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*PARENTS AND
STUDENTS MANUAL*



EARLY LEARNING CENTER

INTRODUCTION

Colegio "Decroly Americano" is an institution devoted to educational research and development, in which an innovative Project is appointed to strength specialized programs in the different school's levels.

The school fosters values that help them live in harmony with others and follow rules previously established. Therefore, all admission rights are reserved when a member can negatively influence another person.

These manual contains information and forms that students and their parents must known and practice.

Please

- Keep it in a visible place
- Read it carefully
- Periodically consult it with your child(ren)





VISION STATEMENT

To be a school with a U.S. curriculum that: maintains high academic standards; provides an education combining academic excellence with a strong sense of discipline and values while inspiring in students a lifelong love of learning; and fosters a democratic culture in which each member of the community can respond to the challenges of an ever changing and complex world.

MISSION STATEMENT

Our mission is to provide students with a challenging academic program in English and Spanish while fostering the values of responsibility, independence, respect, creativity and critical thinking, thereby preparing them for a productive adulthood.

PHISOLOPHY STATEMENT

Founded in 1993 by "Fomento Educativo" the *COLEGIO DECROLY AMERICANO* is a private, coeducational, bilingual (English - Spanish), and non-sectarian school. At CDA we are committed to offering a high standard of education, emphasizing academic excellence. We are dedicated to empowering each individual to be honest, truthful and respectful to him/herself and others. We strive to foster personal and group responsibility and stimulate creativity. We promote teamwork in order to achieve common goals based on democratic values. This allows us to educate students to reach their full potential and prepare them to succeed in life and contribute to a culturally diverse society within a global context. Essential to carry a democratic philosophy is our non-discrimination policy.



The Pillars of our Philosophy are

RESPECT

Being honest with yourself and others; being friendly and polite, not bullying; listening to others when they are speaking; helping yourself and others to improve; sharing – not being selfish, showing consideration for others' feelings; practicing self-respect, keeping in mind personal dignity; avoiding and challenging discrimination.

Respect is demonstrating concern for the rights, values, beliefs and property of all people.

RESPONSIBILITY

Following instructions and routines set by the school; sharing knowledge and experiences; thinking before acting; being prepared for tasks and events; working towards improving your school and community; being accountable for your decisions; assuming the positive and negative consequences, doing your own work; accomplishing your duties; finishing what you start; not blaming others for own mistakes; the ability to choose between what is right and wrong,

A responsible person has the ability to choose between what is right and wrong, to accept the consequence of their own actions and to reliably complete their duties.



TEAMWORK

Sharing duties and responsibility in a group; supporting the ideas of others while offering your own; feeling a sense of belonging to the group; willingness to sacrifice for the group; helping each other; completing your own responsibilities; having confidence in other team members; being positive.

It is a cooperative coordinated effort with a group of people in the interests of a common cause.

CREATIVITY

Using your imagination; working in meaningful activities or events; attempting new things; creating and using opportunities and resources; considering different perspectives for new ideas; taking risks.

It is the ability to create meaningful new ideas, forms, methods and interpretations.

HONESTY

Being truthful in character with yourself and others; practicing sincere and effective communication; not cheating; understanding your beliefs; not forging signatures; recognizing your strengths and limitations; challenging prejudice and ignorance; practicing self-reflection; accurately representing yourself.

Honesty is being truthful in character and behavior.



DECROLY AMERICANO

GENERAL OBJECTIVES

- Promote in students the desire to learn, making them aware that learning is a continuous process.
- Help students to recognize their individual strengths and weaknesses and to establish worthwhile goals.
- Provide opportunities for them to develop and apply creative and critical thinking skills.
- Foster in them an understanding of democratic principles and a willingness to live by them.
- Promote the value of teamwork, fostering the skills necessary to work in groups.
- Provide opportunities for students to become fluent in both Spanish and English and to appreciate the historical and cultural traditions of each.
- Develop the practice of good physical and mental health habits.
- Help students to value themselves as individuals while appreciating the rights and dignity of others.
- Promote individual honesty and truthfulness in thoughts and actions.
- Encourage responsibility for oneself, possessions and others and foster the necessary skills.
- Stimulate cultural and international awareness among students, considering themselves part of a global community.



