

I M A G I N E

**FAMILY HANDBOOK
2016-2017**



IMAGINE

IMAGINE is a developmentally appropriate bilingual pre-school where we respect the individual development of children so they can grow physically, intellectually and emotionally.

In **IMAGINE** children create, explore, discover, play and enjoy in a safe and secure environment.

WHAT IS IMAGINE?

IMAGINE is Academia Cotopaxi's bilingual pre-school that proposes an innovative education model for early childhood based on the following elements:

IMAGINE is authorized to function in Quito by Ecuador's Ministry of Education and follows NAEYC's (National Association for the Education of Young Children) standards. We offer ample multisensory opportunities to develop cognitive connections and sensory integration that children need in all areas of their development. An example of these opportunities is the use of TRAP <http://www.trap-learning.org/> in our program.

Safe and caring environment

At IMAGINE, we believe that a respectful, caring and safe environment is essential for the optimum development of the human being. We have created a space where children and parents feel welcome and loved. We offer a carefully designed physical space and hire highly qualified and caring personnel who provide a holistic developmentally appropriate experience for children and their families.

Bilingual education

Recognizing the importance of the development of language during the early years, at IMAGINE we aim to strengthen the mother language which promotes further learning of other languages. The primary language of instruction is Spanish, and we offer a gradual introduction to English.

In the nursery classes, teachers speak Spanish. English is used primarily to communicate with native English speakers, but can also be used in simple contexts, songs and games.

In the multi-age classrooms, Spanish continues to be the primary language of instruction. Exposure to English is stronger and happens as part of the daily activities. Multi-age classes are led by one teacher who only speaks Spanish and a second teacher who only speaks English. The model consists of a continuous and natural exposure to the English language through routine and daily activities that are age appropriate for the group.

Developmentally appropriate practices

The contents and educational practices at IMAGINE follow the principles of what is considered developmentally appropriate for pre-school children. Our curriculum and activities allow children to explore the world in a lively and active manner; and to make sense of what they discover in the light of their previous experiences, their culture, their family environment, their learning style, their age and their developmental level. We use play and a project-based approach in order to reach our goals.

At IMAGINE we look for the optimum timing and methods for skill and concept learning, promoting a harmonic growth that involves all the developmental areas.

At IMAGINE, we believe that children learn and develop in a better way when their interests, needs, learning style and developmental needs are met. Together with each child's parents, we design specific objectives for each child, which focus on their strengths and motivate them according to their needs.

Parental Involvement

Active parent involvement is essential to your child's development and it widely enriches the pre-school experience for. Involvement levels vary from communication or attendance to meetings, to voluntary participation in programs in coordination with the teachers. Parents may participate at IMAGINE as volunteers in class, cooperating with projects or attending meetings and family events, donating materials or in other ways as agreed by the parents and teachers.

At the beginning of the school year parents will be asked to volunteer to help in different events that will happen during the school year. Parents may provide support for class projects, as well as promoting parent gatherings and activities.

It is our interest to maintain constant communication with our families. IMAGINE teachers appreciate your comments and ideas. Please keep us informed of any important event or situation in your child's life.

DAILY ACTIVITIES

The daily routine at IMAGINE includes activities in learning centers, with large and small group instruction, indoors and outdoors. Teachers plan around themes using a project based approach where students' interests and needs are important and they also guide the learning process. All planning is based on our developmentally appropriate curriculum, taking in to consideration all areas of development: socio-emotional, cognitive, language, fine motor skill, gross motor skills, and play. At IMAGINE students will learn to play, and they will play to learn.

The experience at IMAGINE is enriched through parent involvement, as well as by individuals or groups in the community that will share their experiences and professions with us.

SNACK

IMAGINE provides a daily nutritious snack for all children. Each family will receive the monthly menu listing the food that your child will have each day. Please clearly state on your child's information sheet if he/she has an allergy to any food. The snack that students are given at IMAGINE is not breakfast or lunch. Students are expected to have had a nutritious breakfast prior to coming to school and lunch once they arrive home.

OBSERVATION AND EVALUATION PROCEDURES

Teachers will continuously monitor the progress of each child at IMAGINE. Observations and anecdotes that illustrate student's development are gathered daily and may be informally shared with the parents at the end of the day, through constant communication, and formally through regularly scheduled reports and individual meetings.

CONFIDENTIALITY

Information on people and families associated with IMAGINE is considered confidential.

