



Asian American Cultural Center

where East meets West

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The Magic Dragon Early Childhood Enrichment Program

ENROLLMENT PROGRAM POLICIES

Operating Hours

The program is in operation on Mondays through Fridays. The full day program is from 8:00 am to 6:00 pm. Early drop-off is available from 7:30 am at extra cost.

Attendance

Regular attendance is important to any school program as it is difficult for the child to feel part of a group if attendance is irregular. Likewise, punctuality is important as it can be disturbing to your child to enter a group already involved in an activity. Please notify the teacher when your child is ill or will be absent for any other reason.

Daily Arrival Time

Children may arrive any time after 8:30 a.m. Be sure your child enters the building with you and that the teacher on duty has acknowledged your arrival before you leave the premises.

Daily Departure

Plan to pick up your child before 6:00 pm. Make sure the teachers are aware you are taking your child before you leave the premises. Please go into the building with your child to retrieve his/her belongings. We also ask you to keep your child at your side at all times to avoid any wandering out onto the deck and into the parking lot.

Remember that once your child has seen you and knows you are here, you are responsible for his/her whereabouts. If you would like to spend time talking with your child's teacher in a lengthy discussion, we ask that you set up a conference time.

If you bring other children with you onto the playground, please remember that they are your responsibility. We cannot watch everyone, and we are not insured for anyone except the children enrolled in the program.

Written permission is necessary before anyone other than parents can take the child. If a “stranger to the school staff” is going to pick up your child on a given day, we must be notified in advance. We ask “strangers” for photo identification.

Please call as soon as you know you will be delayed or if there is any problem that will affect your child while at school. This will allow the teacher an opportunity to reassure your child of the situation.

Clothing

Your child should wear comfortable, washable clothing that is suitable for the planned activities and the weather. Shoes should be sturdy (but not dangerous) and designed to protect the feet from sticks, sand, etc. Boots, thongs, and jellies **SHOULD NOT** be worn. Long dresses prevent full participation in activities and should be worn for parties only.

PLEASE label all removable clothing such as raincoats, sweaters, jackets, hats and gloves, as well as tote bags, etc. to avoid loss.

The children should have complete changes of clothing at school at **ALL TIMES** (at least one for warm weather and one for cold). Place in a plastic bag with the child’s name on it.

Children of ages 3 and Up must be toilet trained to be enrolled.

Outdoor play is very important for the development of the mind and body, and all children will be expected to engage in the outdoor portion of the session. Exceptions will not be allowed as it puts the child in an uncomfortable and isolated position and requires an extra staff person to stay with one child. Since children spend approximately one hour outdoors each day, parents should notice weather conditions in deciding on appropriate wraps for the child. On cold days, mittens and head coverings are requirements.

Snacks and Lunch

A nutritious snack is provided mid-morning and mid-afternoon and we also provide homemade balanced lunch to our children when s/he is ready for table food. If your child has any food allergies, please let us know.

Health

The children receive a daily health inspection upon arrival each day as a protection for the children. Children with symptoms of illness will be sent home, so parents need to wait until the check is completed. The teacher has the right to refuse a child who is not capable of performing the activities of the day.

Please do not bring your child to school if a/he shows one or more of the following symptoms: elevated temperature, sneezing with cold, vomiting, diarrhea, skin irritations, evidence of fatigue or if the child is too sick to go outside to play. If these conditions occur after your child is already here, we will call you so that you may take your child home.

A child should be free from medication and fever 24 hours before returning to school.

If a child needs to receive medication during school hours, the child should be kept at home. Medication will not be given by the staff.

Illness is best controlled with common sense. If the child has a fever or contagious illness disease, please let the school know.

In case of serious injury or illness, emergency medical care will be obtained as soon as possible and the parents notified immediately of the situation. Therefore, it is very important that we know how to contact one of the parents or guardians at all times.

Immunizations/Health

Children must receive all required immunizations prior to admission. Health records signed by the physician must be on file by the child's first day of attendance.

Visiting

Parents are welcome to visit any time they wish. Arrangements can be made with the teacher after the first two weeks of class sessions. Keep in mind that your child will not behave as s/he normally does while you are present.

Parent Participation

Parents are welcome and encouraged to be active in our program by sharing talents, hobbies, joining field trips.

Conferences

We will be happy to setup a conference with you at any time during the year. Please feel free to talk to us at any time and know that we will keep you informed if we are having any concerns about your child.

Parent Concerns/Suggestions

If you have concerns about any aspect of the program, please let us know before you start to feel helpless and upset. Please discuss concerns first with your child's teacher, as s/he would like to work with you. If you have any unmet needs, please contact the director.

Cultural Enrichment Activities

A wide variety of Asian cultural enrichment activities are provided to the children on an on-going basis at no additional cost to you. Children will be exposed to developmentally appropriate activities such as kung fu (martial arts), yoga, Asian food and language appreciation, songs, dances and stretching exercises.

Birthdays

Birthdays are a special time for every child. If you wish to celebrate your child's birthday at school, please follow these suggestions:

- a) Plan your date and refreshments with the school a week prior to the day you want;

- b) Furnish a simple treat for each child (popcorn in a bag, cupcakes, cookies, etc.). Because of the different food allergies, we will obtain permission from parents before serving anything other than our snacks and lunch.
- c) If party invitations are to be passed out at school, every child in the class must be invited.
- d) No gifts at school – please.

Toys from Home

Children may not bring toys from home to play with at school. There is a risk that they may be broken or lost, and young children find it very difficult to share personal toys with all of the other children. A security item such as a blanket that the child uses for emotional comfort is acceptable.

Tuition

Please refer to your copy of the Registration Form for tuition payment information including payment dates and late fees. Please note that there are no refunds for illness, absences or withdrawals as tuition pays to reserve a space for your child and does not pay for actual time attended.

Deposit

A deposit of \$100 is required. This deposit may be reimbursed when 30 days written notice is given by parents.

Weather Related Policy

We follow the weather policy of Austin ISD. Please phone 512-336-5069 should you want to confirm. We will leave a phone message to confirm our weather closing schedule on our phone message.