

# Pasitos School

**[www. pasitosschool.com](http://www.pasitosschool.com)**

## **Informational Packet**

### **Central Location**

102 Sonora Avenue  
San Jose, CA 95110

*408.392.0000 phone*

*408.392.0641 fax*

### **West Location**

801 Hibiscus Lane  
San Jose, CA 95117

*408.244.3551 phone*

**Hours: Monday – Friday 7:30 AM - 6 PM**

License #434411587/8 & #434408873

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## **Philosophy**

Pasitos is a community based on learning and fun. The teachers guide the students through the weeks, months, and years with the goal being children who have a love for learning and always ask “Why?”

### ***We believe***

- The relationship between the teacher and the child is critical to building the learning environment.
- All children can learn while they are having fun.
- All children can and will be successful when guided by teachers passionate about their work.
- In the importance and value of bilingual education. Teachers are trained in language acquisition theory and allow for language to develop and unfold in a natural sequence. English and Spanish are both an integral part of our school.
- In being aware of our natural environment and sharing this awareness with the children. This includes healthy organic eating and knowing where our food comes from. Our “green” curriculum is not a separate entity, but an integral part of our classroom that encompasses a reduction of waste and reusing materials whenever possible.
- Teachers craft engaging learning spaces with intentionality because of their advanced education and constant teamwork. This is accentuated by low teacher to child ratios.

### **For our Young Preschool (ages 2 years - 3.5 years),**

#### ***we believe***

- The relationship between the teacher and the child is critical to building the learning environment.
- Exploration is key to the success and continued development of the child.
- Children are always given choices to build their independence and self-esteem
- Children learn best by having multiple exposures to the same experience. Children also need to have a wide variety of experiences from which to choose from.

### **For our Preschoolers (ages 2 years, 9 months-Kinder),**

#### ***we believe***

- In exploration and discovery. We cherish every moment we spend with children. We relish moments when they discover how to hold scissors in a way that facilitates the ease of cutting paper or when they realize that they can balance on one foot.
- Children always have the right to pass and the choice to participate in another activity. Some structured time is important in order to impart certain pieces of knowledge and skills. Yet, we know and value the importance of unstructured play and student choice time.
- In powerful learning that is inclusive of all students’ beliefs and learning styles, that is continuous and meaningful from year to year.
- In learning that is learner centered, interactive among the students, between the students and the teachers, and authentic and relates to everyday experiences

## **For our Before/After School Program (TK-5th grade),**

*we believe*

- On building on what children have learned during their regular school day. We do this by providing opportunities to do further investigations of their choice.
- In allowing the children to determine what they want to study and explore. We facilitate the environment and the projects so that children are able to learn more about topics they select.
- In the importance of being outside. Our learning environment is not contained by walls or by the use of books. We know that children learn when using their body to explore and when they are negotiating with their peers.
- Children need time to reflect upon their day by themselves and with caring adults.

We are a safe and caring environment that looks at where the individual child is and facilitates curriculum to help each child reach the next stage in development in a meaningful and successful way.

## **Mission Statement**

***We believe and strive towards*** Spanish immersion, eco-friendly, hands-on learning in a warm, loving, environment. Play-based, Reggio inspired curriculum based on sound pedagogy and current research ***is what we practice daily.***

## **Our Programs**

### ***Young Preschool Program***

Our Young Preschool program is designed for children 24 months until they are ready to transfer into our older preschool program, usually by the age of four years. Exceptions may be made on a case by case basis, including the child's date of birth. Maximum enrollment in this program is 21 children with a ratio of one teacher to approximately every five children. Within this small and nurturing environment, the teachers support the children to develop their innate sense of independence, order, and love of learning.

The entire day is conducted completely in Spanish. Our teachers work with individual children to build cognitive skills as well as build upon their social and emotional development, plan appropriate activities to help foster their physical development, and improve their fine and gross motor skills.

The relationship between the teacher/caregiver and the child is of primary importance. We always attempt to structure the activities, days, weeks and months with continuity of care being the primary guiding force. We do this so the teacher can become familiar with the child and family and get to know the child's temperament in order to respond to the child's needs and cues. A large part of the day is spent in one-on-one interaction between the child and the teacher. This helps in developing a strong sense of self within the child and helps children know that they are valued and respected as individuals.