TRANSITION TO SCHOOL

Home Visits

In order to enrich and facilitate the process of transition to school IMAGINE teachers visit each family at home prior to the first day of school. The objective of this visit is to create a more personalized connection between the children, the families and the teachers before the beginning of the school year. At the same time, it gives us very valuable information about the child in his/her family environment.

Visit Day

Students and their parents are invited to visit their classroom and participate together in activities previously organized by the teachers as a first introduction to IMAGINE. This allows students to become familiar with the environment in a comfortable setting accompanied by their parents.

Transition weeks

Children's transition process is very important to assure that they feel safe and happy to come to IMAGINE. Therefore, the transition weeks have been carefully planned for the well-being of your children. We need parents' cooperation in the procedures described below for the success of the transition process:

Nursery classrooms: The transition process takes place throughout the first week. From Tuesday through Friday, children will attend school only half day. Bus service will be provided during this schedule. Beginning Monday of the following week, all the children will attend school on a regular schedule (8:45 - 12:00).

Multiage classrooms: The transition process takes place throughout the first week with activities in the classroom. Students are expected to attend on a regular schedule. Bus service will be provided.

POSITIVE DISCIPLINE

At IMAGINE, we wish for all children to feel safe and comfortable. We believe that social development is part of a learning process for all children. Teachers support this process by using a variety of strategies to create an environment of harmony and cooperation. For instance, teachers:

- Establish clear expectations of behavior.
- Keep constant supervision.
- Carefully design the physical environment.
- Design interesting curricular activities.
- Are aware of difficult situations and guide the children away from conflicts.
- Teach the children proper ways to solve problems.
- Help children to learn about emotions and the effects of their actions.
- Talk about the importance of caring for others.
- Immediately stop dangerous or hurting behavior.
- Work with parents in solving difficult issues.
- Understand that undesired behaviors may be a symptom of something else.

POTTY-TRAINING AND DIAPER USE

For students in the Nursery classes, IMAGINE will follow an individual potty-training plan created by the classroom teacher, IMAGINE's psychologist, and the parents. This will be done based on the student's readiness. While most students in the Multiage classrooms are expected to be completely potty-trained in order to start school, we understand that there might be exceptions. For these cases, students can wear pull-ups and are expected to be at the last stage of the potty training process when entering IMAGINE. An individual plan will be developed and applied immediately.

Successful potty-training will occur when all parties involved follow the same plan. Parents are expected to practice the same potty-training procedures at home than those that are done at school.

SUBSTITUTE TEACHERS

In case of a teacher's or teacher's assistant absence there will be a substitute teacher in the classroom. Substitute teachers are properly trained and follow IMAGINE's practices. IMAGINE will make every effort to communicate extended teacher absences to parents. However, it is not possible to do so when a teacher or teacher assistant has an emergency and will be absent for a day due to time constraints. Our focus is always to make sure that we have adequate coverage for the well-being of the children.

ADMISSION AND RE-ENROLLMENT

Admission Criteria: IMAGINE Quito admits students between 12 months and 4.11 years of age who can be serviced by the program. IMAGINE Valley admits students between 12 months and 5 years of age. Individual needs will be considered on a case by case basis. Parents will be requested to provide information regarding their child's individual development in order to make sure that IMAGINE is the right place for each applicant.

Application and Registration: Application forms are available in IMAGINE's office or in the Admission and Outreach Office at Academia Cotopaxi. Once parents have completed an application and turned it in they will be notified if there is a confirmed space. Waiting lists are established once spaces are filled. Once the space has been confirmed, parents must comply with the established fee schedule for registration and tuition payments.

Re-enrollment

IMAGINE will notify parents regarding re-enrollment procedures every year. IMAGINE will reserve a space for all students who meet the admissions criteria. There may be cases when re-enrollment is not recommended. For those cases, parents will be notified and support will be given to help them find an appropriate environment.

Transition to a new school

During the first parent teacher conference, teachers will discuss the following year's options with each family. Some students will stay at IMAGINE and others will move on to other schools or settings due to age, needs or parent preference. IMAGINE

personnel are available to support parents in finding a new environment when needed, but the responsibility remains with the parents.

CLASSROOM PLACEMENT PROCESS

Classroom placement is IMAGINE's responsibility. Placement is done according to different factors in order to assure classroom balance, groupings that support learning and development, and the well-being of each child. These factors include but are not limited to:

- Previous classroom placement
- Chronological age
- Language ability and mother language
- Developmental stage
- Individual needs
- Gender

IMAGINE holds the right to change placement if required, always making sure that the child's best interest and the relevant development based practices are met.

