission statement is to encourage families to connect with and care for nature, we strongly recommend parents consider carpooling whenever possible to reduce their carbon footprint and afford their children another opportunity to interact with each other.

Thank you in advance for your cooperation regarding this matter.

ASSESSMENTS

Our students are assessed informally through daily observation along with formal written assessments. Parents will receive the formal written assessment quarterly addressing their child's progress. Our families also receive a compilation of their child's artwork every month in a portfolio.

ATTENDANCE

We strongly encourage your child's attendance unless he/she is ill or there is an emergency preventing him/her from coming to school. Since we offer a full year program, should your child need to take an extended absence for any reason, the family will still need to continue tuition payments to reserve his/her spot. Along similar lines, we strongly encourage families to plan vacations around LTH's two-week summer break in early July, the last week in August, or Winter/Spring breaks, as we do not offer discounts for time off outside these dates.

BIRTHDAY CELEBRATIONS

Birthdays are a special time for children. As such we really try to make each child feel special that day. Parents are welcome to participate in their child's birthday event, by bringing a suitable snack to share. (Snack ideas: cupcakes without frosting or artificial colors, fruit popsicles, pizza,

chocolate covered pretzels, cheese and cracker and/or fruit and yogurt trays. The snack choice will be dependent on any possible allergies other classmates might have.) Candies are not allowed unless they are inside a goody bag ready to take home. Any party/paper material provided by parents should be recyclable or biodegradable. Balloons are not allowed unless they are taken home. Please notify your child's teacher in writing two days in advance if you plan to bring in something special on your child's birthday.

CHANGE OF ADDRESS

It is important for emergency and administrative reasons that each student maintains an up to date address/telephone number at the school. Please notify the school immediately if you have an address or telephone number change at any time during the school year.

CHILD ABUSE

The State of Virginia requires teachers and child care providers to report suspected abuse and neglect to the proper authorities. We care about the safety and wellbeing of each child in our care and will follow reporting guidelines according to § 63.2-1509 of the Code of Virginia state.

CHILDRENS FILES

Photo Release
Allergy form
Emergency contact
Pick up authorization
Birth certificate or Passport
Vaccination certificate

CLASSROOM SET UP

Centers:
Academic/Educational – Calendar and Writing Center
Discovery and Nature Centers
Play Center
Library
Artistic Expression Corner
Music Center
Exercise and self-expression Center

CONFERENCES

Parent-teacher conferences are held in the Fall and Spring. Conferences may also be held upon request of the parent or the teacher on an as needed basis. Your child's teacher will indicate a possible meeting time. If it is inconvenient, it is the parent's responsibility to contact the teacher a week in advance to set up a mutually convenient time. In addition to conferences, all staff members are available to discuss student performance at any time. Please call 703-853-7133 for an appointment.

CURRICULUM - ARTISTIC AND ACADEMIC:

FINE ARTS

Mixed media - Discovering different art materials
Art history - Study and discovery of art throughout time
Artist and art movements in the world - Study of the various art movements
Drawing and Painting - Developing the use of paints and inks from natural materials
Paper Making and Decorating - Developing and preparing of paper from natural resources
Batik - Developing and using natural dyes on natural fabrics
Ceramics – Developing and using natural clay in the creation of 3D projects
Natural Media – Creation of small artifacts using materials such as wood and stone

PERFORMING ARTS

The Art of Story Telling - Daily reading of books related to monthly chosen themes
Mime - Self-expression and imagination
Creative Play - Making and acting
Movement and Dance - Discovering the power of dancing to international or multi-cultural music
Puppetry - Discovering fantasy and pretending play

LANGUAGE AND MATH

Languages - Students are exposed to an extensive Spanish vocabulary as well the basics of German and Italian
Writing - Getting familiar with letters and numbers
Math - First concepts of simple addition and subtraction
Geometry - learning about shapes and space

MUSIC

Music Appreciation - Exposure to classical and modern music
Composition - Familiarization with Composers from around the world and throughout history
Musical - Instruments: discovery of a range of percussion instruments
Song - Vocal expression and discovery of multi-cultural songs

