



LINCOLN PRESCHOOL

2023-2024

Preschool Handbook

(Updated 6/1/23)



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1. Introduction

This Manual provides parents and students with the rules and procedures for Preschool. It includes grades, assignment policy, attendance, and conduct rules. The preschool administration and teachers should support parents and students in understanding and respect of the conduct rules that affect them. Parents should read and discuss this information to help their children adjust to school successfully. Also, they must maintain continuous communication with the school since the support of parents is essential to provide their children with an effective learning environment.



1.1 Letter from the Preschool Director



Welcome to LIA Preschool

"If Excellence is Possible, then Good is Not Enough."
(Hilda Parler, my 8th grade Math Teacher)

With great pride and excitement, I write this letter of introduction to you as the newly appointed Preschool Principal at Lincoln International Academy. I am honored to have the opportunity to lead an area of a school with such a rich tradition of education! I have been dedicated to the field of education for a little over ten years, teaching grades from 10th all the way down to 5th grade. I am excited and eager to bring my skills as an educational leader to Lincoln International Academy and work with you as a partner in education to ensure your child's success in this upcoming year.

For many of you, Lincoln International Academy is the beginning of your child(ren)'s education. To those students and parents who are new, we extend an especially warm welcome and best wishes for an exciting and productive year in your new school. We hope that you will quickly feel at home and become involved in the activities of our school through the LPA (Lincoln Parent Association) and your child's classroom program.

Our staff is thrilled to be building the educational foundation upon which your children grow. LIA Preschool is a happy, welcoming area in which your children will be nurtured as they embark on their academic careers. Your child is our top priority, and we look forward to continuing to work together.

I look forward to keeping in touch with you in the weeks to come, and wish you every blessing in the year ahead. If you would like to contact me, my email address is mheaner@lincoln.edu.ni.

In Christ,

Mary Elston Heaner
Preschool Principal



1.2 Vision & Mission of LIA

A. Vision

Lincoln International Academy fosters Catholic faith-based learning that deeply engages all staff and students in 21st-century learning opportunities.

All facets of the learning system — curriculum, instruction, assessment, professional learning, accountability, and resource allocation — support 21st-century learning.

Students will be creative, critical-thinking global citizens, analysts, communicators, and producers engaged in learning that is conceptual and authentic within an inquiry-based environment.

B. Mission

Lincoln International Academy (LIA) is a Catholic, private, bilingual, co-educational, college preparatory school in Managua, Nicaragua, serving multicultural students from preschool to 12th grade. Lincoln was founded in 1991 with a lay apostolic spirituality and the conviction that academic excellence and Catholic formation are intrinsically related.

Lincoln International Academy's faculty and staff promote a Christ-centered formation — following the teachings of the Roman Catholic Church within a safe environment while fostering academic excellence, technology integration, education in virtues, democratic values, and ecological awareness — where students are challenged to reach their full potential and become committed leaders within their community.

Lincoln International Academy is accredited internationally by Cognia through the Southern Association of Colleges and Schools and locally by the Nicaraguan Ministry of Education.

- [Mission and Vision Visual Aid](#)

1.3 Beliefs of LIA

1. Every student is unique and valuable, with God-given talents. We instill in each one of them moral values to act on behalf and in light of the Gospel.
2. We encourage the growth of spiritual beliefs and moral choices within the context of Catholicism, while honoring each student's spiritual autonomy.
3. Personal integrity, honesty, respect, and tolerance are central to Lincoln's life as a community.
4. Teachers, staff, administrators, parents, students, and the community share the responsibility for pursuing the school's mission and for providing a supportive and challenging learning environment within our school.



5. Student learning needs are the primary focus of all school decisions.
6. Students learn differently and should be provided with various instructional approaches and assessment strategies to ensure their learning.
7. Our bilingual learning environment fosters self-confidence and helps students to enter society with the tools and voice necessary to transform the world.
8. We promote knowledge of Nicaraguan and Hispanic cultures, the command of the Spanish language, and the knowledge of the history, geography, cultural traditions, and literature of Nicaragua and Latin America.
9. We aim to educate future citizens who manifest concern for the welfare of others and take an active part in their country's civic life.
10. Furthermore, a well-rounded education includes experiences in athletics, arts, service learning, and various co-curricular and extracurricular activities.