CLASSROOM SIZE AND GROUPS

Infants: Our Infant group is for maximum 10 children.

Nursery: We have classrooms that are designed for a number of 10 children and classrooms that are designed for 12 children.

Multiage program 1: This group is for students whose ages are between 2 years and 4 months to 3 years and 2 months. We have classrooms designed for 12 to 14 students in this age group.

Multiage program 2: In our Multiage classrooms children between the ages of 2 years and 10 months and 4 years and 11 months (in Quito) and 2 years and 10 months and 5 years (in the Valley) learn together through cooperation, center-based learning and individual progress under the guidance of two teachers following a curriculum continuum designed to satisfy the needs of children of different ages and skill levels. The multiage classrooms are designed for a maximum of 18 children.

Students must have turned the expected ages by September. On a case by case basis IMAGINE may make exceptions to the general placement guidelines.

IMAGINE FEES AND FINANCIAL AGREEMENT

IMAGINE fees are established on an annual basis and are available in IMAGINE and in the Admissions and Outreach Office at Academia Cotopaxi. All parents are expected to sign a financial agreement indicating that they are aware and accept the fees that are published.

ADMISSIONS PROCESS FROM IMAGINE TO ACADEMIA COTOPAXI

IMAGINE parents will receive written information regarding the process in October. For those IMAGINE students who wish to apply to Academia Cotopaxi, applications will be accepted beginning in October of the school year prior to expected entrance. Only

students for whom Academia Cotopaxi has received completed applications will be processed for admission.

WITHDRAWAL PROCEDURES

Parents of students who will be leaving IMAGINE must complete a Withdrawal Form. This will allow us to make any necessary adjustments to parent accounts, arrange for documents that might be needed and provide parents with support for their next school if necessary. For withdrawal purposes, parents should contact IMAGINE's Office at: 382-3270, ext. 2401 in Quito, or 356-4089 in the Valley.

SCHOOL CALENDAR AND SCHOOL HOURS

The school days are from Monday to Friday. IMAGINE has an established school calendar which is published every year and is available in the office. If there is a need to make any changes in the calendar, parents will be notified accordingly as soon as possible.

Every year the first day of school for the following school year is established with time so that parents may make plans for the Summer vacation taking into consideration this date.

Regular school hours are from 8:45a.m. to 12:00 noon.

In addition to the regular class schedule, IMAGINE offers in the morning an extended schedule (07:45 to 08:45) and an Enrichment Program in the afternoon (12:10 to 14:45). These programs have an additional cost.

Office hours are from 07:30 to 16:00.

DROP OFF AND PICK UP PROCEDURES

It is imperative that parents practice punctuality when dropping-off and picking-up their children. Arriving late not only causes disruption in the classroom, but also adds an unnecessary burden for the child who is arriving late as there are welcoming activities that happen in the first minutes of class that set the tone for the rest of the day and provide an appropriate emotional transition for the day.

Please keep in mind that IMAGINE teachers have other obligations after 12:00 noon and arriving on time to pick-up your child is very important for him/her.

Drop of time: 8:45a.m. to 9:00 a.m.

Pick up time: 12:00 noon to 12:05 p.m.

The safety and welfare of your children is our priority. Before the beginning of the school year, you will be requested to complete an Emergency Information Form and an Identification Card for authorized persons to take your children from IMAGINE. You can include the names and photos of the people who you authorize to take your child. Please make sure to keep this list updated throughout the school year. **THE CHILDREN WILL NOT BE HANDED OVER TO ANY PERSON WHO IS NOT IN SUCH LIST.**

If you want another person than those included in the list of authorized persons to take your child from the school, the child's parents shall authorize him/her in writing to do so (please include the person's identification number in your authorization). No phone authorizations will be accepted. The teachers will confirm the identity of any person other than the parents who takes a child from IMAGINE.

Car drop off Quito

If you are dropping off your child off in the morning you have one of two options:

1. If you have an Academia Cotopaxi Parking Sticker you may enter, park in the parking lot, and come into IMAGINE using the patio door. Please accompany your child to the classroom.
2. You may also park your car in the Language Canter parking area, and come in to IMAGINE using the front door.

Car pick-up Quito

The doors at IMAGINE will remain closed between 11:50 a.m. and 12:00 noon in order to guarantee the security of our students during bus departure.