YOGA

Yoga - poses: kid friendly movements
Yoga - relaxation: getting ready for a quiet and relax time at mid-day

DAILY ROUTINE: FULL DAY MONDAY - FRIDAY 8:00 am -5:00 pm

8:00	Arrival - Greeting and Socialization through free play
8:30	Clean Up & Water Break
8:40	Affirmations
8:45	Calendar time - language and science
9:20	Potty & Water Break
9:30	Fresh environmental time
9:35	Snack Time
9:45	Music - Get The Wiggles Out
9:50	Guided Exploration Time – Story Time
10:00	Group Meditation, Stretching, & Breathing in the garden
10:15	Potty & Water Break
10:30	Outdoor Chores
10:45	Free Exploration
11:10	Clean Up
11:20	Potty and Wash Up
11:30	Lunch time – Story Time
12:15	Project Time
12:40	Indoor Time
12:50	Potty, Brush Teeth, & Set Mats
1:00	Yoga
1:20	Potty & Resting time – Siesta
3:15	Wake Up - Worksheet - Academics
3:45	Snack - Fresh environmental Time
4:45	Free Exploration - games – Clean up
5:00	Farewell

Please note, our LTH-Gap Rd. homeroom concludes the school day at 4:00.

DIFFICULT DAYS

Occasionally, your child may have a difficult time coming to school. It is important for you to try to assess what might be going on and to inform your teacher. On those days, we will try to offer your child the extra attention, love and support that he or she may need. It is important on these days that you not keep your child at home. When you drop off your child, make sure that you do not enter the classroom. The latter makes it harder for your child and disrupts the other children. One of our shared goals with you as a parent is to help your child mature and cope in developmentally healthy ways. As such, we need you to work with us as a team. This will help your child feel safe, well cared for and supported to manage any difficulty he or she may encounter in the upcoming year.

DISCIPLINE

One of the major milestones for preschool aged children is to master his or her impulses in "pro-social" or socially appropriate ways. In instances where a child has not made "good choices" for him or herself in the classroom, we help him/her think about their choices and redirect them to help them make better choices for themselves in the future. Our method of discipline is firm, consistent, patient, and understanding.

In the event that the child's behavior becomes a chronic problem or is unresponsive to the teacher's attempts to change the behavior, the school will first hold a parent teacher conference to discuss how to correct the behavior. If the latter does not improve the situation, we may ask the child to be seen by his or her pediatrician of by a professional in childhood counseling.
In the event a child hurts physically a friend, teacher or animal friend, parents will be notified verbally at dismissal and ask parents to talk to the child about kindness and personal space.
A second time, an incident report will be filled out and a parent's signature will be required.
At the third time, parents will be notified via text or phone call. Parents will be asked to please pick up their child for the rest of the day, encouraging to address it at home.
At the fourth time, parents will be asked to pick their child; and won't be able to come back the next school day. At this time, teachers/director will request a parent- teacher conference to discuss the situation and find the ways to help the child and the disruptive behavior.

DISPENSING MEDICATION

LTH does not have a nurse. If your child requires Tylenol, cough medicine, itching cream etc. please keep your child home until he/she no longer needs medication. Medication prescribed by a physician is the responsibility of the parent or guardian and in many situations time schedules can be adjusted so medication can be taken before or after school hours. Please consult your physician on these matters.

DRESS CODE FOR STUDENTS

Student should come, every day, prepared to play, create and explore. Children need to be dressed properly and according to the weather. Students will spend a great deal doing outside activities, snow, rain or shine, as long as the weather and seasonal temperatures do not affect the children in any harmful way. Also, please ensure that your child can manipulate his or her clothing independently, particularly for potty purposes.

Parents must provide a change of clothes in case of unexpected incidents, as well as a pair of rain boots to keep at school. Please send your child to school in sneakers daily, Velcro straps help for easy and fast transitions. No open toes sandals or crocs please!
PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME.

FAMILY

LTH believes in a strong partnership with our families. Our students, parents, and siblings are invited to participate in multiple events throughout the year, including Halloween, Multi-Cultural celebrations, Winter Holidays, Valentine's Day, Reading, Community Helpers, Earth Day Celebration, as well as visiting and reading to the children. You will be notified every month about

our special activities and families are required to provide 8 hours of community service at LTH per year.

