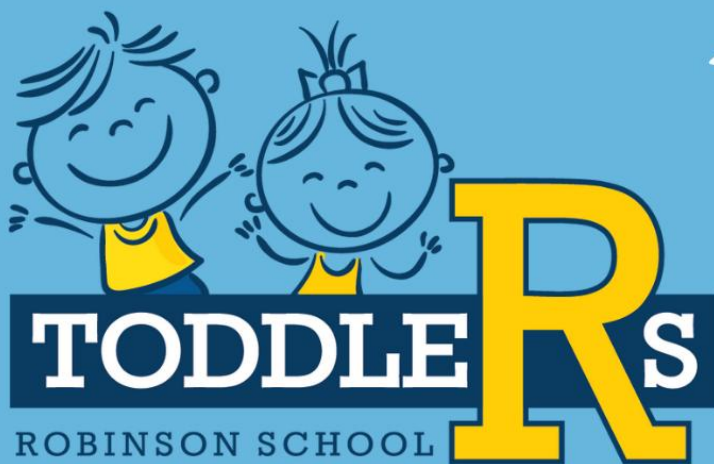
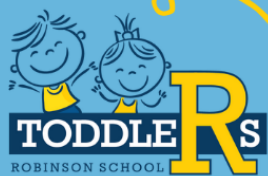




PARENT HANDBOOK





Welcome to Robinson School's "ToddlerRS House" Program!

The first years of your child's life are the most important for his/her development and we are honored that you have chosen our program to be part of these important and memorable years.

As you take the time to review the information in this handbook, you will see it contains information on the program philosophy, goals, and objectives, an overview of the curriculum, and statements of the program's policy and procedures. It is our hope that you will take the time to read it carefully and will question us regarding any unclear points. Working together we will set your child on the road to a healthy and happy childhood full of wonder, imagination, and the joy of learning. We are proud of our "ToddlerRS House" Program and look forward to partnering with you.



Our Program's Objectives

We offer childcare and child development services for children aged 12 months to 3 years. At Robinson, our primary goal is to cultivate in toddlers a genuine joy for learning within a safe, nurturing, and intellectually stimulating environment. We ignite imagination and curiosity by providing rich opportunities to explore and discover the world around them. Through this approach, children develop foundational skills, become increasingly ready to take initiative, engage confidently in group settings, and express their unique individuality.

Robinson School's Mission

Academic Excellence, Christian Values, Respect and Dignity for all.

Early Years Vision

The Early Childhood Program at Robinson School is committed to providing a holistic education within a safe, nurturing, and child-centered environment. Through play, our program fosters curiosity, self-expression, independence, and a lifelong love of learning.

Our Beliefs

We firmly believe that an excellent education is built on close collaboration among teachers, students, parents, and staff, creating daily experiences at Robinson that are engaging, stimulating, and enlightening for all. Establishing a strong partnership between parents and teachers is essential to fostering a supportive and inclusive learning environment that promotes success, well-being, and

holistic development of every child. We strive to build a community that empowers every child to feel confident, valued, and eager to explore their unique abilities.

Enrollment Policies

Children 12 months to 3 years of age are eligible for enrollment. In accordance with Puerto Rico law, several policies must be followed, including proof of identity and items related to health, nutrition, equipment, outings, and emergency procedures.

Before your child begins in the program, we must have the following documents or items completed:

- Enrollment Application
- Emergency and medical examination forms
- Immunization Form (updated each time your child receives shots)
- Completed Parent Handbook Card (copy)
- Commonwealth-issued copy of original Birth Certificate
- A Social Security number for the child
- Parental identification
- A recent photograph of the child (2x2) (submitted each year for update)
- Completed Parent Questionnaire
- Individual supplies listed in the materials list



Curriculum

Our Toddler Program utilizes *The Creative Curriculum*, a research-based approach that builds on daily routines to create meaningful learning experiences through play. This curriculum supports the development of each child's social-emotional, physical, language, and cognitive skills within a safe and nurturing environment. Designed to enhance overall growth by focusing on children's interests and strengths, it prioritizes play as the natural foundation for discovery and understanding.

