



PARENT HANDBOOK

2020-2021

info@elarbolgreenschool.org

La Linterna del Árbol, estancia infantil

Parent Handbook

La Linterna del Árbol, estancia infantil by El Árbol Green School - Parent Handbook provides key information about school procedures, rules, and support for students and parents.

MISSION

El Árbol Green School encourages students to achieve their academic potential, and become curious, passionate and reflective learners by focusing on real world skills and a standard based curriculum. A school with a diverse, international population, the school motivates students to become global citizens who work towards improving the environments and communities that surround them.

VISION

El Árbol Green School vision focuses on the many ways we can improve learning for our students and community. The school is on a constant quest to find the best curricula, texts, and the most inspiring teachers and administrators. We understand that educational philosophy and practice is always changing, and it is our job to adopt those ideas that best serve our community. We want our students to make extraordinary academic progress, based on the individual skills and aptitudes they possess. They will also develop attitudes that facilitate their success in school, post-secondary education and their professional lives. Qualities such as integrity, courage, grit, empathy, compassion and curiosity are encouraged in all our students. All of these goals are pursued based on research based pedagogical strategies.

Schedule

- 3 to 5 years of age (7:30-8:00am to 1:30-1:45pm)
- 6 years of age (7:30-8:00am to 2:00-2:15pm)

Student Drop-Off

The main gate of the school will be open from 7:30-8:00am for student drop off. Punctuality is essential to respect student-learning time in the classroom, and to teach our children the importance of being on time. **The school gates will be closed at 8 am, and students will not be admitted for the entire day if they come late.** Please try to arrive ten minutes early to avoid tardiness and to proceed with all the SAFETY PROTOCOLS.

Student Pick-Up

The gate of the school will be open from **1:30-1:45pm** (3 to 5 years of age) and **2:00-2:15pm** (6 years of age) for student pick-up. The school gate will then be closed at 1:45 and at 2:15pm. Students will need to be picked up at the “estancia” office. Please be punctual when picking up your child at dismissal. Caring for children after scheduled dismissal time takes teachers away

from their planning time, and administrators away from their work. At the end of the school day, parents or guardians will pick up their children. If another adult, aside from the parent or guardian need to pick up the student, the school must be notified in the morning at the school office, at the latest. Please provide a copy of an identification card with a picture, for the person who is picking up your child. If the person picking up your child is a parent of the school, identification is not necessary.

Drop Off and Pick Up Procedures

1. To drop off your child, please park your car first and then accompany them to the gate. After parking, walk to the gate using the corridor between the planters and orange pylons next to the school wall.

*Remember to park only in the spaces in front of the school wall or along the street/around the roundabout.

*Please do not park in the condo parking spaces across the street from the school or along the street on the condo side. Thank you for your understanding and support.

Safety and Security

The student and teacher gate are locked at 8:00am, after which, that gate is only opened for dismissals at 1:30pm and 2:00pm.

Parents, or other outside individuals, are not allowed within the school, and they are not allowed to enter the student and teacher gate, unless they register with the office and obtain a visitor's pass from the office staff. This measure ensures students are safe, secure, and only come in contact with the school official staff.

Justified Absences and Tardies

Consistent student attendance and punctuality is essential for success in school. However, if your child is sick, or cannot attend school for a justifiable reason (e.g. family emergency, accidents, sickness), please be sure to send an email to the school, or a note with your child. ***Medical notes from a doctor are required to justify absences due to illness. Furthermore, in cases of contagious illnesses, parents must provide a note from the doctor saying that their child is safe to return to school.***

It is essential that students arrive to class on time every day, as teachers need to start class time uninterrupted for the student's concentration and development, also, students need to learn the importance of punctuality and to respect all the SAFETY PROTOCOLS.

Toys, Electronic Games, and Cellular Phones

At no time are students allowed to bring **toys, electronic games or cellular phones** to school. These items should be left at home during school hours.

Electronic Devices

Electronic devices such as cellphones, games, etc. are never permitted on School Campus. If a student is found with such devices, the device will be confiscated from the student and sent to the office. The device will be returned to the student/parent at the end of the school day, after Administration has notified the parent of the infraction.

Recess and Lunch

Students should bring a **healthy snack, lunch and water thermos every day**. As there are two recesses per day, it is important that your child has something to eat during both recesses, so the class can eat as a group.

Grading Policy

All subjects taught in English and Spanish will be graded according to the percentages below:

60% Participation/Classwork/Project-Based Learning

30% Assessments

10% Homework

English and Spanish report cards will be given three times a year to parents. Additionally, Parent-Teacher Conferences will be held twice a year at the end of every semester. You will be notified of these dates in advance.

Homework (only for 6 year olds)

Daily homework assigned by the teachers provides more dynamic assignments, and serves student, parent, and teacher needs. It allows the students to take their text books and notebooks home which creates a great sense of responsibility and accountability while advancing our eco-friendly school initiatives. Homework is from Monday to Thursday. There is no homework on Fridays.