CURRICULUM

Colegio Decroly Americano provides an outstanding English instruction in order for the students to acquire fluency in writing and reading in this language. The bilingual academic program fulfills the requirements of the Ministry of Education. In Early Learning Center (ELC) basic English and Spanish skills are developed for the reading and writing learning, immersing in a second language. In the Elementary grades, the English program includes Language, Math, Science and Social Studies. In the Secondary section, students are offered the High School program as well as the Bachillerato en Ciencias y Letras.

Our Nursery - 12 curriculum is designed sequentially and modeled after U. S. private schools. It is focused on a standards-based education that fosters: intellectual, emotional and physical skills; positive social interaction; creative and critical thinking skills and aesthetic appreciation. The following traits are distinctive of our curriculum:

- Emphasis in teaching the English Language with 50% of the overall school curriculum taught in English.
- On-going professional development programs.
- Academic guidance and counseling program.
- Systematic and continuous evaluation criteria, to ensure students academic and personal achievement.
- Programs to assist the individual needs of students.



FOREIGN ASSOCIATIONS

Colegio Decroly Americano is accredited by NEASC (New England Association of Schools & Colleges) additionally, is member of A.A.S.C.A. (Association of American Schools of Central America), Tri-Association (Association of American Schools of Central and South America and the Caribbean) and the A.A.I.E. (Association for the Advancement in International Education), A.S.C.D. (Association for School Curriculum Development), and N.A.S.P. (National Association of School Principals).

GOVERNANCE

- The Board of Directors is responsible for the formulation of the institution's policies and the supervision of the school's operations through the General Director.
- The Directive Council is formed by the Section Principals, Curriculum Principal, Business Manager and Assistant Principals. They meet weekly and their function is to coordinate and make decisions as far as the daily operations of the school, according to the policies established by the Board of Directors.
- The Parent Support Group is formed by parents, some of their goals are: to support the institution's growth and development, raise funds for the benefit of the students and the school, to encourage student and parent participation in school activities that promote school pride.



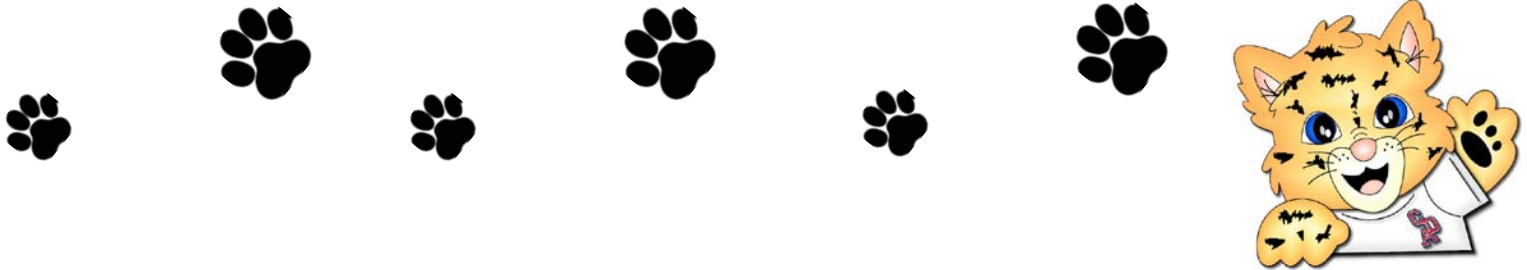
FACULTY

All academic staff has a higher education degree either from local or foreign universities, some from the United States, Canada and other countries. All academic staff participates in professional development workshops and conferences offered by the school and/or the above mentioned organizations.





EARLY LEARNING CENTER



OUR PROGRAM

- Promotes the student's personal development by creating situations and opportunities that allow them to extend and embrace their mental structures, language, psychomotricity and emotions.
- Contributes to their social interaction by encouraging them to participate in integration activities which will improve their performance at school, family and in the community.
- Stimulates, increases and guides the student's curiosity in order to know and understand nature, as well as to develop skills and attitudes to keep it.
- To develop individual and group skills and abilities in students, we implement the Learning Centers, Differentiated Instruction and Technology, in English.
- The English language is practiced in a 90% of the school's schedule, to guarantee his/her immersion in this language.