- [Shared Beliefs](#)

1.4 Course Descriptions of Pre-Kinder and Kinder

Our program is based on the development needs of each preschool age and how children learn. All activities promote comprehensive growth in the following areas.

| | |
|------------------|--|
| Spiritual | Promotes trust in God through everyday experiences. |
| Cognitive | Stimulates interest in exploring and learning with the five senses. It lays the foundations for a positive attitude toward learning. |
| Social | Guides children to cooperate, plan and interact with others. It promotes a sense of respect for others. |
| Conduct | Guides children to self-control by learning acceptable conduct. |
| Physical | Supports the development of gross and fine motor skills coordination. |
| Emotional | Reinforces the positive image and acceptance towards others according to God's love for each of us. |

A. Course Description PK2-PK4

The curriculum for PK3 and PK4 is based on the standards of "California Preschool Learning Foundations." These standards indicate goals in the following areas:

- Pre-English
- Spanish
- Pre-Mathematics
- Faith Formation
- Technology
- Cultural Expression, including Arts, Music, and Dance
- Physical Education
- STREAM



- Sensory Gym
- Social Emotional\Values Class

Two-Year-Old Program (PK-2)

One of the main goals of PK-2 is learning basic social skills such as sharing, communication, and cooperation through group participation. Children also learn to socialize and become independent in a place that is not their own home. Most of the oral communication at this level is done in Spanish. The teacher conducts one weekly religion class.

Three-Year-Old Program (PK-3)

The PK-3 program involves much spontaneous interaction and directed activities as well. The program's quality includes exploration with their senses, games, and exercises to develop their large and small motor skills and the learning of concepts with activities facilitated by the teacher. Social interaction is essential for this group as they learn to relate to their peers and adults. The teachers use English to work with the children on math concepts, vocabulary, and simple commands at a level that is appropriate to their age.

Spanish is used to develop thinking skills, which include whole language, symbolic function, spatial and temporal notions, and relations of logical concrete. The teacher conducts one weekly religion class.

Four-Year-Old Program (PK-4)

In PK-4, children show more interest in others and are socially more cooperative. At this level, learning materials, games as well as activities help them express their feelings and explore new knowledge by talking and listening about what they discover as a means of preparation for reading and writing. Kindergarten readiness is promoted through pre-reading and math activities. A high frequency of English is used in the classroom while reinforcing Spanish during specific times. The children at this level have computers, physical education, painting, and music. The teacher conducts one weekly religion class.

- [PK2-PK4 Course Description](#)

B. Course Description of Kinder

The curriculum for Kindergarten is based on the:

- Common Core Standards for English and Mathematics
- California Standards for Science, Cultural Expression, and Physical Education
- ISTE (International Society for Technology in Education) Standards for Technology
- LIA Faith Formation Curriculum Framework for Faith Formation



The program for Kindergarten includes the following subjects:

- English
- Spanish
- Mathematics
- Science
- Faith Formation
- Technology
- Cultural Expression, including Arts, Music, and Dance
- Physical Education
- STREAM
- Sensory Gym
- Social Emotional Class

Kindergarten

Kindergarten provides a transition environment from the preschool program to more academic schooling. Kindergarten is essential to the student's entire future development. Specifically, it seeks to achieve the following ends: to introduce children to reading and writing both in English and Spanish; to teach children the two basic mathematical operations of addition and subtraction; to introduce children to basic concepts of science and social studies and to teach children learning skills, socialization, and self-discipline. English is spoken at all times, except during classes that are taught in Spanish. The children at this level have classes in Spanish, computer, physical education, dance, painting, music, and religion.

- [Kindergarten Course Description](#)

2. School Entrance and Exit

The following charts display our standard schedule. Note that these are subject to change.

| PRESCHOOL (PK2-PK4) | | |
|----------------------------|-------------|-----------|
| Period | From | To |
| 1 | 7:40 | 8:25 |
| 2 | 9:05 | 9:50 |
| Snack | 8:30 | 9:00 |
| Recess | 9:55 | 10:20 |
| 3 | 10:25 | 11:05 |
| 4 | 11:10 | 11:45 |
| HR | 11:45 | 11:50 |



| KINDERGARTEN | | |
|--------------|-------|-------|
| Period | From | To |
| 1 | 7:40 | 8:25 |
| 2 | 9:05 | 9:50 |
| Recess | 10:35 | 11:05 |
| Snack | 8:30 | 9:00 |
| 3 | 9:55 | 10:35 |
| 4 | 11:10 | 11:40 |
| Lunch | 11:45 | 12:15 |
| 5 | 12:20 | 1:10 |
| 6 | 1:15 | 2:00 |
| HR | 2:00 | 2:10 |

2.1 Arrival

Class for Students PK2-Kinder starts at 7:30 am. All students are asked to arrive at school before that time to have ample amount of time to get ready for their day. However, students should not get to school before 7:10 am because teachers are not at their duties until 7:10 am. This ensures that students are taken care of and under correct supervision for their own safety. Preschool students arriving in their classroom after 7:29 am will be marked tardy.