We take pride in offering purposeful and engaging learning opportunities that include music, creative arts, learning centers, directed and independent activities, as well as outdoor play. These experiences lay the foundation for whole-child development.

Learning centers are child-directed and encompass a variety of areas such as Art, Fine and Gross Motor Skills, Music & Movement, Language, Cognitive Skills, Social-Emotional Development, Blocks, Manipulatives, Dramatic Play, Quiet Areas, Water Play, and Educational Toys.



All activities are organized around thematic units inspired by the interests of our toddlers, ensuring a dynamic and responsive learning environment.

Daily Schedule:

Monday – Friday: 7:00 am – 3:00 pm

Daycare is available from 3:00 pm – 6:00 pm for an additional monthly or daily fee.

7:00-8:00Arrival (Check in protocol) & Exploration

7:30-8:30Breakfast

8:30-9:00Morning Meeting

9:00-9:15Snack

9:15-10:30Center Time

10:30-11:30Clean-up & Lunch

11:30-1:00Rest time

1:00-1:20Snack Time

1:20-1:40Story Time

1:40-2:10Outdoor Play Rotations

2:10-2:25Clean-up

2:25-2:45Music/Finger Play/Movement

2:45-3:00Departure



Arrival and Departure Procedures

When arriving to the Toddler House, please follow these Procedures:

ARRIVAL

- Arrival time is from 7:00 am-8:00 am. If your child will arrive later than that, it will need to be notified to the teachers by messaging through the Brightwheel App.
- Wash your hands and your child's hands in the washing station after entering the Toddler House gate.
- Escort your child all the way into the “**ToddlerS House**” entrance foyer door. If there is a parent with a child at the Lobby, please wait in the designated line outside until you are given the go ahead to come in.

- At the table in the front door, please wait for the teacher for a Morning Checkup. The school is not responsible for any child that is not properly checked in by the parent.
- ***Breakfast will be served daily from 7:30am – 8:30am. Please note that after 8:30AM breakfast will not be served to avoid disruption of the classroom routine.***
- ***We do ask that parents ensure their child arrives no later than 8:00AM to avoid the loss of valuable instructional time.***

DISMISSAL

- Enter the Toddler House to pick up your child and wait by the receiving foyer door; teachers will bring your child so that, together, you can complete the afternoon checkup. The teacher will then take their temperature.
- Dismissal will run from 2:45-3:00 pm.

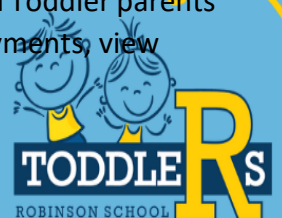
A list of responsible people, whom you have authorized to pick-up your child from the Toddler House, will be kept in your child's file and through the Brightwheel App online profile, as well as maintained within the Veracross student information system. It is essential to review/update this information in Veracross, as needed. A proper ID must be presented by any person other than the parents, when picking up a child. **Pick-up by any person not on file as a parent/guardian and/or authorized pick-up person must be informed in writing to the Early Childhood Division Office via email or by sending a message through the Brightwheel App.** Please note that we will not release a child, if any individual is intoxicated, disoriented, aggressive, or any other behavior that may affect the child or may put the child at any risk.

Traffic in the Condado area is very heavy, especially during drop-off and pick-up times. Parents/guardian(s) should use the designated parking spaces for drop-off/pick-up at the Toddler House. If parking spaces are not available, parents must remain in their vehicle and follow instructions of security officials and/or school personnel at all times for the safety of those on campus and to maintain the flow of traffic.

Where possible, unless in cases of extreme heat, parents dropping off or picking up children on campus should avoid idling vehicles while on campus.