I. ENTERING AND LEAVING SCHOOL ROUTINES

A. Entering:

1. The students enter school in their assigned buses. If for any reason they do not, the cars are allowed to enter the school parking at 7:10 a.m. where designated personnel will help them.
2. After 7:25 a.m. (classes begin) students must address to the administrative building, where a late entrance pass will be given and the students must give it to their teacher.
3. Parents can not enter to their children's classroom. There is always personnel waiting to guide them to their classrooms.

B. Leaving:

1. Students are guided by teachers to their corresponding buses 10 minutes before the exit of all other students.
2. If for any reason a student does not take the bus, he or she could be picked up between 3:00 and 3:15 p.m. Designated school's personnel will assist for a safe and quick boarding.
3. Parents must pick up their children on time. For those who do not, Q 35.00 will be charged on their account for the first half hour of being late. After 3:30 the charge will be Q 75.00. The school has to pay extra for the personnel who are in charge of these students.
4. The school is not responsible for students who stay in the parking lot after 4:00 p.m.





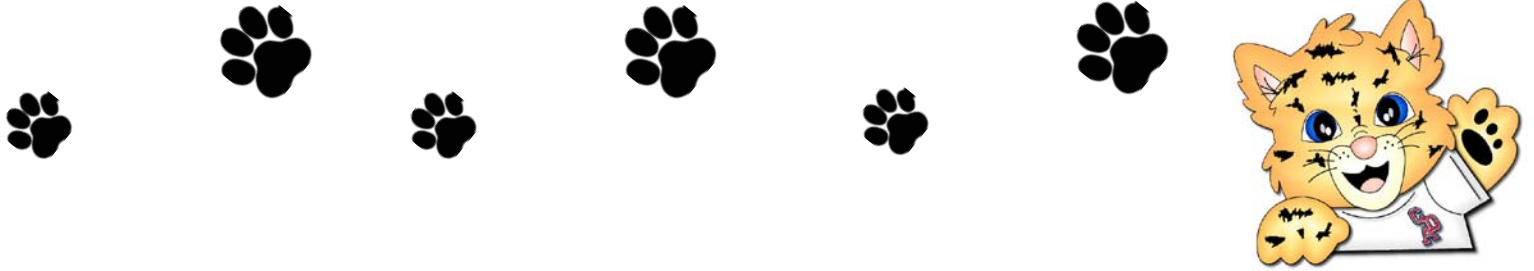
C. General Rules:

1. Follow the instructions of the parking lot personnel.
2. Enter and leave slowly (20 km/hr).
3. If you wait outside until the main gate opens, please do not drive over the curb, there are students who come in walking and they need to walk on the sidewalk.
4. If there are cars in front of you, keep your line.
5. Use de designated visitor spaces; avoid using bus or employee parking spots.
6. Priority for entering or leaving the school is given to buses. Cars will have to wait until the buses are done entering or leaving the school.
7. All parent vehicles must be identified by placing the CDA sticker on the windshield, otherwise entry will be denied. Any visitors with an unidentified car will have to present an ID at the main gate to get a permit to enter the school.
8. Car alarms should be turned off while on the school premises.
9. Any person who does not follow these regulations will be denied entrance to the school.



II. TRANSPORTATION AND TRAFFIC REGULATIONS

1. Parents must compromise to use the bus from the first day of classes to the last day of regular classes.
2. The school determine the route times and itineraries, depending their address and established routes.
3. The discipline and security of the students is under the responsibility of the monitors, and other staff members on each bus.
4. All students that use the bus service must behave appropriately; otherwise, parents will have to provide the transportation. The monthly bus fee will not be reduced if the service is suspended due to inadequate behavior.
5. All students are expected to be at their bus stop at least 10 minutes before the indicated time. The bus may arrive as much as 10 minutes before or after depending on the traffic.
6. Parents must not wait or take their children off the bus, in any other place that is not the designated stop.
7. No parent may stop a bus while on its route in order to have a child either board or get off the bus.
8. The monitor will not allow the student to get off the bus if the authorized person is not waiting for him or her or if the person who is waiting is not authorized and parents have not notified it.
9. It is not authorized, for any reason, that ELC's students get off the bus by themselves.
10. The monitor and the bus driver are not authorized to get off the bus to ring the bell or to open the student's house door.
11. If the authorized person is not waiting at the stop for a student, even if it is in front of his/her house, he/she will be taken back to the school at the end of the route. Parents will be notified by telephone and must pick them up



at school. And they will be charged an additional fee of Q.85.00. Students are not authorized to get off the bus by him/herself.