FIELD TRIPS AND CHAPERONES

Students will be attending field trips throughout the school year. We depend on strong parent and grandparent participation as the school does not have any other means of transporting students. A list of field trips for your child's class will be provided for you at the beginning of the school year or at least 30 days in advance so that you can plan ahead. Thank you in advance for your cooperation.

HEALTH POLICY

The health of all children is a matter of major importance to all of us here at LTH. As such, we ask for your cooperation in maintaining excellent health standards in our school. We have set up the following guidelines for parents:

1. Please notify us by text message or phone in the morning whenever you are keeping your child at home for any reason. If your child is absent and we do not receive a text message or phone call we will attempt to contact you until we are able to reach you or leave a message.
When ill, please describe the symptoms as thoroughly as possible.

2. We request that you keep your child at home whenever he or she:
    - Has a rash
    - Has had a temperature of 99 degrees or more within the last 24 hours
    - Gives evidence of a fresh cold or has persistent or severe congestion or runny nose
    - Has any communicable illness (mumps, chicken pox etc.)
    - Has a sore or discharging eye
    - Becomes unable to go to the bathroom independently (this includes not being able to let the teacher know they need to go to the bathroom or properly clean themselves).

If we detect one or more of the above symptoms in your child, you will be notified to pick him or her up promptly. If the staff determines that your child must leave the school because of a serious cold, for example, your child must remain at home for 24-48 hours after the symptoms have subsided or until a doctor's note is brought in stating that your child has been seen and is not contagious. Additionally, should your child or any family member have any illness diagnosed by a doctor as contagious, please notify LTH immediately so that other parents can be alerted to the fact that their child may have been exposed.

We ask that each child have an annual physical examination and meet the standard immunization requirements. This includes written notice of shots received throughout the year.

The following list of symptoms of illness for which a child will be excluded from LTH include:

- Temperature equivalent to 100 degrees or greater even if there has not been a change in behavior.

- Symptoms and signs of possible severe illness (such as lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs), until medical evaluation allows inclusion.
- Uncontrolled diarrhea, increased number of stools, until the symptom stops.
- Blood in stools not explainable by dietary change, medication, or hard stools.
- Vomiting illness two (2) or more episodes of vomiting in the previous twenty-four (24) hours until vomiting resolves or until health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms).
- Mouth sores with drooling, unless a health care provider determines that the condition is noninfectious.
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until after twenty-four (24) hours after antibiotic treatment has been initiated.
- Scabies, until twenty-four (24) hours after treatment has been initiated.
- Pediculosis (head lice) until twenty-four (24) hours after treatment has been initiated.
- Tuberculosis, until a health care provider states hat the child is on appropriate therapy and can attend care.
- Impetigo, until twenty-four (24) hours after treatment has been initiated.
- Strep throat or other streptococcal infection until twenty-four (24) hours after initial antibiotic treatment and cessation of fever.
- Varicella-zoster (Chicken Pox) until all sores have dried and crusted (usually six days).
- Shingles, only if sores cannot be covered by clothing or a dressing, if not exclude until sores have crusted and are dry.
- Pertussis, until five (5) days of antibiotic treatment.
- Mumps, until nine (9) days after the onset of parotid gland swelling.
- Hepatitis A virus, until one (1) week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff
- Measles, until five (5) days after onset of rash.
- Rubella, until six (6) days after onset of rash.
- Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than normal and therefore compromises the health and safety of other children.

Each parent whose child may have been exposed to a reportable communicable disease shall receive written notice of the outbreak or such diseases.