In order to be able to park inside to pick-up your child, you must wait outside IMAGINE's gate until all the buses have left and the gates remain open. For security purposes, the entrance to the parking lot will be closed while buses are exiting from IMAGINE. No other vehicles will be allowed to enter or exit at this time.

Car drop off Valley

You must come in to IMAGINE and drop off your child with his or her teacher in the class.

Car pick-up Valley

The doors at IMAGINE will remain closed between 11:10 a.m. and 12:00 noon in order to guarantee the security of our students during bus departure. At 12:00 you may come in to pick up your child.

If you have to pick your child up before dismissal time: Please make sure that the teachers know in advance. They will help in having your child ready. Please ask for the authorization slip from IMAGINE's Office to hand it to the guard.

If you want your child to go to a classmate's house, the guest child's parents as well as the host child's parents shall submit the relevant authorization in writing. No oral authorization will be accepted.

ENTRANCE TO IMAGINE

To access IMAGINE facilities, the parents or relatives of the children should register with the guard. An identification document with a photo on it will be needed for such purpose. These security measures meet the security standards that regulate all facilities of Academia Cotopaxi. The objective of these measures is to safeguard all the children and members of the community of Academia Cotopaxi inside the campus.

TRANSPORTATION

We wish for all the children to have a safe and comfortable experience when they use the bus. An assistant will always go with the driver, and buses have a radio and satellite tracking system.

The routes are door-to-door and the children are only handed to their parents or to the persons authorized by their parents. We ask parents to be on time at pick-up and drop-off times, so the bus schedule is not altered. In case the authorized person is not ready to receive the child or if it is a non-authorized person, the driver will bring the child back to IMAGINE, where he/she can be picked up by his/her parents or an authorized person. **Bus drivers and assistants are instructed not to wait at stops for children who are not on time.**

USE OF CAR SEATS/BOOSTER SEATS

All regular IMAGINE transportation units are equipped with waist seat belts. While parents might choose to send their children in their privately owned car seats, it will be parents' responsibility to determine whether or not the installation of their car seat is acceptable.

If IMAGINE Quito students will be using Academia Cotopaxi buses it is important for you to have the following information: Cotopaxi Transportation Units are not regularly equipped for car seats. Consideration to allow booster seats in Cotopaxi Transportation Units will be reviewed on a case by case basis upon parent request for those students enrolled in the morning extended day or enrichment and who take the regular Cotopaxi bus.

HEALTH POLICIES

At the time of registration, you will receive a health form. Please complete the form, ask your physician to complete the medical information and sign it and hand it over to the offices of IMAGINE before the beginning of the school year. We recommend that your child see a doctor for a medical examination shortly before starting classes at IMAGINE. Multiage students must also have a hearing and a visual examination.

Please do not send your child to school if he/she has one or more of the following symptoms:

- Fever
- Diarrhea (more than one episode during the last 24 hours)
- Vomit (two or more episodes during the last 24 hours)
- Severe cough
- Severe injuries on the skin or eyes or watering
- Unusual yellowish color of the skin or eyes
- Allergy with fever or behavior change
- Neck and head aches
- Conjunctivitis - up to 24 hours after beginning the treatment
- Lice
- Other condition that may be contagious or may not allow your child to be comfortable in school

If your child becomes ill at school, you child's teacher will determine if we need to take your child to the medical office. If necessary, we will call you and ask you to pick him/her up as soon as possible. The teachers will make sure that your child is comfortable and at the same time they will take the necessary steps in order to prevent the spreading of any given illness as much as possible. Please keep your emergency information updated.

If your child is seriously injured at school we will call you immediately. The teachers will take your child to the Medical Office for proper assistance. If necessary, the nurse will call the emergency services. In case of minor injuries the teachers will take the necessary steps and at the end of the day you will receive a report of the incident.

ATTENDANCE

In order for students to take full advantage of the program, regular attendance is strongly encouraged. However, we do understand that health or emergency situations might prevent your child from attending. Please call IMAGINE if your child will not attend school. You can call and leave a message if it is after office hours. Teachers will keep an attendance record. If your child has not attended school and we have not heard from you, an IMAGINE staff member will make every attempt to contact you for information.

PROCEDURES IN CASE OF EMERGENCY

IMAGINE follows the safety procedures of Academia Cotopaxi. We have specific contingency plans for emergency evacuation in case of natural disasters, city unrest, bomb threats or other situations that call for emergency action.