12. Parents are not allowed to communicate directly to bus drivers nor with bus owners. The communication will be through School's Customer Service.
13. Bus monitoring personnel are not authorized to carry communications or materials for any School's department.
14. The monitor helps the students when they enter or leave the bus, without getting off the vehicle.
15. For safety reasons, parents or unauthorized persons are not allowed to board or travel in a school bus.
16. When a student needs to bring a special item to school (musical instruments, boxes, displays, experiments, or any other object) he/she must request a pass from the Transportation Department which will be given according to the available space on the bus. Without this pass the student will not be able to take the object on the bus.

A. Permission to Change Bus or to Leave by Car:

1. The authorizations for any changes in the student's bus route must be notified by his/her parents to Transportation Office.
2. Whenever a student needs to change bus, a written notice specifying the reason, name, grade and bus number must be made. This is left to the discretion of ELC's Principal Office to authorize it and to notify parents.

Example of Bus Change and/or permission to leave the School

Name: _____	Grade: _____	Section: _____
Travels on bus: _____ regularly. Today will travel on bus No.: _____		
Will leave by car with: _____		
Will get off with : _____		
Grade: _____		Section: _____
Name: _____		
Date: _____	Signature: _____	
Bus stop on bus itinerary: _____		

3. On Fridays, no changes of bus to bus nor bus to car will be authorized. Due to the fact that the students leave at 12:30 p.m. there is not enough time to process these changes.
4. Any parent who needs to take their child/children out of school before the end of the day due to an emergency must ask for permission at the ELC Directors' office, before 2:30 p.m. If permission is granted, a form must be filled out in order to leave. Request form in Customer Service Department.
5. Students will not be allowed to leave campus with unauthorized persons.
6. For safety reasons, any and all changes in transportation must be made in writing. Changes requested by telephone, e-mail or fax will not be accepted.
7. Bus changes will be authorized if there is an available seat on the requested bus.
8. The bus change request will not be authorized if the information on the request is not complete or if information has been changed.



B. Bus Behavior Rules and Regulations

The student(s) are directly supervised by the monitor of the bus, who fosters habits that will enable them to behave positively:

1. A permanent seat is assigned, which can change only with a justified reason.
2. Windows remain open to the indicated point. The window can be closed when it rains with the permission of the monitor.
3. All students must wait for the bus to come to a complete stop before getting up to get off.
4. Upon arrival at school, the students will exit with a monitor or a children caretaker, who will take them to their classes.
5. Students are expected to use the sidewalks in the parking lot and follow the instructions and directions of the personnel there.
6. All books and lunch boxes must remain inside the school bag while traveling on the bus. For safety reasons, nothing can be taken out from the backpacks during the bus route.
7. For safety reasons, students are not allowed to transport glass, eat or drink during the route.
8. It is not allowed:
 - a. Throwing trash or any objects out of the windows.
 - b. Bringing oversized objects which might obstruct movement on the bus, unless special permission has been granted from the transportation.
 - c. Using walkman, MP3, MP4, IPod or cell phones.
 - d. Using offensive language or showing disrespect.
 - e. Chewing gum.
 - f. Carrying glass containers
 - g. Eating or drinking
9. The following disciplinary actions will be taken in case of student misbehavior:
 - a. Verbal warning and a report sent home.
 - b. The student could lose his/her bus riding privileges

- for three days if their behavior does not improve.
- c. If there is no improvement, the student's bus riding privileges could be suspended for five days or indefinitely.
- d. The bus will return to school if students are misbehaving.

III. PERSONAL RULES & REGULATIONS

A. Personal Appearance:

1. Every student is expected to come to school in the correct uniform according to his/her daily schedule of activities, as following described:

Grade	Daily Uniform	Physical Education Uniform
Nursery I & II	School's sweat Pants/ shorts with its jacket, School's t-shirt, white socks and tennis shoes (White, black, blue, gray or the combination of these colors, in dark tones; with laces or velcro). Fluorescent colors or roller tennis shoes are not allowed. The school red polo shirt, may be used according to the parents discretion.	Is the same of the Daily Uniform
Kinder I & Kinder II	School jeans, black or brown belt with a simple buckle, school red polo shirt, school jacket, black or brown dress shoes or tennis shoes with discreet colors. Sandals, boots and slip on shoes are not permitted.	School's sweat Pants/ shorts with its jacket, School's t-shirt, white socks and tennis shoes (White, black, blue, gray or the combination of these colors, in dark tones; with laces or velcro). Fluorescent colors or roller tennis shoes are not allowed.