Our play/work environment is carefully planned out and modified as necessary to create the optimal learning environment for children. We provide children a variety of sensory experiences throughout the indoor and outdoor spaces. The visual environment is designed and changed to be interesting from the child's perspective. We take great care to make sure that the space, including the walls, is uncluttered

and filled only with pieces that are aesthetically pleasing and interesting to the children. In addition, a child will experience large and small group interactions with the teachers and their peers.

Included in the Young Preschool program is toilet training. Please be sure to provide several extra changes of clothing if your child has begun toilet training. It is also important that a child's toilet training is kept consistent both at home and at school. Aside from the scheduled potty try/change times, the teacher will periodically check the child's diaper and encourage bathroom tries. Parents are responsible for providing all diapers, pull-ups, wipes and any creams that need to be applied. Prescribed creams or ointments must be accompanied by a doctor's note, in original packaging, and turned over to a classroom teacher.

### ***Preschool Program***

We offer a comprehensive, play-based program for children aged 2 years, 9 months until Kindergarten entry, generally under 6 years of age. Pk, Jr K, and TK are fully integrated into our program addressing age and developmentally appropriate literacy, math, and other content area skills in both Spanish and English. Emphasis on social emotional learning and development of fine and gross motor skills occur in both languages. Activities and projects are made available to children depending on their age and interest. The maestras follow a strict separation of languages guided by the time of day. We serve 100% organic snack in mid morning and mid afternoon.

Our half day, three hour program begins with the first hour in English. During this time the maestras facilitate learning centers while fostering the development of the relationships of teacher to child and child to child. The remainder of the day is full Spanish immersion. Similar activities are made available during Spanish time that were available during English time to explicitly assist with language transfer. A comprehensive phonemic awareness program is used in both English and Spanish time.

If your child stays with us full day, he/she participates in the half day program described above and gets the additional time in our loving environment while experiencing 100% Spanish immersion. The maestras sit down and eat lunch with the children and then continue to engage with the children with an additional outside exploration time. Afterwards, the children enter the classroom again for a nap/quiet period. Following our nap/quiet time, we offer afternoon snack, open ended art activities and some teacher readings.

### ***Before and After School Program***

Our before and after school program is for children currently enrolled in Transitional Kindergarten through grade 5. The before school program is a safe and comfortable place for the children to prepare for their day at school. The children work on small projects, read books, and socialize before being walked over to school. Our after school program supports and extends the learning that is done in the regular school day. We help the children to unwind after a long day at school, assist with homework, and provide enrichment activities in music, art, science and other content areas. We value their voice and often allow them to choose topics for further exploration and projects that they want to complete.

Please see the daily sample schedules for more details.

## **Visitation and Trial Period Required for Admission**

For enrollment in the Young Preschoolers and Preschool programs, you are required to visit one hour of school with your child before entering the program. Once you have decided to have your child attend Pasitos, your child will have a two-week trial period in which you and Pasitos will ensure it is a good match. Pasitos' Director or Owners can work out an alternative schedule for children who have already attended preschool. Payment for these two weeks is expected at least 7 days before the first day of the trial period. You pay for the days that your child comes to school for the trial. A portion of the registration fee will be refunded if after the trial it is decided that the child will not attend or will postpone attendance.

Children enrolling in the Before/After School program are required to make at least one visit of the school age classroom with a parent/guardian prior to enrolling.

## **Registration**

Annual registration for Young Preschool and Preschool program is \$100 per child. \$50 per additional child in the family if siblings have at least a six month overlap of attendance. The annual registration fee is due and payable upon initial enrollment and annually in the Spring to request placement for the summer and the following school year. Once your child is enrolled in our program, his/her annual registration is non-refundable.

Annual registration for Before/After School program is \$45 per child. The annual registration fee is due and payable upon initial enrollment and annually in the Spring to request placement for the following school year. These are non-refundable.

## **Positive Discipline**

Because we are a community raising and encouraging children together, all families who have not taken a Positive Discipline class, will be required to do so in their first year of attendance at Pasitos. Pasitos offers this course several times per year. The non-refundable fee of \$180 covers two adult caretakers; one of whom must be a parent or legal guardian. The Positive Discipline fee must be submitted along with the \$100 registration fee on the first day of trial.