2.2 Dismissal

Class for Students PK2-PK4 ends at 11:50 am. Kinder students end their academic day at 2:10 pm, but if they go to after-school activities, their dismissal time is 3:00 pm. Parents should be on time to pick up their children to ensure that students are taken care of and under the correct supervision for their safety.

2.3 Early Dismissal from School

If the school has an early dismissal, the only class that changes from regular dismissal is Kindergarten. Kinder will leave at 11:50 am, along with the rest of the preschool grades. This is only when the school officially announces early dismissal and parents are made aware of this change ahead of time.

| PRESCHOOL | | |
|-----------|------|------|
| Period | From | To |
| 1 | 7:40 | 8:25 |
| 2 | 9:05 | 9:50 |
| Snack | 8:30 | 9:00 |



| PRESCHOOL | | |
|-----------|-------|-------|
| Period | From | To |
| Recess | 9:55 | 10:20 |
| 3 | 10:25 | 11:05 |
| 4 | 11:10 | 11:45 |
| HR | 11:45 | 11:50 |

2.4 LIA Car Decal | Guest Entering the School

It is the duty of parents to ensure that the LIA Decal is updated yearly with the new design and visible on the windshield for each of the vehicles entering the school. Parents may request the LIA Decal at the Registrar's Office.

If the guest entering the school is not a student, they must present their identification to the guards at the gate. Any person other than a student will need to register themselves at the yellow gate entrance with their identification and take their picture and enter their personal information. This will stay in the file, and the machine will print a sticker that all visitors should have on their person while visiting.

2.5 Permission: Leaving School Early

All students who request to leave school early, should have parents email the Principal, Principal Assistant, and the homeroom teacher. Students will be given an Early Dismissal Pass to be able to leave the gate at the appropriate time that they were asked to leave. If the adult picking up the child is not a parent, please provide the identification number and picture ID in the email. Parents should inform the Area Principal in writing of any need to withdraw their children during school hours, indicating the date and time and the name of the person picking up the student.



3. Curriculum & Programming

3.1 Daily Schedules

- [PRESCHOOL SCHEDULES 23-24](#)

3.2 Plus Portals

This is the platform that LIA uses for parents and students to see their attendance and grades. Each parent and child receive a code for their access. Each new parent will receive a code to activate their account via the registrar once enrollment is paid.

3.3 Kindergarten Reading Test

Kindergarten students take a reading test in both Spanish and English. The results are sent to parents about where their child falls in the percentile range of the testing standards. These results are also sent to the first-grade teachers of the next school year to better prepare differentiated learning for the incoming students.

- [Kinder English Reading Test](#)
- [Kinder English Reading Test-Story](#)
- [Kinder Spanish Reading Test](#)
- [Kinder Spelling\Dictado Test](#)

3.4 Kinder Graduation Awards\Requirements

Kindergarten children participate in a graduation ceremony where they receive a Kindergarten diploma and the following recognitions if selected:

- **Excellence Award:** To students in each section with an average grade of 5 (4.5 to 5) in English, Spanish, Mathematics, Science, and Conduct for quarters 1, 2, and 3, or two grades of 4 (3.5 to 4) in any of those subjects. Students starting school in quarter 3 will not qualify for this award.
- **Service and Courtesy Award:** To the student in each section who has been known for his/her courtesy and spirit of service to others.
- **Physical Education Award:** To one male and female student in each section who shows outstanding physical achievement and exceptional dedication to the Physical Education Class
- **Seniority award:** To the students who have been in the school since PK2.
- **Perfect Attendance:** The students who attended classes every day of the school year.
- **Kindergarten Student of the Year:** The student in each section who, in the opinion of their classmates, represents the spirit of Kindergarten. The selected representative gives a speech at the graduation ceremony.



The kindergarten report card will be given to the parents on report card day at the end of the school year.

3.5 Student Checklist of Standards

All grades, aside from their curriculum, follow a list of skills coinciding with skills that each grade should be able to do. Teachers use this vertical alignment of skills to help differentiate instruction for individual students. Every Report Card Day, parents review the skills checklist with the teachers to see the advances. These lists are also part of the admissions process for future parents to see what their child should know or be able to demonstrate before coming to LIA PK.

- [PK2 Checklist](#)
- [PK3 Checklist](#)
- [PK4 Checklist](#)
- [Kinder Checklist](#)

3.6 Swimming Class

In PK3-Kinder, during two quarters, students attend one swimming lesson per week instead of regular Physical Education. Participation in this class is compulsory, and absences can only be justified with a medical prescription. With no valid justification, the student will obtain a grade of 1 for that class. The Physical Education teacher will send a written report to the parents. If parents present a medical record to justify the absence, this grade will become an asterisk. Students must enter the pool with the proper swimming attire, swim cap, and goggles.