2. All student's belongings must be identified with name, grade, section, including the school's uniform.
3. All students must wear the apron of the uniform whenever it is necessary. These are given by the school.
4. The student's hair must be properly cut. Shaved-heads, partial or total dying and styles using excessive gel or ponytails (boys) are not permitted. Earrings, necklaces, bracelets, heavy chains or tattoos are not permitted.
5. For girls: painted nails, make-up or tattoos are not permitted. The earrings must be small ones.
6. Necklaces with religious symbols or others are allowed if they are discreet and must be under the shirt.
7. The use of caps is permitted whenever the students attend classes outside their classroom.
8. Parents will be notified in writing whenever there is a failure to follow uniform rules or regulations. If it persists, the parents will be required to bring the student's uniform or it can be requested at the warehouse and it will be charged to parents' account.
9. If a student does not bring the correct and complete Physical Development uniform the day of the class, he/she will not attend that class.
10. Depending on the circumstances, ELC's Principal will determine how to proceed in case of a failure to follow the Uniform rules or regulations.



B. Belongings:

1. Each student must carry on his/her snack/lunch inside a lunch box. The food must be distributed for both, snack and lunch time.



2. All no disposable containers inside the lunch box must be identified with the student's name, grade and section. This includes plastic bottles and eating utensils.
3. Students are expected to bring a backpack to keep their agenda and the homework folder. Nursery I & II students do not have homework.
4. No one is allowed to bring lunch boxes and/or backpacks that the student leaves behind at home.
5. It is not allowed to bring objects such as glass, sharp instruments or any other tools that may physically or emotionally harm a student.
6. The students are not allowed to bring: money, toys, jewelry, Cell phones, radios, tape recorders, video games, etc., only in a special event which has to be previously authorized by Principal's Office. The school is not responsible for any loss.
7. Any medicines to be taken during the school day must be clearly identified with name, grade and section; also, it has to indicate the dose and time to be given, in order to send it to the nurse's station.
8. All payments sent with the student must be by check in a sealed envelope, clearly labeled with the student's information. This must be stapled on the agenda informing the teacher that it needs to be sent to the cashier department. This is done under parents' responsibility. Cash is not allowed for safety reasons. The school is not responsible for the loss of this.
9. The Kinder II student's belongings found in the buses and school hallways will be sent to Lost and Found. To recover the lost belongings, the student will have to pay a fine.
10. For safety reasons, school bags with wheels are not permitted and due to space constraints extra-large lunchboxes are prohibited too.





C. Homework and other assignments:

1. The purpose of homework is for the student to apply and practice skills and knowledge learned in the classroom, and at the same time, it encourages students the responsibility and punctuality habit.
2. Students are responsible for completing assignments and turning them in to the teacher on due date. Parents must supervise they complete their homework.
3. It is not allowed that someone else complete the homework for the student.
4. Parents must sign their child's agenda everyday, which at the same time, is signed by his/her teacher.



D. Attendance:

1. Students must attend school regularly and on time accordingly to the Annual Calendar. The schedule is from 7:25 to 15:00 hrs.
2. Students who come in late to school will have to get a pass from the Front Desk in Administration Office and then go to their classrooms and give the pass to their teachers.
3. The following reasons are considered justified absences:
 - a. Student's illness. If the student is absent for three days or more, he/she will have to bring a doctor's note.
 - b. Passing away of a family member.
 - c. Participation in a school activity previously authorized by school.
4. In case a student needs to be absent, parents have to notify, in writing, the reason of it. Depending the situation, this may be sent before, during or after absence. In the same way, ELC Principal's office will notify if it is authorized as a "justified absence" or not.



5. Students who are absent due to illness or accident, must bring a Doctor's note stating that the student can reincorporate to class without any risk for him/her nor his/her classmates.
6. Should a student need to be absent for any reason not listed above the parents need to request permission, in writing, to ELC's Principal Office at least five working days in advance.
7. In order to be promoted to the next grade, the student must attend school in an 85%.
8. It is expected for parents to participate in all activities programmed during school year.