Student/Parent Responsibilities

Students must bring the required school materials from home each morning. We do not accept any late student materials dropped off by parents after 8am. (EX: backpacks, lunches, water thermos, books, notebooks, projects, extra clothing, etc.)

Communication

All parents will receive **classroom** communication notes through your child's Homework Notebook. All other official **school information** and updates will be communicated through the office email, the Webpage/Blog.

It is very important that parents read all information received via the Homework Notebook and emails in order to keep the lines of communication open and clear.

If you need to communicate to a teacher, please contact the school office for an appointment, rather than calling the teacher directly.

Discipline

Within the school, as well as in our society, it is important to respect everyone's rights and responsibilities. All children at La Linterna del Árbol have the right to an education that is not impeded by the negative behavior of other students. Furthermore, students have a responsibility to respect the educational and personal rights of each other and school staff.

Each classroom's rules are created by the teacher and students. The school discipline policy will ensure that matters of discipline are handled in a fair, consistent, and reasonable manner. The policy is as follows:

Step 1: Three warnings with REASONABLE, REAL, and RESPECTFUL consequences.

Step 2: Written communication to the parents through the Homework Notebook

Step 3: Student sent to the office with an official behavior report; call home by office

Step 4: Parent Meeting

Step 5: Behavior Contract

Step 6: Suspension or Expulsion

***Any extreme behavior that puts the student himself or other students in danger, may be suspended without any previous parent meetings.*

Parent Appointments

At El Árbol Green School and La Linterna del Árbol, we are committed to the development of each child according to their individual, personal needs and learning styles. In order to meet the needs of our students it is important to maintain open communication between parents and the school. If you would like to make an appointment with administration, or your child's teacher, please contact the office, and we will organize an appointment. **Appointments must be made at least 48 hours in advance of the time you wish to meet.** *Please understand immediate appointments can't be scheduled, though we will try to schedule your appointment as soon as possible.*

Also, please understand that when the school requests parent meetings, the purpose is to communicate what is happening at school with the child, how we can improve academic or behavioral performance, and to create a plan for improvement and working together as a team.

Office Schedule

Office hours are from 7:30am to 3:00pm. If you would like to arrange a meeting with the administration or a teacher, please contact the office 48 hours before you would like to schedule the meeting.

Procedures and Conditions for Tuition Payments

Tuition payments should be made during the first ten days of each month. Payments made on, or after the 11th of the month are subject to a 10% monthly late fee.

If, for some reason, parents are temporarily unable to meet monthly tuition payments, please advise the administration as soon as possible.

Article 7 of the PROFECO agreement states that after non-payment of tuition for more than three months, the school is released from all obligations to continue providing educational services. Your contract for the monthly tuition payments, for the entire school year are for 11 months, from August to June.

Medical Insurance

All students are covered by medical insurance for accidents suffered while involved in school activities by Grupo Atlas Seguros. In case of an accident we will immediately contact the parents or emergency contact. When parents cannot be reached, the school will transport the child to the hospital. Children must receive the medical assistance needed the same day of the accident in order for the insurance company to cover all upfront payments, otherwise, parents are required to pay medical fees prior to treatment, and the insurance company will grant a reimbursement at a later date.

The fee for the student's insurance needs to be paid directly at the school office by September. You will be informed through an email, the amount that needs to be covered per child, for the entire school year. For more information about insurance please contact the office directly.

Supplies

All school supplies are purchased by parents outside the school. All supplies must be labeled with the child's name and grade. All remaining personal materials will be sent home with the student at the end of the school year. All unlabeled and unclaimed supplies will be recycled for school community use and donations.

Birthdays

Birthday celebrations must be scheduled directly at the school office at least 48 hours in advance. Parents must bring all the needed items, example: cake, plates, forks, knife, napkins, etc. Birthday Cakes take place at 1:00pm (3 to 5 years of age) and at 1:30pm (6 years of age). Teachers are not allowed to deliver birthday invitations unless the entire class is invited. If all students are not invited, please make sure to deliver these outside of the school. Due to the current SAFETY PROTOCOLS, parents are not allowed to attend to the birthday celebrations.

Lice

There are times during the school year where we encounter lice due to the tropical weather of Playa del Carmen. If a child has lice, he/she will be sent to the office and parents will be contacted to pick them up to prevent the spread of lice. Children can come back to school only when they are lice free. Thank you for your understanding and support.

Field Trips

Students will participate in several "field trips" or "parades" around the School Campus during, or at other destinations, during the school year. You will be informed in detail through the School Office whenever this is scheduled. By signing this handbook, you give your consent as a parent and member of the Community of La Linterna del Árbol and El Árbol Green School, to allow your child to participate in all of the yearly scheduled activities and field trips outside the campus.



“The one thing you have that nobody else has is you. Your voice, your mind, your story, your vision. So write and draw and build and play and dance and live as only you can.”

- Neil Gaiman.

LA LINTERNA DEL ÁRBOL, estancia infantil
PARENT HANDBOOK

I have read the Rules and Procedures of the Parent Handbook and I agree and assume full responsibility for compliance with each of the guidelines and regulations presented in this document.

Name and signature of the parent or guardian:

Student's name:

Date: _____