- [PK Swimming Letter to Parents](#)

3.7 Extra-curriculum Programs

Starting in PK4, preschool students can participate, at no cost, in after-school sports by joining our U8 soccer or gymnastics teams. They can also enroll in paid swimming courses during the week or on Saturdays and in the soccer academy offered on Saturdays only by the International Learning Center.

- [Preschool Soccer Permission Slip](#)
- [Preschool Gymnastics Permission Slip](#)

3.8 After-School Program PK3-PK4

This program is updated yearly and is subject to change. Daycare is a non-academic program for children in PK3 and PK4 who need to stay at school until 2:10 pm. This program has a monthly cost, which also applies if children stay in school repeatedly after 11:50 a.m. During this program, children are supervised by a qualified adult. Payments must be made in the accounting department monthly to use this program. Lunch will be served via lunchbox or with the cafeteria account. This program is from



11:50-2:10, Monday through Friday. If a parent repeatedly picks up a child after 12:15 (3 times in a month), the same fee will apply.

LINCOLN INTERNATIONAL ACADEMY
A LINCOLN COLLEGE UNIVERSITY SCHOOL
NCEA

LINCOLN PRESCHOOL

EXTENDED DAY PROGRAM

For PK3 and PK4 LIA students

FUN LEARNERS

Monday to Friday
11:50 am -2:10 pm
Month: \$100

Las Colinas Sur. jzelaya@lincoln.edu.ni 8643 1074

3.9 Summer Camp Program

Se recomienda la asistencia al summer camp del colegio a los estudiantes de nuevo ingreso para el proceso de adaptación y reforzamiento de materias, en caso que sea necesario con tutoría. Also it is highly recommended that all PK students go to at least two summer camps during vacations.

4. Enrollment and Admissions

4.1 General Requirements

1. Meeting with Admissions Coordinator
 2. Schedule a Tour
 3. Schedule a two-day visit for teacher observations about the child.
 4. Schedule a follow-up meeting to discuss the observations that LIA made about the child.
- [Admissions Checklist](#)



4.2 Age\Student Placement

| Level | Requirements |
|------------------------------|--|
| PK2 or Maternal: | <ul style="list-style-type: none">● 2 years old by August 31 of the admission year.● Interview with the Preschool Principal and/ or counselor.● 2-day visit for observations |
| PK3 or First level: | <ul style="list-style-type: none">● 3 years old by August 31 of the admission year.● Interview with the Preschool Principal and/ or counselor.● 2 Day visit for observations |
| PK4 or second level: | <ul style="list-style-type: none">● 4 years old by August 31 of the admission year.● Interview with the Preschool Principal and/ or counselor.● Test of basic skills.● 2 Day visit for observations |
| Kindergarten or Third level: | <ul style="list-style-type: none">● 5 years old by August 31 of the admission year.● Interview with the Preschool Principal and/ or counselor.● Test of basic skills.● 2 Day visit for observations |

4.3 Tuition & Fees, Suspension

Monthly tuition: 10 equal monthly installments from August to May (according to the tuition fees officially published and accepted in the enrollment contract). LIA debits are made on the first day of each month and must be canceled no later than the 10th of each month. If a student attends part of the semester, 100% of the tuition must be paid.

After the 10th of each month, a 10% late fee will be charged on payments that are past due. After 30 days of outstanding balances, there will be additional charges. Report cards will be retained and will interrupt school services to students (such as plus portals, email accounts, etc.)

Failure to make payments:

Monthly tuition: Failure to pay the monthly tuition will result in suspension from school for students who have a month or more overdue.

- [Tuition Fees](#)
- [Preschool Tuition Fees](#)

Forms\Compliance

[New Admissions to PK Compliance Form](#)

[Re-enrollment Form](#)



5. Preschool Health and Emergency Procedures

5.1 Emergency & Safety Procedures

All students and staff must follow the procedures established for regular emergency drills and real earthquakes, fire, and lockdown scenarios.

5.2 Clinic

If a boy/girl cannot attend the class, the parent must inform the Preschool Principal by email or a phone call.

Parents should inform the Preschool Principal of any contagious disease their children may have and avoid sending them to school until they are fully recovered (cured, healthy, with no other symptoms).

Children should not attend school if the following symptoms are present:
Or must be picked up immediately.

- Temperature- 98.3 or 37
- Persistent cough and abundant mucus
- Vomiting for the last 24 hours
- Diarrhea for the last 24 hours
- Rashes
- Lice
- Other symptoms

If a child becomes ill during school hours, the doctor will call the parents, so they can come and pick him/her up as soon as possible. In this case, children will not be allowed to class within 24 hours or until he/she does not have symptoms of illness anymore.