E. Snack and Lunch Time:

1. It takes place inside the classrooms and students are supervised by their teachers.
2. Parents choose whether to send snacks or lunch or buy it at the school's cafeteria as follows:
 - a. Write down what to buy and if it is for lunch or snack time.
 - b. Staple money on the agenda or request to be charged to your account.
 - c. The menus are sent monthly in order for you to check the ones you want and send it back with the correspondent check.
3. Students do not go to the cafeteria, monitors are the ones in charge of bringing their lunch to their classrooms.
4. The no disposable eating utensils will be sent home to be cleaned. For safety reasons it is not allowed for children to bring knives or glass containers.
5. All fruit must be peeled or cut since monitors, teachers or others are not allowed to do so. Take into account that food cannot be heated.
6. It is recommended to send healthy, enough and tasteful food.





IV. FACILITIES

A. In General:

Running is not permitted in hallways, stairs, etc. Students are urged to walk for their own safety.

Students are not permitted to be alone in classrooms without supervision of a teacher, children caretaker or monitor.

The student is expected to contribute to the cleanliness and good maintenance of school grounds and avoid :

- *Placing feet on the walls.
- *Writing or painting on walls, doors, tables, desks, equipment or any other furniture.
- *Damaging plants and cutting flowers.

B. Care of Textbooks and Materials

At the beginning of each school year, the students receive books and materials on loan or for permanent use, which are of the best quality and without any risks for students.

It is important that parents and students keep in mind the following:

1. Teachers daily encourage students to be responsible of taking care of the materials: graphic or specific, which are used to develop the activities.
2. Students receive materials on loan or for permanent use according each situation.

3. Two agendas will be given to students in the year (one in each semester). If lost or damaged, a new one will be charged to your account.
4. To Foster the reading habits and responsibility, the students will take home books from the Resource Center (Library), as a loan and they will have to return them a week later. If the book is damaged or lost, its price will be charged.

C. Bathrooms:

1. All bathrooms remain unlocked and are clearly marked "Boys or Girls".
2. During classes, only one student at a time may leave to use the bathroom.
3. There is always a monitor who will help students whenever they need it and will check that they use it properly.
4. Students are expected to use the bathroom as quickly as possible and not to stay there talking or playing.
5. It is important to encourage at home to go to the bathroom by their selves.
6. Parents will provide diapers, wipes and special creams necessary to change students that still use diapers.
7. The children caretakers are in charge to change the students' diapers. The bathrooms have a special area to do it.

D. Computer Class Equipment:

There are computers inside the ELC's classrooms which allow students to use it in the Learning Center. As part of their routines, students will learn how to take care of this equipment:

1. The equipment is used only with teacher's instruction and with the educational program previously chosen.





2. Students are responsible for taking care of the earphones, monitor and CPU. In case students misuse or damage it, parents will be responsible of its cost.
3. Students who repeatedly damage equipment without reason will not be able to use it temporarily until instructions of ELC Coordination and/or Principal.



V. ILLNESS OR ACCIDENT

1. Teachers must send ill students to Infirmary, where the nurse will decide what to do:
 - *Administer any medicine (orally)
 - *Apply medicine externally
 - *Call home to inform parents of their child(ren) illness.
2. The school reserves the rights to ask parents to take the student home, when he/she is sick with a contagious disease as long as the doctor prescribes it.
3. Students who are sent home or absent due to an illness (flu, hepatitis, influenza, etc.) or due to an accident, must bring, when returning to school, a doctor's note stating that the student is not contagious any longer.
4. In case of a contagious illness, do not send the student until 24 hours without any symptoms have passed.
5. In case of fever, the students will not take the bus, instead, parents will be called to come to school to pick them up.
6. Any student who must take medicine prescribed by a doctor must bring a note to Infirmary explaining when and how the medicine is to be administered.
7. If a student needs to take medicine in a regular basis or if the student suffers a chronic or allergic disease, even if it is not within the school's schedule, parents must notify it.