HOLIDAYS

LTH follows Loudoun County Public School Schedules with regards to holidays and weather related closings. As such, we respect all National Holidays to include:

Labor Day
Indigenous Peoples Day
Thanksgiving
Winter Break (two weeks)
New Years
Martin Luther King Jr. Day
Presidents Day
Spring Break
Memorial Day
Juneteenth
Independence Day
Summer Break – (first two weeks in July)

ILLNESS OR INJURY

Your child will be supervised closely in an attempt to prevent injuries, but accidents resulting in minor injuries occasionally do occur. The staff is trained in First Aid and CPR and will administer first aid for all injuries. An incident report will be filled out by the staff member having witnessed the injury and will be sent home with the student. If the injury is serious, we will call you and suggest that you take your child to the doctor or emergency room. If an injury is severe, we will call 911 for assistance before we call you. If we cannot reach you we will call the emergency contact person listed on your child's information card.

INCLEMENT WEATHER

When there is inclement weather, the safety of our students, parents and staff is the most important consideration. Over the years we attempted to stay open to care for your children in all weather conditions. However, as this frequently led parents and teachers to brave unsafe road conditions, we consulted with our inspector at the Virginia Department of Education and decided the most prudent course of action was to **follow the Loudoun County Public School Schedule regarding weather related closings.** This is for the first two days of any snow emergency. On the third day of a snow emergency and, provided Gleedsville Rd and Gap Rd are safe to drive on, we will be open. The night of the second day of the snow emergency, we will send e-mail and text messages advising whether our driveway is safe for vehicular traffic. If deemed unsafe, you will be asked to drop off your child at our mailbox. Just call or text upon arrival and someone will meet your child. Please familiarize yourself and the following link with regard to Loudoun County School Closing and Delay Information: https://www.lcps.org/o/communications/page/inclement-weather-information
In the event of a one or two-hour delay, please be aware that this is based on our 8:00 start time. In other words, a one-hour delay means we open at 9:00 and a two-hour delay means we open at 10:00.

NEWSLETTER

A Monthly newsletter will be emailed to you. This newsletter will provide you with information regarding the themes and activities the children are working on. We encourage you to read them

for several reasons. First, it will give you information about what your little one is learning. Second, it will give you ideas about how to reinforce what he/she is learning in school at home. Thirdly, it will provide you with a list of books so that you can visit your local library with your child and find books to reinforce the weekly theme.

In addition, your child's teacher will provide you with special notices or reminders as necessary.

PROGRAMS

PRE K 2 ½ - 3

Our PK 1 curriculum is focused on a child's first school experience sans parents. Our class activities are developmentally appropriate for children 2 ½ - 3 years old. Along with fundamental academic concepts, we focus on teaching children to work both independently and as a group, encouraging them to function in a structured, shared environment. We expose children to an appreciation of literature and promote a positive self-concept. Children must be potty trained.

PRE K 3 ½ – 5

Our PK 2 curriculum is focused on making your child's transition to Kindergarten positive and successful. We promote and encourage your child's natural curiosity, as well as continue reinforcing the skills necessary to work independently and as a group. We further improve their functioning in a structured, shared environment. Per our license, children turning 5 by August 30th are no longer eligible to remain at LTH.

SECOND LANGUAGE

Studies have found that cognitive development in a child's first language has an extremely important and positive effect on second language schooling. Skills and knowledge developed in the first language will transfer to the second language. As parents, you do this every day at home by asking your child questions, solving problems together, building or fixing something together, reading and talking about life experiences. It is important to keep in mind that learning a language is a process and not a product, regardless of whether you are acquiring your first or second language. While learning a second language, however, your child may experience a "silent period" where he/she is absorbing the language and not necessarily producing it. During this period, their receptive skills are being developed. Eventually, your child will begin to express different language structures in Spanish. We strongly encourage you to take the time weekly to review with your child the vocabulary learned at LTH.

SNACKS AND LUNCH

Two snacks will be served at school. These snacks will be provided by LTH. At LTH we will serve organic fruits, vegetables, and eggs (should our hens be willing to cooperate). Parents will provide their children with a healthy lunch of their choice. Please avoid sugary lunches, choose a good variety of fresh foods and avoid plastics and non-recyclable containers. Please avoid: yogurt tubes and pouches, as well as fruit tubes or pouches, cookies or any type of candy and sugary frosting, such us gummies, chocolate chips, M&Ms, marshmallows. Drinks in aluminum, glass or plastic

containers that are recyclable are ok but think about the planet and consider sending drinks in a thermos or reusable container.
Bottles without straws are recommended to avoid mold growing inside the tubes. If your child's lunch requires refrigeration, please let us know so we can place it in the refrigerator right away.