- [Clinic Note Home Example](#)

5.3 Medical Emergency/Procedures

The LIA clinic provides first aid services only. Any further treatment required by students is the responsibility of parents.

Injuries and/or illnesses that happen on campus or during a school activity will be treated at the LIA clinic and are reported to the corresponding Area Principal. Only the doctor and/or principal shall notify the parents of illnesses or injuries of students.

Medications needed by students must be delivered to the school doctor by parents along with prescriptions. No medications are allowed on campus unless under the procedure described above. If a child has to take medication prescribed by the family doctor during school hours, parents must deliver the medicine to the school clinic in the original packaging and with the original family doctor's prescription.

[Clinic Procedures](#)

5.4 Health Form

At the beginning of each school year, parents are required to update a form with the



medical history of their son/daughter.

Es requisito del colegio actualizar los exámenes de vista y audiometría de los estudiantes anualmente. Los estudiantes nuevos deberán entregarlo en su expediente de admisión, y posteriormente, se les recordará de su actualización en el formulario de salud de la clínica. Esto puede ser entregado con su Health Form Anual para preescolar.

- [Health Form](#)

5.5 Student Insurance

Upon enrollment each year, students are automatically insured for accidents happening in or out of school. Parents must pick up their children's accident insurance cards at the Registrar's Office from July on.

Note: Parents accept that the school will not be liable, under any circumstances, for accidents during school or off-campus activities.

- [Insurance Policy](#)
-

6. Parent & Community Involvement

● 6.1 Parent Responsibilities

Parents are the first responsible for the education of their children and are expected to:

- Know the Mission, Vision, and Philosophy of the school.
- Support decisions that are taken by the school and support the teachers of their children.
- Instill habits of responsibility, integrity, and honesty in their children. These can be found in the quarterly virtues of PK.
- Learn about the grading system and follow up with the academic performance of their children throughout the school year. All academics can be found in Plus Portal, and the conduct grade is entered by the teacher weekly.
- Request meetings with teachers and/or the area Principal, if necessary, for open communication.
- Maintain communication with teachers and school authorities using the proper channels and come during the Quarter Report Cards.
- Participate in meetings/virtual meetings and school events.
- Participate in activities organized by the Preschool Community.
- Participate in Reading Week, STREAM Week, Friday Morning Prayer, and other cultural or religious activities.



6.2 WhatsApp Broadcast Groups

The Homeroom teacher is in charge at the beginning of the year creating a broadcast group with all parents of the class that would like to participate. This is a chat where the teacher can send direct information, but the response is only sent back to the teacher. The parent\guardian should check this means of media daily for announcements or changes.

Parents are welcome to participate in any class activity once a written request to the teacher has been made and approved by the Preschool Principal. All parents are encouraged to participate actively in the spiritual retreats, visits to the Blessed Sacrament on Thursdays, participation in religious celebrations, and other activities proposed by the school.

6.3 Room Parents per Class

Each grade is represented by one or two parents who support the organization and coordination of various activities that complement the work of the School. They constantly communicate with the Homeroom teacher and organize any event that is asked for volunteers. The Room Parent is also responsible for passing school-wide information via WhatsApp class chats.

LIA Room Parents are not involved in any way with school contractual issues, personnel issues, policy, policy-setting, behavioral or curriculum issues.

Holidays to Be Celebrated and Helped with:

It will be the Room Parent's responsibility to work collaboratively with their homeroom teacher to organize celebrations and any other learning activity. Appropriate timelines can be planned within the grade level for the following events:

- Independence Day
- Health Week Activities
- Thanksgiving
- Fundraiser Activities
- Purisima
- Toy Drive\Holiday Collections for the Needy
- Reading Week Activities
- STREAM WEEK
- Ruben Dario
- Kindergarten Promotion Celebration

Decorations to help within each classroom:

| Month | Theme |
|-----------|--------------------------------------|
| August | Back to School |
| September | Independence Day |
| October | Columbus and Rosary Month |
| November | Bullying Prevention and Thanksgiving |
| December | Purísima and Nativity |
| January | Back to School and CSW |



| | |
|-----------------|-------------------------------------|
| February | Valentine's Day and Rubén Darío |
| March | Saint Patrick's Day and Holy Week |
| April | Spring and Earth Day |
| May | Our Lady of Fatima and Mother's Day |

- [Room Parent Sign Up Sheet](#)

6.4 Communication Channels & Methods

A good communication between the school and home is the basis of children's educational success. On Fridays, parents receive a plan with all the information, objectives, and important dates for the following week.