## **Schedules**

Half-day Young Preschool: 9 AM –12 Noon

Full-day Young Preschool + Extended Care: 7:30 AM – 6 PM

Half-day Preschool Program: 9 AM –12 Noon

Full-day Preschool + Extended Care: 7:30 AM – 6 PM

Before School Care for K to 5<sup>th</sup> Grade: 7:30 AM – 9 AM

After School Care for K to 5<sup>th</sup> Grade: 1:30 - 6 PM

## **Tuition & Fees**

Please refer to Tuition and Fee Schedules for current pricing information and payment options. Pasitos will provide a 30-day advance notice with any changes to payment policy and tuition and fee pricing.

**Hourly drop-in and vacation-day drop-in are available.** Please see posted drop-in rates and request for drop-in at least 24 hours in advance. Emergency situations will be considered on a case-by-case basis.

## **Sibling Discount**

A 10% sibling discount applies for families with two or more children attending Pasitos School. This discount will be applied to the child who has the lower tuition rate.

## **Conflict Resolution**

### ***Young Preschool Guidance/Discipline***

Our teachers/caregivers model how they want the children to behave. Teachers attempt to anticipate problems and possible conflicts and will use redirection as necessary to help children toward gaining control of their impulses and behaviors. Our teachers try to use “no” only in situations when the children’s immediate safety or emotional well being is in question. Instead, teachers offer positively worded directions. Time outs are never given and corporal punishment is never used. Parent conferences will be held at minimum twice a year and the teachers are always available to hold conferences in between to check-in with parents.

### ***Preschool Guidance/Discipline***

At Pasitos we strongly believe in communication between children, staff and family members. If a child is having difficulty during an activity, we redirect them to a new situation where possible. If our staff feels that a parent should be contacted regarding an issue, a parent conference will be set up to discuss and create a solution together. Parents are also encouraged to set up conferences if any questions arise. At no time will a Pasitos staff member use corporal or physical punishment with any child.

### ***Before/After School Program Guidance/Discipline***

Teachers talk to children about their problems, conflicts, and concerns while validating their emotions. After a long day at school we encourage the children to take alone time as necessary to unwind. Time outs are never given and corporal punishment is never used. Teachers will share concerns with parents, as needed, through regular contact.

## **Field Trips**

At Pasitos, we believe in seeing and experiencing what we are learning. We try to incorporate meaningful field trips to drive the learning we are doing in class. We will provide 2-4 week advance notice for field trips. Some field trips may require you to drive. If you are unable to do so, we will provide childcare at Pasitos or an alternate driver. If you are unable to attend the field trip, then we will require a permission slip with your signature and the field trip date in order for your child to attend. We ask that you pack a snack and lunch, if necessary, on field trip days for your child.

## **Parent Online Group and Files**

We have a closed online parent group through Shutterfly. Please indicate your email address and you will be added to the group for photos, calendar of events, newsletters, and just in time information!

Each child has an individual folder in the front of the classroom. Please pick up the contents in your

child's file every day of attendance.

## Sample Daily Schedules

### Young Preschool Schedule at Pasitos Central

7:30-9:00	Greeting, early drop-off, breakfast from home
9:00	Half Day Program Begins
9:00-9:15	Greeting time
9:15-9:30	Story time
9:30-10:00	Inside choice, activity time
10:00-10:30	Healthy organic snack provided
10:30-11:45	Outside exploration
11:45-12:00	Closing circle
12:00	Dismissal - Half Day Young Preschool Program
12:00-12:30	Lunch provided from home
12:30-1:10	Outside exploration
1:10-3:00	Nap/Rest period
3:00-4:00	Healthy organic snack provided/Afternoon learning centers
4:00-5:00	Outside exploration
5:00-5:15	Afternoon group movement, story, song
5:15-6:00	Indoor/outdoor free work
6:00	Final dismissal – Full Day Young Preschool Program