STUDENT WELFARE

We are pleased to have parents visit our school during class time. However, arrangements for such visits should be made at least one day in advance with the teacher. All visitors should check in with the Director, via text, phone call or email at least 2 hours prior the visit.

SUPPLIES

- Stainless steel water bottle. (without plastic tube to avoid mold growing inside.)
- Rubber boots.
- Raincoat.
- Two changes of clothes to keep.
- Lunch box with a delicious and nutritional lunch. Please avoid yogurt/fruit pouches or tubes. Our goal is to teach your children from day one about making the smallest environmental footprint possible!

TOTE BAGS

Every student will be provided with a Recycle Portfolio/art bag. The tote bag will be sent home with all the art/craft projects once a month and must be returned or replaced by the parent.

TUITION

Full Tuition payment is required within the first five days of each month while students are enrolled and can be made via Zelle or your preferred Electronic Funds Transfer system.

- REGISTRATION, ENROLLMENT, & REENROLLMENT

Due to a high demand for our nature-based curriculum, the specialized training of our teachers, along with limited enrollment, we ask for a non-refundable $350 Registration Fee from the parents of our future Little Tree Huggers. This fee must accompany the registration form for your child's space to be reserved and applies to both Wait List and regularly enrolled students. An additional non-refundable $250 Enrollment Fee will be required in conjunction with first month's tuition.

For parents of 5-year-olds, please remember that one of LTH's missions is to prepare your child for kindergarten. If your child is already 5, the cutoff date for reenrollment is September 30th – meaning that a child turning 5 before September 30th is not eligible to remain at LTH for the following year and should be enrolled in a suitable kindergarten. This is also necessary because LTH's license is for ages 2 ½ - 5.

- WAIT LIST STUDENTS

Parents of Wait List students should not despair. Due to the turnover of the labor market in the National Capital Region, it is not uncommon for up to five Wait List Students to receive an offer of a position at LTH over the course of a year. So, if you strongly believe in what our curriculum has to offer, we wholeheartedly encourage you to take a chance and place your child on our Wait List.

- LATE/INSUFFICIENT FUNDS FEES

A late payment fee of $50.00 will be assessed on any payment made past the fifth day of the month and is expected in conjunction with but no later than five days of the tuition payment. Along similar lines, a $50.00 insufficient funds fee will be assessed on all returned checks.

- PAYMENT OPTIONS

a. Lump sum payment of annual tuition at time of registration 5% discount.
b. Family Discount 10% off second child's tuition.

VISITORS

Parents are always welcome to visit LTH at any time. We only ask that you please set up an appointment with the Director 2 days prior the event.

WITHDRAWAL

Should it become necessary to withdraw your student from school, parents are requested to notify LTH in writing or via e-mail 30 days in advance. The 30-day notice is so arrangements can be made to offer the position to one of our Wait List students and cover staffing and program costs. In the case of withdrawal with less than 30 days' notice, parents agree to pay the additional month's tuition or forgo return of their monthly tuition, should payment already have been made.

WEAPONS-PLAY

Every year LTH encounters numerous situations in which students pick up sticks with interesting shapes or other objects and start pretending they are "shooting things" or at each other. For some of us this might seem developmentally normal. However, in today's society and with gun violence running rampant, the education system has moved towards zero tolerance of any type of weapons play at school. As preschools are governed by the Department of Education, we are therefore working to the best of our ability to abide by their guidelines and to familiarize our children that it is inappropriate to point any weapon (real or imaginary) at anyone or anything. Weapons, after all, are made to inflict harm and we don't want to harm or pretend to harm our classmates. Although this may seem too early a concept to share with a preschooler, parents need to be aware that a kindergartener can be sent home or suspended for pretending to shoot someone due to strict school "zero tolerance" policies regarding threats or weapons. Even if the play is imaginary—such as using a finger gun or a stick—schools may treat it as a threat, resulting in suspension or parent notification. As a result of the forgoing, please help us reinforce this concept with your child, should the situation arise.