One meeting for K2-PK3, as well as PK4 and Kindergarten parents, is scheduled with the Preschool Principal during the school year in August. The purpose of these meetings is to present the academic program, report on future events or special activities, exchange information, and have discussions on different topics of interest.

Individual conferences may be requested by parents or teachers when necessary. If a parent should have a complaint, the first communication channel is the homeroom teacher. The homeroom teacher will contact the principal. If a meeting should be needed, the Preschool Counselor will coordinate the meeting with all involved parties.

6.5 Parenting Schools

Se requiere la presencia de un representante legal/padre/madre de familia, por lo menos en dos de las cuatro escuelas para padres que se ofrecen durante el año escolar. Esto es de suma importancia para estar informados con prácticas importantes y actualizaciones pertinentes de la vida escolar de sus hijos. Se estará ofreciendo una charla cada bimestre con record de asistencia. Parenting schools will occur in August, October, January, and April.

6.6 Snack and Lunch Rules

Our students have a thirty-minute break to eat a small snack brought from home or bought at the school cafeteria, for which parents must deposit money to their child's account in the cafeteria. We ask that it be a healthy snack that does not require being microwaved or a large amount of sugar.

The following foods should not be included as snacks: sodas, candies, chocolates, gums, high sugar fruits such as the ones that come in packages and contain high levels of sodium and preservatives

Lunch for students in kindergarten will last thirty-five minutes. A hot-food menu will be offered to the students. Parents may find the menu on the LIA webpage. Money must be deposited in the child's cafeteria account on Fridays before the following week to ensure the money is applied to the account. No cash is accepted at the time of



payment. All hot meal orders must be sent to the Principal's assistant before 8:30 am.

- [LIA SNACK Presentation](#)

6.7 Birthday Celebration Rules

The celebrations can start at 8:30 a.m. for PK2-PK4 and after 11:40 a.m. for Kindergarten. Children will participate in the celebration in their classrooms. Food can only be provided by the cafeteria to be brought to the classrooms. Please limit the amount of sugar that is provided. There are no piñatas allowed.

[Birthday Policy](#)

6.8 Virtual Newsletters

At the end of each month, parents will receive a virtual newsletter about all the exciting activities in preschool during the month. A link will be provided via email.

7. Student Rules & Regulations

7.1 Student Uniforms

The school uniform is mandatory; therefore, students who do not have the complete and proper uniform (both regular and P.E.) Para estudiantes en PK, Enviar un uniforme adicional en la mochila en caso de necesitar cambios imprevistos durante el día escolar.

PRE-SCHOOL UNIFORM

Polo shirt boys/girls

Boys **Girls**

P.E. uniform boys/girls

LIA sweatshirt will be the only ones allowed.

Where to buy?

LIA Bookstore:

- PE shorts and t-shirt
- Khaki shorts and skirts
- LIA sweatshirt

ZIG ZAG: Centro Comercial El Tiangué

- Polo Shirts

Light-up and roller shoes are not allowed.



7.2 Student Materials\Textbooks

- [PK Supplies and Materials](#)-all can be bought in the LIA bookstore.

7.3 Reinforcement Work

Teachers may suggest activities for the afternoon. A teacher may send home extra activities in the BEAR BOOK to help students reinforce skills that need to be improved. Also, we encourage all children to read at home and may be sent home with physical books or online books to practice.

At the end of the year, a portfolio is given to each student with some selected work he or she has done in class. Teachers will send productive activities to help students work at home on certain skills that may be lacking.

7.4 Grades & Reports Cards

On Report Card Days, parents have the opportunity to meet with their children's teachers. Parents sign up for a special schedule for that day in 20-minute block periods. There are 3 report card days a year.

Final grade report cards will not be issued to any student who is not in good financial standing with the school. The school year is divided into four quarters. Report cards are handed out at the end of each quarter on the dates established in the official school calendar. On those dates, teachers are available to meet with parents. Preschool parents are required to come on Report Card Day to go over their child's progress.

In Preschool, students are evaluated on learning habits, Spanish, social skills, psychomotor skills, language development, cognitive development, human virtues, and personal habits. The degree of development of each prerequisite skill is evaluated as follows:

Descriptors del Report Card:

4\E-Excellent-demonstrates mastery of the corresponding standards. demuestra maestría de los estándares correspondientes.

3\G-Good-meets the description for the corresponding standards. logra los descriptores de los estándares correspondientes.

2\S-Satisfactory-approaches the descriptors of the corresponding standards. aproxima los descriptores de los estándares correspondientes.

1\IP-In Process-has not yet demonstrated the development of the related standards. no ha demostrado desarrollo, todavía, los estándares correspondientes

N-not assessed at this time. This standard has either not yet been taught in the classroom or has not yet been evaluated for grade-reporting purposes. No evaluado- el



estándar no ha sido enseñado aún o no ha sido evaluado para fines de notas todavía.