The Toddler House staff utilizes the **Brightwheel App** to establish direct daily communication with parents. Through this platform, teachers provide updates on a child's daily routines, including meals, diaper changes or potty breaks, nap times, and other significant events or milestones. The app also facilitates direct communication, allowing parents to easily connect with teachers. All Toddler parents will also have Veracross Parent Portal account, through which families will make payments, view



school-wide calendars, and have access to a copy of the Toddler Handbook and other important school-wide news and information. As necessary, emergency communications may be sent as an SMS message through Veracross, in addition to the regular daily contact available through the Brightwheel App.

Confidentiality

Our staff members uphold the highest standards of confidentiality regarding each family. Information about children and their families is handled with professionalism and discretion. All written records are securely maintained and kept confidential.

For any questions, concerns, or feedback related to confidentiality or other matters, please contact the Division Head either by email or by phone at 787-999-4620. The Division Head will communicate important updates and events to parents primarily through email.

Chain of Communication

At the Toddler House, we believe that following our established communication procedures is key to effectively resolving concerns. We encourage parents and guardians to regularly check official school communication channels to stay informed about important Toddler House updates.

The following outlines our established chain of communication:

1. **Direct Communication:** Speak directly with your child's lead teacher during drop-off or pick-up times, or arrange a meeting through the Early Childhood Administrative Assistant to share feedback, raise concerns, or ask questions.
2. **Written Feedback:** Parents may email their child's teacher to provide comments or address any concerns.
3. **Involving the Division Head:** If your concern remains unresolved after communicating with your child's teacher, please contact the Early Childhood Division Head by phone, email, or by scheduling a meeting through the Early Childhood Administrative Assistant.

Questions and Concerns:

If parents or guardians have concerns related to the educational program, extracurricular activities, or any other matter, we ask that they follow the standard chain of communication outlined above. While we understand that emotions may run high at times, it is never appropriate to raise one's voice toward any member of our community.

Additionally, parents or guardians should not confront other parents, guardians, or students on campus regarding incidents occurring on or off campus. Instead, please notify the Division Head immediately for assistance.



Please be advised that any parent or guardian arriving on campus with legal representation or who threatens any member of the school community will be escorted off campus. A follow-up meeting with the School's legal counsel will then be scheduled.

Health Policies & Guidelines

Robinson School's "ToddleRS House" Program is required by regulatory authorities to maintain current health records for all enrolled children. Each child must have up-to-date immunizations records and a medical examination form signed by a licensed physician. Parents are responsible for keeping immunization records current and must inform the school of any changes.

We are sensitive to the needs of our students and encourage parents to disclose any medical conditions that may affect the child at school. Please contact our Health Services office for any special health needs, such as allergies or chronic illnesses (asthma, hearing or vision impairments, feeding needs, seizure disorders, etc.) and ensure your child's medical information is up-to-date in your Veracross Household Profile throughout the year.

Medication Authorization

Robinson School personnel will not administer any medication unless prior written authorization has been provided on the Medication Authorization Form. All medication requests must include:

- Written physician recommendation specifying dosage, frequency, and duration.
- All medications provided by parents must be in their original, labeled container with prescription label or over-the-counter.
- Written parental authorization for staff to administer the medication.

Parents must notify the school in writing if a student is temporarily required to take any medication while at school or has any specific health-related issues that require follow-up, such as special nutrition needs or allergies.

Attendance & Health Guidelines

In compliance with ACUDEN (*Administración para el Cuidado y Desarrollo Integral de la Niñez*) protocols and the Puerto Rico Department of Health, we ask that families and staff work together to keep our community healthy. Please keep your child home if their condition requires a level of care that our staff cannot provide without compromising the health or safety of other children, or if the condition poses a risk of spreading illness to others in the program. Should any of the symptoms listed under Health Symptom Reference appear during the school day, parents or authorized guardians will be notified immediately to arrange pickup. We understand that receiving this call can be inconvenient, and we sincerely appreciate your cooperation; these measures are in place to keep every child and staff member safe. Your child may return once symptoms have been absent for 24 hours or upon presentation of a physician's clearance; if out for two or more consecutive days, a medical excuse is



required upon return and shared with the school nurse or Toddler Supervisor for revision. We appreciate your cooperation as these measures are in place for the health and safety of all.