### Preschool at Pasitos Central and West

<b>English Time</b>	
7:30-9:00	Arrival-Full-Day Program/Manipulative & free choice
9:00-9:30	Arrival-Half-Day Program Learning Centers: puzzles, sorting, science, writing table
9:30-9:45	English Routine: good morning song, calendar, alphabet, colors, shapes, etc.
9:45-10:00	Creative movement, music appreciation, sharing, story time
<b>Spanish Time</b>	
10:00-10:05	Wash hands/Snack readiness
10:05-10:30	Healthy organic snack provided
10:15-11:00	Outdoors free play
11:00-11:15	Spanish routine:calendar, colors, shapes, sharing, creative movement, singing, story time
11:15-12:00	Art projects and continued work at learning centers
12:00	Dismissal - Half Day Preschool Program
12:00-12:05	Wash hands/lunch readiness
12:05-12:45	Lunch provided from home
12:45-1:30	Motor skills indoors/outdoors
1:30-4:00	Nap and/or rest time
3:00-4:30	Healthy organic snack provided and small group activities

4:30-5:00	Outdoors free play
5:00-6:00	Free play/work indoors
6:00	Final dismissal – Full Day Preschool Program

### School Age Before School Program at Central Pasitos

7:30-8:00	Arrival / Greet Children
8:00-8:30	Theme base activities
8:30	Walk breakfast children to cafeteria
8:30-8:45	Clean up / physical activity
8:45-9:00	Walk children to Bachrodt

### G3 - School Age After School Program at Central Pasitos (TK - 2nd grade)

<b>Tuesday (Early release)</b>	
1:30-1:45	Pick up and walk to park
1:45-3:00	Park play
3:00	Pick up enrichment students
3:00-3:15	Circle time
3:15-4:00	Healthy snack & theme base activities
4:00-4:15	Homework
4:15-5:30	Outside play
5:30-6:00	Clean up & inside play
6:00	Dismissal

<b>Monday Wednesday Thursday Friday</b>	
3:00-3:20	Pick up and walk back to Pasitos
3:20-3:30	Circle time
3:30-4:15	Healthy snack & theme base activities
4:15-4:30	Homework
4:30	Pick-up enrichment students
4:30-5:30	Outside play
5:30-6:00	Clean up and indoor play
6:00	Dismissal

#### **G4- School Age After School Program at Central Pasitos (3rd & above)**

<b>Tuesday (Early release)</b>	
1:30-1:45	Pick up and walk to park
1:45-3:00	Park play
3:00	Pick up enrichment students
3:00-4:00	Snack and Homework / Read
4:00-4:30	Theme base activities
4:30-5:15	Outside play
5:15-6:00	Clean up & inside play
6:00	Dismissal

<b>Monday Wednesday Thursday Friday</b>	
3:15-3:25	Pick up and walk back to Pasitos
3:25-4:30	Snack & Homework help
4:30	Pick-up enrichment students
4:30-5:00	Theme base activities
5:00-5:30	Outdoor play
5:30-6:00	Clean up & inside play
6:00	Dismissal

Field trips and guest speaker visits will also be regularly scheduled and thematically linked to learning activities.

## Sample Snack Menu

Organic 1% milk and water are offered and available to all children at every meal and snack time. Water is available to children throughout the day both indoors and outdoors.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack Served at 10:00 a.m.	Golden rounds, Apples & Sunbutter	Granola, Bananas & Yogurt	Rice cakes, Avocado & Apple Sauce	Oatmeal, Apples with Cinnamon & Raisins	Gorilla Munch, Bananas & Cucumbers
PM Snack Served at 3:00 p.m.	Tortillas, Cheese (quesadillas) & Cucumbers	Water crackers, Pears & Steamed broccoli	Cheese Squares, Mixed berries & Edamame	Tortilla chips, Cherry tomatoes & Carrots	Wheat Squares, Seaweed & Cherry tomatoes

Minimum portion sizes available to children for snacks:

Milk	1/2 cup
Fruits and vegetables	1/2 cup
Bread, crackers, tortillas, or pasta	1/2 slice, 1/4 cup, or 1/2 serving
Meat, cheese, or seeds	1/2 oz.
Yogurt	1/4 cup

Children enrolled in the full-day program will bring their own lunch from home. Lunches will not be shared between or among children. Any lunch food that is not eaten by the child will be packed into the child's lunch box/bag so that parents are aware of how much a child ate for lunch. It is expected the parents will serve breakfast and dinner meals at home. Snack menus are posted one week in advance so that parents can plan meals accordingly.