VI. SPECIAL ACTIVITIES

1. The school plans special activities inside and outside the facilities. In certain occasions parents may be invited.
2. For safety reasons, when the activities are outside the school, mothers may be required to accompany the group and the correspondent written authorization will also be required.
3. Civic Assemblies are scheduled to share activities among the students. In order to fulfill this goal, parents will not be invited.
4. For special activities such as Mother's Day, Father's Day and others; parents will be invited to share with their child(ren). If it is not possible for parents to attend these activities, we will require the students not to come to school.
5. The special activities scheduled throughout the school year are indicated in the annual calendar.

VII. HOME-SCHOOL COMMUNICATION

1. On January, the school sends home the Annual Calendar, where all the school year activities are described. Parents should place it in a visible spot and check the upcoming activities. A monthly newsletter will be sent home, letting you know about the performed and upcoming activities.
2. A Bulletin will be sent with the activities performed and the ones that will be performed next month.
3. The communication between parents-teachers (vice versa) is made through the agenda, which must be brought to school every day.
4. Parents must daily sign the agenda, checking that the student takes it back to school.
5. All the information sent home such as reports, circulars, newsletter, letters, etc. have a slip note or a copy, which has to be filled out, signed and returned the next day in the student's agenda.





6. If you need to talk with a teacher, it is necessary to make an appointment through the Coordination Department. It will be confirmed according to the teacher's Schedule.
7. Parents who have an emergency will be assisted by the ELC's Coordination or Principal.



VIII. DISCIPLINE



The School believes that respect, organization, and discipline are the basic elements in the school community. Therefore we try to develop them in each student so that they practice and use these elements in and out of the school. Each student is responsible for his/her own behavior and must understand the positive outcomes of good behavior and the consequences of inappropriate behavior.



Failure to follow the rules will result in disciplinary action decided by the ELC's Principal and/or Coordination according to the seriousness of the matter.



Students are expected to:



1. Always be respectful and considerate.
2. Follow the established routines in the classrooms and the confines of the School.
3. Participate with interest and dedication in all school activities.
4. Be on time not only to every class, but also in turning in homework and agenda.
5. Help maintain an agreeable environment for everyone by keeping the school neat and orderly, showing respect and using acceptable vocabulary.



IX. EVALUATION AND PROCEDURES

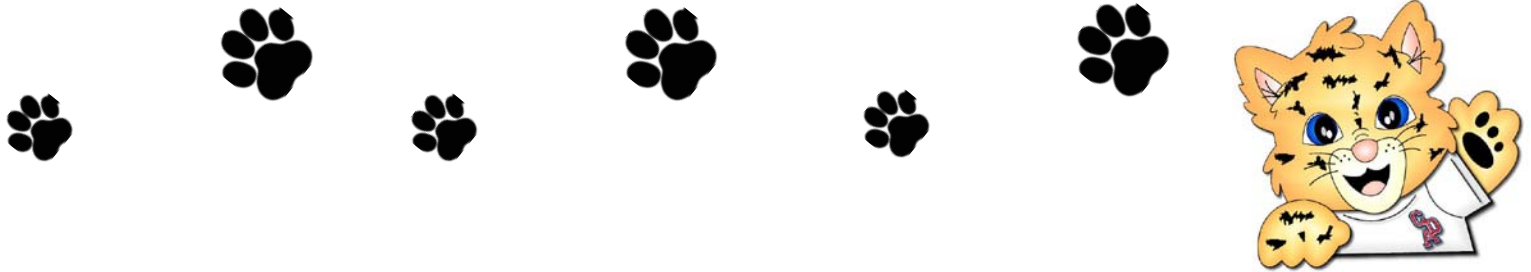
Evaluation of the student's performance is part of the educational process. Therefore, it will be systematic, gradual, and on-going to reach the educational objectives planned in each subject area.

The student is evaluated in a continuous basis, obtaining in the academic, emotional and social areas a qualitative grade result. These, in turn, are part in the learning process in both English and Spanish languages.

The school year is divided in four periods. At the end of each one, a report card is given to parents where the student's development of each period is shown. Parents are responsible to attend on time to their appointments.

If ELC's teachers, coordinator and/or Principal consider it necessary to have an appointment in a different day of the annual schedule, parents may be asked to attend.