Health Symptoms Reference:

- **Fever**
 - Temperature 100.4°F (38°C) or higher
 - Fever combined with change in behavior or other symptoms of illness or infection
 - We urge you to keep your child home if he/she becomes sick (indicated by the CDC). Contact your healthcare provider immediately. A fever may be an underlying indication of the body combating something. It is best to be cautious, for your child as well as the other children and staff in the program.
- **Diarrhea and/or vomiting**
 - After two consecutive loose bowel movements or vomiting episodes
- **Respiratory Symptoms**
 - A cough that is persistent (continuous, not occasional) or that is accompanied by difficulty breathing, wheezing, or shortness of breath.
 - Heavy yellow or green nasal discharge or phlegm indicating possible bacterial infection rather than common cold. A clear, watery runny nose on its own is not a reason to send a child home.
- **Abdominal Pain**
 - Pain lasting more than two (2) hours, or intermittent pain associated with fever or other symptoms
- **Rash or Skin Changes**
 - Any fine, red, or blotchy rash on the face, trunk, arms, or legs – unless identified as a mild diaper rash or non-infectious allergic rash (physical diagnosis required)
 - Rash with fever or behavioral changes: excluded until physician determines condition is not contagious.
 - Rapidly spreading bruising or petechiae (small blood spots under the skin): 911 will be contacted immediately for this case.
- **Mouth Sores / Oral Lesions**
 - Sores in or around the mouth with uncontrollable drooling, until physician indicates condition is not infectious.
- **Eye Discharge**
 - Pink or red conjunctiva with white or yellow discharge and matted eyelids after sleep (bacterial conjunctivitis): excluded until physician evaluates and recommends treatment.

- **Appearance of Serious Illness**

- Extreme lethargy, inability to respond, persistent inconsolable crying, or rapidly spreading rash: immediate exclusion and parent notification.

- Any other illness or condition deemed by the Department of Health

The table below summarizes specific conditions and their required return criteria, per the ACUDEN 2025 Manual and American Academy of Pediatrics guidelines.

Condition	Also Known As	Child May Return When...
Strep Throat / Scarlet Fever	Faringitis estreptocócica	At least 12 hours after starting antibiotics and fever-free; physician authorization required
Impétigo		Lesions covered and treatment started; physician evaluation required
Scabies	Sarna	Treatment initiated; physician evaluation required
Ringworm	Tiña	Treatment initiated before return
Active Tuberculosis	Tuberculosis activa	Physician confirms adequate treatment and clearance to return
Hand, Foot and Mouth Disease	Coxsacki	Children may return once the fever has subsided, uncontrollable drooling and feel well for 24 hours; physician authorization required
Head Lice	Piojos / Liendres	Treatment initiated; no live lice or visible nits observed. Nurse must check before returning to the classroom.
Whooping Cough	Tos Ferina / Pertussis	5 days of appropriate antibiotic treatment completed; physician authorization required
Chickenpox	Varicela	All lesions dried and crusted (~6 days after rash onset); no new lesions for 24 hrs
Rubella	Rubéola	7 days after onset of rash; physician authorization required
Mumps	Paperas	5 days after onset of parotid gland swelling; physician authorization required
Measles	Sarampión	4 days after onset of rash; physician authorization required
Dengue		24 hours with no fever; physician authorization
Hepatitis A		1 week after illness/jaundice onset, or per Dept. of Health. Exposed children must receive vaccine immediately.



Note: If a child presents symptoms of any contagious virus/illness, he/she must be seen by his/her health carer provider. Make sure the school nurse is informed. Listed below, are a few examples of common viruses:

- Respiratory Syncytial virus (RSV)
- Influenza (Flu)
- Rhinovirus and adenovirus
- Parainfluenza (Croup)
- Covid 19
- Coxsacki (Hand, Foot, and mouth disease)

In addition to providing a medical excuse from your child's healthcare provider, the child may return to the Toddler House when:

- Fever free for 24 or more hours, without fever reducing medicine
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved
- Uncovered skin sores are crusting, and the child is under treatment of a provider
- Vomiting is resolved overnight, and the child can hold down food/liquids in the morning
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24 hour period for the child.
- Respiratory symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness may be required by the Health Office to return with a mask or other actions that assist in reducing spread.