I-incomplete-the student was granted an incomplete due to an extended absence. The teachers will allow adequate time to complete the missing work. A grade will be assigned at a later date. Incompleto-el alumno recibió incompleto dado a una ausencia prolongada. Los profesores tienen tiempo adecuado para terminar los trabajos faltantes. Una nota estará asignada en una fecha futura.

Each week, evaluations are conducted in the following areas for a grade:

| | |
|---------------|---|
| PK2 | Development in Pre-English and Spanish, Pre-Mathematics, Faith Formation, Physical Education, Socioemotional Development, Cultural Expression, and Conduct. |
| PK3 | Development in Pre-English and Spanish, Pre-Mathematics, Faith Formation, Physical Education, Socioemotional Development, Cultural Expression, and Conduct. |
| PK4 | Pre-English and Spanish, Pre-Mathematics, Faith Formation, Physical Education, Technology, Cultural Expression, Socioemotional Development, and Conduct. |
| KINDER | English, Spanish, Mathematics, Science, Faith Formation, Physical Education, Technology, Cultural Expression, Socioemotional Development, and Conduct. |

7.5 Preschool Discipline and Conduct Grade

Teaching self-discipline to children is a joint effort of parents and teachers. Each preschool classroom has a simple set of Conduct rules discussed with the children at the start of the school year. In addition to these simple rules, the children are taught values that will help them develop self-control, self-esteem, and respect for others.

If a student has disciplinary problems in the classroom or outside, the teacher may remove him/her from it to do another activity.

Children with frequent disciplinary issues in the classroom will be watched closely by the teacher and the Preschool Principal. Any comments will be documented and discussed with the Preschool Counselor, who will also observe the child with the parent's consent. The counselor may suggest that the child be referred to a private specialist.

Parents will be notified if the teacher has to physically stop their child to prevent him or her from hurting himself/herself or someone else involved in any action that causes concern. Similarly, they will be notified if another child is hurting their children. All observed behavior will be documented and discussed with parents. If needed, an observation by the school psychologist with the parent's consent will be arranged. The school psychologist can refer a student as needed to an outside specialist. The teacher will notify parents if their child attempts to self-injure himself/herself or injures another



child. Likewise, they will be told if another child has harmed their child in any way or has acted in a way that is not acceptable.

Suppose a child is frequently aggressive or does not allow the normal development of activities. In that case, parents will be contacted and asked to withdraw the student from school, either for the day or for as long as it is necessary.

Note: The policy above-mentioned is not applied to children in PK-2 when bites or blows occur, as it is a Conduct of development, and it should be handled differently.

For the PK2, PK3, PK4, and Kindergarten students, the conduct grade is assigned by the homeroom teacher using the Conduct format for preschool and the following Conduct criteria (Table 1). The teacher uploads the conduct grade every week to the electronic grade portal.

| Conduct Rubric for Preschool/ Criterios de conducta para Pre-escolar | |
|---|---|
| The Student\El Estudiante: | |
| Respects teacher and classmates/ Respeto profesores y compañeros | Is friendly and respectful with classmates and authoritative figures. <i>Es amistoso y respetuoso con compañeros y hacia los maestros.</i> |
| | Respects school property and materials. <i>Hace buen cuidado de la propiedad escolar y su material didáctico</i> |
| | Listens when others speak. <i>Escucha cuando otros hablan.</i> |
| | Addresses teacher with respect and empathy. <i>Se dirige con respeto y empatía hacia los maestros.</i> |
| Is prepared for Class / Está preparado para las clases | Participates in school activities within the classroom. <i>participa en las actividades dentro del salón de clases .</i> |
| | Comes to school on time. <i>llega puntual al colegio.</i> |
| | Actively completes classwork and participates in discussions. <i>Completa de forma activa sus trabajos y participa en discusiones.</i> |
| Shows organizational skills / Demuestra organización | Maintains cubby/desk area/classroom organized and clean. <i>Mantiene cubby/escritorio/clase organizado y limpio.</i> |
| | Cleans up after themselves after snack/lunch, free-play time, and playground time. <i>Limpia su espacio después de merienda/almuerzo, free play y hora de playground.</i> |
| | Uses proper LIA uniforms and maintains adequate personal appearance. <i>Usa correctamente los uniformes de LIA y mantiene una presentación personal adecuada.</i> |



| | |
|--|---|
| Controls behavior in classroom / Logra controlar comportamiento en clase | Raises their hand before speaking. <i>Levanta la mano antes de hablar.</i> |
| | Can collaborate and share within the classroom with their peers.. <i>Colabora y compartarte dentro del salon de clases con sus compañeros.</i> |
| | Puts virtues\social and emotional skills in action that have been taught throughout the year. <i>Pone en práctica las virtudes/ habilidades sociales y emocionales que han sido enseñadas durante el año.</i> |
| | Follows instructions at all times from the authoritative figure. <i>Sigue instrucciones en todo momento de las figuras de autoridad del colegio.</i> |

Probation

Students experiencing academic or discipline problems may be placed on probation. Parents will be notified by teachers if their children are experiencing any discipline or academic problems. Teachers will work closely and continuously with parents in order to provide the best guidance to children who display the above problems. Parents will be notified in writing about the possibility of retaining their child in the same level if needed.