IMAGINE staff and children participate in all of Academia Cotopaxi's regularly scheduled drills. These drills help the children and staff to practice safe and adequate actions in case of emergency. In the event of a true emergency, we will act under the procedures established by Academia Cotopaxi, which have been revised by the Security Office of the American Embassy. At the end of this handbook you will find an explanation of these procedures.

If for any reason, classes will be cancelled, you will receive an SMS message in your cellular phone. In addition, teachers will attempt to contact parents, but this is not always possible. If you have questions in an emergency, you may also check Academia Cotopaxi's website for updates at www.cotopaxi.k12.ec

WHAT TO SEND AND WHAT NOT TO SEND TO IMAGINE

Please send to keep at IMAGINE during the school year:

- A complete outfit for your child.
- Diapers for your child, if he/she is in the nursery program
- Wet wipes
- Sun block
- Plastic cup
- 8 carnet size pictures
- Hat
- Backpack without wheels

Please do not send:

- Candy
- Toys
- Valuable objects or cash
- Balloons

BIRTHDAY PARTIES

If you wish to celebrate your child's birthday at IMAGINE, please notify the teachers in advance, and they will gladly include such an activity in the daily routine. Parties at IMAGINE shall be simple and limited to a snack. We suggest that you bring a cake without food coloring and juice. No additional entertainment will be accepted. Please do not send gifts to the birthday child.

SCHOOL-HOME COMMUNICATION

IMAGINE wants to keep a permanent open communication with parents. You may communicate with your child's teacher through email, or by making an appointment to talk to your teacher. It is very important that you read your email every day and learn about any news regarding your child or the program. You may also use email to ask the teachers about your doubts or inquiries.

How to contact us:

To contact the office in Quito or Valley: IMAGINE's operations assistants are in the office from 7:30 a.m. to 4 p.m. You may call the following phone numbers:

Quito 382-3270, ext. 2401 or 099 823 0612.
Valley 356-4088, 356-4089 or 099 894 2335.

If your call is forwarded to voice mail, please leave a message. Your call will be returned as soon as possible.

To contact your child's teacher: To make an appointment with your child's teacher you may send an e-mail, or you may call IMAGINE. Please take into account that at the beginning of the school day and at departure teachers are working with the children under their responsibility; therefore, this is not the time for individual parent meetings about your child.

Procedure to communicate concerns/inquiries: Please contact us in the following way in case you have any question about your child or the program:

1. First contact your child's teacher with any concerns or questions you might have.
2. If you need additional information or your inquiry has not been solved, please contact the Teaching & Learning Administrator.
3. If you still have doubts or feel that they have not been solved, you can contact the Early Childhood Division Principal of Academia Cotopaxi.
4. Finally, if you feel that your needs are not being dully satisfied, you can contact the Director of Academia Cotopaxi.

Emergency Procedures at Academia Cotopaxi

Academia Cotopaxi offers a safe and secure environment for all its students and community members while on campus. The school does have detailed emergency plans for the following events:

- Earthquakes
- Volcanic Eruptions
- Bomb Threats
- Emergencies that lead to evacuations either with school buses or without
- Fire Emergencies

The school holds periodic emergency drills in the different areas listed above. These include evacuation drills at the school with the complete student body as well as emergency drill messages sent to parents to check our communication systems.

Academia Cotopaxi's emergency plans are reviewed every year by the administration through the drills as well as by the security office of the United States Embassy. In case of an emergency during school hours, we will make every attempt to communicate with our parents via SMS using your mobile phone numbers, via e-mail and will post information on our website. In addition, as soon as appropriate, we will begin to place phone calls to deliver the emergency message by phone to every parent when the need arises.

Closing of school - If school will close, for any reason, this information will be sent through our emergency chains (SMS, e-mail, website, phone).

It is crucial that we have your accurate contact information on file. Please report any changes in your phone numbers and e-mail addresses to our office at dcarrion@cotopaxi.k12.ec (Quito) or lcabrera@cotopaxi.k12.ec (Valley). We are confident that these procedures will safeguard the well-being of all individuals that are on our campus in the event of an emergency.

IMAGINE STAFF 2016 - 2017

VALLEY Phone number: 356-4088/ 356-4089/ 382-3270, ext. 3500
Cell phone number: 099 8942-335

ECC Principal: Paola Pereira E-mail: ppereira@cotopaxi.k12.ec
Teaching & Learning: Carolina Ulloa E-mail: culloa@cotopaxi.k12.ec
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