If your child does not seem like themselves, keep them home and reach out to your healthcare provider right away. A fever, however mild, is the body's signal that something needs attention. By acting with care and caution, you are not only looking out for your own child, you are helping us protect every family in our community. We are grateful for your partnership.

Nutrition Policy

To ensure all children receive balanced, nutritious, and safe meals that support growth and development, our Toddler House provides meals prepared by a dedicated cook following weekly menus developed in consultation with a qualified nutritionist. Our nutrition policy guidelines go as follows:

1. Menu Planning: Weekly menus are created by the cook in collaboration with a certified nutritionist. Menus are designed to provide a variety of foods from all major food groups: fruits, vegetables, whole grains, proteins, and dairy. Meals and snacks are scheduled to meet toddlers' daily nutritional needs. Menus are posted in advance for families to review.



2. **Special Dietary Needs and Allergies:** All food allergies and dietary restrictions are documented and strictly followed. Alternative meals or substitutions are provided for children with medical, religious, or cultural dietary needs. Parents are encouraged to bring their child's meals if their dietary needs are extreme.
3. **Mealtime Environment:** Meals are served in a positive, family-style setting where children are encouraged, but not forced, to try new foods. Staff model healthy eating behaviors and sit with the children during meals.
4. **Communication with Families:** Weekly menus are shared with families. Parents are informed of any menu changes in a timely manner. Families are encouraged to communicate any concerns or suggestions regarding nutrition.
5. **Food Safety and Preparation:** All meals are prepared on-site by a trained cook following safe food handling and hygiene practices. The kitchen is regularly inspected to ensure compliance with health and safety regulations.

The nutrition policy and menus are reviewed annually with input from a certified nutritionist, staff, and families to ensure ongoing quality and relevance. By following this policy, the toddler house ensures that every child receives safe, nutritious, and enjoyable meals that foster healthy habits for life.

Diaper Changing/Potty Training

Cleanliness is key for your child's health and comfort. Diaper changing is part of our daily routines at the Toddler House. Diaper changes take place every hour, if needed, unless needed sooner. Please inform your child's teacher if your child requires any specific diaper creams or ointments.

Toddlers who are ready to begin the potty training process will be assisted at the Toddler House. Please make sure to supply your child with extra clothes, underwear, and shoes (croc style) to be able to change them if needed.

Active Supervision Policy

At the Toddler House, the safety and well-being of every child is our highest priority. To ensure a safe environment, our teachers practice active supervision at all times. Teachers and staff are consistently attentive, observant, and actively engaged with children to ensure their safety while fostering learning and exploration. Teachers are expected to:

- Watch, listen, and engage with children intentionally and continuously.
- Teachers position themselves to have clear sightlines and easy access to all children.
- Create safe, structured play environments, removing hazards and monitoring equipment use closely.
- Frequently scan the environment and count children to know each child's location and activity.
- Intervene promptly to redirect or support children as needed.



- Active supervision is practiced at all times, including during indoor and outdoor play, meal and snack times, diapering and bathroom routines, naptime (monitoring sleeping children) and transitions between activities and locations.
- Document and communicate incidents or safety concerns promptly to administration and parents.

Weather, Emergencies, and School Closings

In the event of an emergency (accident, injury, or medical), parents or legal guardian will be notified immediately. If parents cannot be reached, we will use the contacts on the list provided by you. If no one can be reached and the child needs medical assistance, our school nurse or administrative personnel will escort the child to the nearest hospital. Fees for medical expenses are the parents' responsibility and parent/guardian is expected to meet the child and staff member at the hospital immediately.

Additionally, the school implements a comprehensive emergency operations plan guiding community readiness and action steps during a variety of incident types. All staff and students, along with appropriate community resources and/or emergency responders, take part in a series of readiness simulations throughout the year. The school maintains an active Crisis Response Team comprised of admin team members and school safety personnel.