X. BIRTHDAY CELEBRATIONS

Parents who would like to celebrate their child(ren) birthday at school, must follow these steps:

1. Birthday celebrations are held only on Fridays. One celebration per section is allowed.
2. Request the available Friday to the ELC's Secretary, who later will send you the students' list and the general information.
3. Send the invitations duly filled out on Tuesday of the same week that celebration will take place.
4. Parents are expected to be in time, fully set up and bring enough snacks for all the section students. It is important to know that on this day students do not bring snacks.
5. Make sure the snacks include something salty, something sweet and beverages.
6. Bring the necessary utensils and plastic bags for gifts.

Do not forget that classmates expect the surprise gift.

Teachers can help, but parents are the ones who are in charge to serve the snacks to all children.

Teachers can distribute the birthday invitations for those celebrations that will take place outside the school, as long as, all section classmates are invited. Otherwise, the invitations will be returned. ELC's students are little ones who do not understand that some are invited and some others are not.

The invitations are personal. It is not allowed to use the School's name on invitations for parties unless prior authorization of General Director, even if the party is outside the School.

XI. Emergencies

The School has established appropriate procedures to be followed in case of emergency. These procedures vary and were established according to the type of emergency: earthquake, fire, public demonstrations, or accidents. When an emergency happens during the school day, the students will be moved to the evacuation areas. If it is possible to send students home by bus, it will be done. It might be necessary to reduce or limit some bus routes. If it is not possible to use the buses, the parents will be notified through the emergency phone chain to come to the school to pick-up their child(ren). If the emergency is while students are on the bus either coming to school or going home and there is a problem, students should protect themselves physically. The bus driver will receive instructions to follow from the Administration Office.

If classes are suspended due to an emergency, parents will be notified through the emergency phone chain. For the emergency phone chain to be effective parents must keep their phone numbers updated at school. Parents must notify school if there is a change.

Emergency drills (fire, earthquakes, etc.) will be performed periodically. The whole school community must participate in these drills. It is important that parents support this plan at home, talking to the kids about it and making their own emergency plans. The school has an Emergency Manual developed by the School Emergency Committee, which can be consulted by the School Community.





XII. Other Programs

A. Counseling Department

The Counseling Department is responsible for giving admission and standardized tests to new students and to Kinder I to 12 grade students (Pre School to Bachillerato, national grades). These tests evaluate the general abilities and/or knowledge of the student. Also, they offer a Program of Values and Human Development.

This Department organizes workshops and conferences to teachers and to parents "School for Parents" with the purpose of giving information about recent investigations made in the areas of student behavior and family education.

XIII. SCHOOL CALENDAR AND SCHEDULES

A. Calendar

The school year begins in January and ends in October. There is a three-week mid-year recess for students.

Parents are expected to be respectful of the school calendar and to support the school by planning their family activities accordingly. Going on vacations in other date than the scheduled in the calendar, will be taken as a non justified absence.

B. Regular Schedule

The students' schedule is as follows:

Classes Schedule

Days	Time
Monday to Thursday	7:25 a.m. to 2:50 p.m.
Friday	7:25 a.m. to 12:15 p.m.

* Class starts promptly at 7:25.

Administration Offices

Monday to Thursday	7:30 a.m. to 2:00 p.m.
Friday	7:30 a.m. to 12:00 p.m.

Students who come by Car

Monday to Thursday	7:10 to 7:25 a.m.
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Student Pick-up Time

Monday to Thursday	3:05 p.m.
Friday	12:35 p.m.

C. Special Schedule for Nursery I

Classes Schedule

Days	Time
Monday to Friday	7:25 a.m. to 12:15 p.m.

Students who come by Car

Monday to Thursday	7:10 to 7:25 a.m.
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Student Pick-up Time at Noon

Monday to Thursday	12:15 p.m.
Friday	12:35 p.m.





Student's Name _____
 Grade _____
 Section _____



**COLEGIO DECROLY AMERICANO
 SCHOOL YEAR 2011**



**Student Parent Manual
 Discipline Contract**



Parents: We confirm to have read with our child(ren) "The ELC's Student/Parent Manual" and sign here to show our acceptance of the "Manual", as well as any revisions that might be made with the purpose of improving it.



Our signature also indicates that we accept responsibility for our child(ren) who attends Colegio Decroly Americano and guarantee our cooperation and support.



 Father or Guardian Signature

 Father or Guardian Name



 Mother or Guardian Signature

 Mother or Guardian Name



Date: _____