7.6 Absentee-Excused and Unexcused & Tardies

Students are required to promptly attend all class periods and events. The official attendance is taken during homeroom and at the beginning of each period. LIA will contact the parents of students who are absent on official lists and record the reason for the absence. Según la política del colegio, se permiten no más de 20 ausencias injustificadas al año. Después de 22 ausencias injustificadas, recibirán una notificación de alerta de su estatus, y luego de 30 ausencias injustificadas, el estudiante recibirá una notificación de matrícula condicionada. Esto puede resultar en la pérdida de cupo del siguiente año escolar.

A: Excused Absences:

Valid reasons for absences are:

- Family Emergency
- Health issues-With doctor's note
- Acts of God (weather)

All absences must be reported in writing to the Area Principal and signed by parents or guardians of the student on the same day. This notice will explain the reason for the absence and shall bear the full name, grade, section, and the days absent. Absences of more than five (5) consecutive days due to illness require an official doctor's note and must be submitted to the Area Principal upon their return. If the student fails to bring the note, it will be considered an unexcused absence.



Students absent from school on any given day will not be able to participate in after-school activities unless otherwise specified by their area principal.

B. Unexcused Absences:

Three consecutive days of unexcused absence are considered a serious infraction that affects conduct grades. The school will contact the parents of students who commit this infraction.

The school does not grant permission for personal activities (holiday travel, etc.); therefore, absences for these reasons will be unexcused. This type of absence will not impact the student's right to make up assignments, tests, or other assignments as long as they are turned in during the period established by the school, three working days after the student returns to school.

C. Tardies

Preschool students arriving in their classroom after 7:29 a.m. will be marked late.

Students will be responsible for making up any missing work during their absence.

Late arrivals to any class are not permitted and are considered minor infractions.

7.7 Potty Training\Dressing

Es requisito de PK3 en adelante que todos los estudiantes estén entrenados para avisar e ir solos al baño. Por favor revisar la guía a seguir en nuestra página web para más información. New students entering PK3 are expected to come to class without diapers and potty-trained.

Students visit the bathroom under the supervision of the teacher or the assistant, who advises them on hygiene standards and assists them if necessary. An additional official uniform (shirt, khaki pants, socks, and underwear) must be delivered to the teacher at the beginning of the school year, properly marked with the student's name for all grades. If an emergency occurs and changing clothes is used, parents must send a clean one the following day.

Parents of PK2 children should bring a package of clean diapers and a box of wet wipes for their children's personal use. Children in PK2 will be trained in using the restroom properly, and it is expected that to enter PK3, the student will know how to use the bathroom.

7.8 Toys

Preschool students should not bring toys to school except on Toy Day (the day on which students may bring a toy from home and present it to the group). Toys will be kept by the teacher and returned at the end of the day.



8. Preschool Special Needs Program

8.1 Program Overview

- [Learning Support Program](#)

8.2 Parent Contract

LIA will provide an IEP and accommodations after receiving the diagnosis from the specialist's required support to assist the student's needs. However, LIA can only guarantee specific results or timelines if the diagnosis is updated or completed. In Preschool, we require all diagnoses to be updated every two years. In its mission as a Catholic school, recognizing the value of every individual as a child of God, LIA seeks to accommodate special needs children to the best extent possible without impacting the educational experience of other students within the class. **Nevertheless, LIA is not a special needs school and thus has limited capabilities to accommodate children in a mainstream classroom.**

8.3 Shadow Policies

All children require support to learn and develop academic skills, social skills, and independence. However, not all children learn at the same pace as their peers and may experience challenges in the mainstream school setting. These children may require more personal guidance from someone other than the classroom teacher.

A shadow teacher is an educational assistant who works directly with a single learning support child during his/her school years. They understand a variety of learning disabilities/behaviors and how to handle them accordingly. Providing a shadow teacher allows the child to attend a mainstream class, as the child requires to permit while receiving the extra attention that he/she requires. Shadow teachers are expected to help the student interact with others and to assist with the child's schoolwork and behavior at all times.