Incident types that result in classroom hold, shelter in place, or campus lockdown: (1) Low Level Threat Near Campus, (2) Criminal Activity Near Campus, (3) Campus Intruder, (4) Severe Weather Emergency, (5) Earthquake, (6) Medical or Wellness Incident

Incident types that result in classroom and/or building evacuation: (1) Fire, (2) Gas Leak or Other Hazard

Incident types that result in campus evacuation: (1) Fire, (2) Chemical or Biological Incident, (3) Bomb Threat, (4) Tsunami

Incident response actions include:

1. Incident Alert Sounds
2. Staff and Students take Appropriate Action, based on incident type
3. Await All-Clear Signal or Additional Incident Instructions
4. When necessary, campus evacuation occurs to pre-determined off-site muster locations. In the event of emergency, parents will be notified of re-unification instructions through established communication channels.

Please follow the indicated procedures for important communications affecting school closings or other extraordinary situations:

- Monitor the Brightwheel App, Robinson School App and Veracross messaging



- Access School's **Facebook** page, **Twitter** and/or our **Website**: www.robinsonschool.org. Check "Scrolling" Message at top of website.
- **Radio**: WKAQ-AM 580; Magic 97.3 FM
- **TV**: Telemundo (WKAQ-Ch. 2), Noticentro (WAPA- Ch. 4)
- **Call Administrative Offices** at: (787) 999-4604 for information.

Child Abuse

The law requires that Robinson School report any suspicion or evidence of child abuse or neglect immediately to the Puerto Rico's Department of the Family, without a warning to the parents.

Personal Items

Robinson School's "**ToddleRS House**" Program asks that parents **avoid** bringing toys from home, except when requested by the teacher for "Show-and-Tell." We are not responsible for lost or stolen items. Robinson has the age-appropriate toys required for playing and learning.

We **do** need you to bring and label the following personal items for your child:

- Diapers, pull-ups and/or underwear
- Baby wipes
- Diaper rash cream
- Two extra set of clothes in large zip-lock bag
- A blanket, cot sheet and small pillow
- Extra pair of Velcro-closure shoes or sneakers
- Robinson Toddler T-Shirt with any navy-blue pants
- Hairbrush
- Facial tissue/wipes

*If your child needs a special formula, homemade food or any other special supply, please provide these.

*All items must be properly labeled with the child's name in permanent ink/marker.

Parent-School Partnership

Assessments & Parent-Teacher Conferences

Parents are an essential part in their child's education. The collaboration between the school and home is extremely important to better serve our toddlers. Throughout the year, teachers carefully evaluate each child's development and learning progress to provide personalized support and guide their growth. Through observation-based assessments, teachers will provide parents with a Progress Report that will give them information and feedback regarding the developmental skills their child has acquired, as well as those still evolving. During these meetings, parents have the opportunity to



contribute feedback and/or observations about their child's learning and development. Parents also complete a questionnaire that provides information to the teachers about their child's development.

The Division Head monitors and analyzes student progress and performance quarterly to inform decision-making and guide program modifications. All evidence is reviewed annually, and at any time as required, to address areas of need.

The report includes the physical, social-emotional, cognitive (intellectual), language and literacy, and self-help skills of the child. Understand that any suggestion for an evaluation by a developmental specialist (speech/language, occupational therapy, developmental specialist) is given in the best interest of the child.

Community Resources

Administración para el Cuidado y Desarrollo Integral de la Niñez

ACUDEN is the leading government agency overseeing early childhood care and development in Puerto Rico, administering federal funds for Head Start, Early Head Start, and childcare programs, as well as offering guidance, licensing, parent workshops, and financial assistance to both providers and families.

Puerto Rico Department of Education – Early Childhood Programs

The Department of Education coordinates preschool services, special education, and early intervention, with dedicated contacts for both preschool (Section 619) and infant/toddler (Part C) programs, offering support to daycares and parents navigating public early childhood resources.

The Puerto Rico Department of Health plays a key role in supporting early childhood programs and families in San Juan. Specifically, it oversees the Maternal, Child, and Adolescent Health Section, which coordinates early intervention services for infants and toddlers (Part C program). The department provides developmental screenings, health services, and family support to promote child well-being.

Additionally, the Department of Health administers the WIC (Women, Infants, and Children) Nutrition Program in Puerto Rico, which offers nutrition education and support to low-income families with young children

For early childhood programs and parents, the Department of Health is a vital resource for health-related services, developmental support, and guidance on child wellness.

Contact information for the Puerto Rico Department of Health (Early Childhood-related services):

- Maternal, Child, and Adolescent Health Section

Family and Child Health Division
PO Box 70184, San Juan, PR 00936
Phone: 787-765-2929 ext. 4598



Email: mdiaz.munoz@salud.pr.gov

Website: <https://www.salud.pr.gov/CMS/6>

- Administración de Familias y Niños (Child Welfare): Provides child protection and welfare services, including abuse reporting.
- Administración para el Sustento de Menores: Handles child support enforcement.
- Consejo Estatal sobre Deficiencias en el Desarrollo: Supports families with children who have developmental disabilities.
- Administración de Desarrollo Socioeconómico de la Familia (TANF): Offers temporary financial assistance to needy families.
- Ser Familia: Offers evidence-based family and parenting programs like the Strengthening Families Program and Triple P (Positive Parenting Program) to improve family communication, behavior management, and relationships.
- Departamento de la Familia: Provides a broad range of social services including Head Start, nutritional assistance (PAN), temporary aid (TANF), adoption services, and crisis support.
- Family Voices Puerto Rico (APNI, Inc.): A family-led organization supporting children with special health care needs and disabilities.
- Post-Adoption Support Services: Through the Department of Children and Family Services, offering case management, educational support, and crisis intervention for adoptive families.
- Municipal Family Service Centers (e.g., Guaynabo): Provide emergency food, basic necessities, financial aid, and other family support services at the local level.

External Support Service Providers:

Speech and Language Pathologists:

María del Carmen Colón

colonhac@prtc.net

787-315-1020

Ana C. Morales Vega

bilingualspeechtherapypr@gmail.com

787-550-1501

Educational Therapy & OG Specialist

Ysamar Valentín Veve

ysa_v@yahoo.com

787-430-9090

Occupational Therapy Services:

Manelie Flores Rodríguez

manelieflores@me.com

787-645-4546

Ana N. Ortiz Amador

anaotpr@gmail.com

787-428-8140

Clinical Neuropsychologist

María T. Margarida

787-754-0101



Habla con Ana: Bilingual Speech and Feeding Center
787-310-7384

Clinical Psychologists:

Aida Señeriz Rivera
Mariela Sandoval Señeriz
787-758-5691

Amalyn Pérez Rivera
939-644-1500

Raschen M. Underwood
787-457-6210

Marianne Del Valle Emmanuelli
787-210-3604

Iris Vargas Moll
787-758-6343

Rosy Sierra
787-200-8645 / 787-627-2257

Hopes Therapy Group
hopestherapygroup@yahoo.com
787-863-7008

Toddler House Program Parent Events

During the year, we prepare different activities for parents to be involved and participate. These might include, but are not limited to: Turkey Trot, Fun Day, Christmas Show, Christmas Tree Lighting Ceremony, and the Spring Fair.

Discipline Policy

We provide a safe and nurturing environment for all our children. If we find a child needs more guidance or support the teacher, along with the Administration, may request a meeting with parents to discuss possible support options. If a child is disruptive to the Program or represents a potential threat to his/her peers, parents may be asked to withdraw their child.

Anti Bullying Policy (Repetitive Aggressive Behavior)

Based on developmental research, toddlers lack the cognitive, emotional, and social maturity required to engage in bullying behavior patterns. When toddlers display aggressive behaviors such as hitting, biting, or grabbing these actions are mostly impulsive and egocentric driven by frustration or limited communication skills, not by intent to harm or dominate. Early aggressive behaviors are part of normative development and typically decrease with the acquisition of language, empathy, and social understanding.



If a toddler engages in repetitive aggressive behavior a plan will be developed to foster the child's social and emotional competencies aimed to reduce the likelihood of this behavior. These social-emotional strategies will be shared with parents to encourage consistent behavior expectations between home and school environments. If the child continues engaging in this aggressive behavior despite the strategies implemented and represents a potential threat to his/her peers, parents may be asked to withdraw their child.

Biting Policy

At the Toddler House we recognize that biting is a part of the developmental stages for children aged from one- to three-year-olds. Across this age span, children experience very significant and rapid social, emotional, physical and intellectual development and gain a wide range of new skills. This can result in a period of challenging behaviors such as biting, scratching, hair pulling, hitting or simply refusing to do anything they are asked.

A toddler's world is complex, particularly in a busy early childhood setting. Although most toddlers understand more than they can say, they have limited spoken language and can get very frustrated when they are not understood by others. This may result in them "communicating" with us or expressing their frustration by biting.

Developmental factors which may cause a child to bite include:

- Frustration from failure to communicate their needs and wants
- Teething
- Oral exploration
- Limited self-regulation or self-control (because they are still gaining these skills)

Steps to solving a biting incident:

1. The teacher and/or teacher aide will intervene with the children involved in the incident.
2. The child that was bitten will receive first aid from the infirmary and/or toddler house staff member.
3. The parents of both children will be notified of the incident.
4. Steps will be developed with the teachers and aides to minimize the recurrence of future incidents.



Accident/Incident Report Policy

Any incident that may occur while your child is at the Toddler House regarding your child's health or physical injury will be reported to the parent or guardian of the child/children involved. This may include a phone call, communication through the Brightwheel app and/or an incident report. This incident report will be completed by the teacher and must be signed by the parent or guardian upon pick-up. If the parent or guardian is not present at pick-up, the incident report will be given to the parent or guardian upon drop-off the next morning to be signed.

Enrollment

As a new parent with a child in our Toddler Program, we welcome you to the Robinson Community, with all the customary privileges and joys it brings.

Robinson has the right to reconsider admission to our Toddler House Program.

Tuition and Fees

Entrance Fee	\$500
Application Fee (Non-refundable; due with Application)	\$50
Registration Fee (Non-Refundable)	\$800
Millenium Fee (Non-Refundable)	\$250
Toddler Program Tuition (Monthly)	\$985
Half-Day Option (includes Lunch)	\$730
Afternoon Daycare Option (Daily)	\$20
Afternoon Daycare Option (Monthly)	\$300 (parents supply diapers, wipes, snack, special dietary needs)

Should you remove your child from the program, the unused portion of the Tuition or Daycare (only) paid will be pro-rated and reimbursed within 30 days.

Enrollment fees are non-refundable and must be paid in full. Payments are due on the 1st of every month starting on July 1st. If payment is not made on time, a \$50 late fee will apply. Invoices will be sent in the last week of every month.

****All policies and procedures stated in the handbook apply to the After School Care program as well.***

Continuing your child in our Pre-School Program

As a matter of School Policy, you need to be aware that parents wishing to enroll their child in our Pre-School Program, following completion of our Toddler Program, will need to reapply for the school to evaluate the appropriateness of the Program for your child.



**Please sign copy and return.*



Parent Handbook Signature Form

I (We), _____, parent(s)
of _____ have read and fully understand the policies and procedures
outlined in the Parents' Handbook. I have discussed any Policy or Procedure I do not understand with
the "**ToddlerRS House**" Program staff. I (We) agree to all the Policies and Procedures that are
set forth in this Handbook.

Child's Complete Name: _____

Child's Birthdate: _____, 20____

Parent/Guardians' Printed Name:

Parent/Guardian's Printed Name:

Telephone(s):

Email(s):

Date: _____

Parent/Guardian's Signature:

Parent/Guardian's Signature:
