

**Agreement  
*Mi Mundo de Colores*  
2018-2019**



### **About Mi Mundo de Colores**

Mi Mundo de Colores, or My World of Colors, is a Spanish immersion playgroup in Bed Stuy, Brooklyn. We value language acquisition through song, dance, art, movement, academics and play. We help children build skills and confidence to make them stronger and happier individuals. All instruction and care is in the Spanish language. It is not necessary for children to speak Spanish beforehand as they transition naturally with the rest of the children.

This group is special because they *really do speak Spanish ALL DAY LONG*, sing songs, do art projects, thematic units, field trips, yoga, dancing, celebrations, light academic work, enjoy nature, eat healthy, and more. They make piñatas for birthdays and have parties for each child with cultural music and dance. The children practice cultural dances and sing songs to go along with them. They even learn some thematic choreography.

### **About Susi**

Susi has been working with children for over 20 years. Most recently, she has worked at the Park Slope Childcare Collective (7 years) and was the Lead Teacher at Mi Casita in Bed Stuy (3 years). It has been her dream to start her own school and she is very excited to branch out on her own now. Susi is a native of Peru and infuses the curriculum with her culture and the many other rich Spanish-speaking cultures in the world.

Susi does circles in the mornings and has a song for many activities - from washing hands to climbing stairs safely. She is especially gifted in working with little ones and has been known to transform kids with behavioral sensitivities and help them to build security and confidence.

### **Contact**

Parent Coordinator: Joni Tonda (808) 722-9171 or [mimundonyc@gmail.com](mailto:mimundonyc@gmail.com)

Lead Teacher: Susi Urrutia (646) 256-7101 or [susiurrutia@yahoo.com](mailto:susiurrutia@yahoo.com)

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Initials \_\_\_\_\_

## Schedule Options

2018	3 days	4 days	5 days
price/hr	\$10.37	\$9.78	\$7.60
hours	27	36	52
<b>total price</b>	<b>\$280.00</b>	<b>\$352.00</b>	<b>\$395.00</b>

\* Every week your child must attend the same 3 or 4 days agreed upon. For example, you can choose 4 days a week - Mondays, Tuesdays, Wednesdays, Thursdays.

Every week your child would attend on those same days. Once you choose your days, switching days is not allowed, like if your child misses a day, etc.

\$8 for every 30 minutes before 9 am or after 6 pm Mondays - Thursdays and after 5 pm on Fridays.

**Payments are due on Friday nights by 11:59 pm.**

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## Daily Routine & Activities - September - June

	Español	English
9:00 - 9:30	buenos días amigos y juego libre	good morning, friends & free play
9:30 - 10:00	la merienda de la mañana	morning snack time
10:00 - 10:30	hora del círculo	circle time
10:30 - 11:00	hora de proyectos	project time
11:00 - 11:50	juego al aire libre	outdoor play time
11:50 - 12:10	lavarse las manos y baño	washing up and bathroom time
12:10 - 1:00	hora de comer	lunch time
1:00 - 3:00	hora de la siesta	nap time
3:00 - 3:30	buenas tardes amigos y uso de los baños	Good afternoon, friends & bathroom time
3:30 - 4:00	merienda de la tarde	afternoon snack time
4:00 - 4:15	juego libre	free play
4:15 - 5:30	hora del cuento proyectos de arte libres, danza y/o yoga	Story time, choice art project, dance and/or yoga
5:30 - 6:00	despedida	goodbye

\*EXCEPT FRIDAYS - 9 am to 5 pm

### Field Trips

Usually, field trips occur during the **summer time**. We have previously gone to the Brooklyn Botanical Gardens, NYC Transit Museum, Brooklyn Children's Museum, the Art Shack, Various Community Gardens, etc... During suitable weather, children go to the Brooklyn Public Libraries and various parks and playgrounds nearby on a daily basis.

### Other Useful Information

#### Naptime

All children need a sleeping bag or set of blankets and pillow for naptime, which should be washed occasionally at home.

#### Change of Clothes

All children must have a plastic bag labeled with weather-appropriate clothing in case of accidents or soiling. Please label all of your child's items.

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**Lunch, Snacks & Bottle of Water**

Everyone is required to bring lunch, a bottle of water and a morning and afternoon snack for their children.

**Cancellation of School Due to Extreme Weather Conditions**

If school is cancelled across public schools, such as with Snow or Hurricane Days, the school will also honor the NYC Dept. of Education's request. You can verify this by checking [www.schools.nyc.gov](http://www.schools.nyc.gov) or checking with 311.

**2018-2019 School Calendar (for the most part)**

Regular School year 2018-2019: September 4 - July 3

Summer session: July 8, 2019 - TBD

<u><b>Holiday List - When School is Closed</b></u>	
<b>2018</b>	<b>2019</b>
<b>October 8 – Columbus Day</b>	<b>January 21 – Dr. Martin Luther King, Jr. Day</b>
<b>November 12 – Veterans' Day</b>	<b>February 18 - 22 – Mid-Winter Recess</b>
<b>November 22 &amp; 23 – Thanksgiving</b>	<b>April 19 - April 26 – Spring Recess</b>
<b>December 24 - January 1 – Winter Recess</b>	<b>May 27 – Memorial Day</b>
	<b>July 4 - Independence Day</b>

Expected Start Date \_\_\_\_\_

### The Agreement

By signing this Agreement, X ("Parent") has agreed to work with Susi Urrutia ("Teacher") for the period of \_\_\_\_\_ through \_\_\_\_\_, and agrees to the terms and conditions as set forth in this Agreement.

This Agreement calls for a weekly payment of \$\_\_\_\_\_ in accordance to the tuition chart above.

### Request your days and times.

Put an X in the box on the days of the week desired.

For example, if you pick 3 days, indicate which 3 days your child will **always** attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Full Day</b> 9 am - 6 pm <small>*except Fridays 9 am - 5 pm</small>					

### \*Days are non-transferable.

Once you have chosen your days, you will only be paying for your child to attend on those specific days. For example, if you choose Mondays-Thursdays, you will not be allowed to switch to a Friday for the same price -- even if there is a holiday. If you would like your child to attend an additional day for the week, please speak with Susi directly.

### Payments for Tuition

Tuition payments are due every week Friday by 11:59 PM through the end of June, regardless of whether there is a holiday or not. In order to keep Mi Mundo running smoothly, ***Susi and her employees are paid during all holidays throughout the year (September through June) and even if your child is absent, like a regular salaried employee.***

### Late Fees

For every day you are late on payment, you may be subject to an additional \$5 daily.

### Acceptable Forms of Payment

Weekly Payment Options	
Personal Check - preferable	<a href="mailto:susiurrutia@yahoo.com">susiurrutia@yahoo.com</a> (646) 256-7101
Chase Quickpay	

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## **Additional Hours & Late Pick-ups**

Additional hours should be arranged at least 24 hours ahead time (or otherwise agreed upon by Susi) for an extra \$16 per hour or \$8 for every half hour. If you are late exceeding fifteen minutes, the late fee is \$20.

## **Activities Fee & Additional Supplies**

We require a lump sum, non-refundable payment of \$200 (\$20 x 10 months) for art supplies and light, healthy afternoon snacks for the children due at start of care. Additionally, you are also required to bring a supply of diapers and wipes for your child as needed. If your child is already potty-trained, we still ask that you supply us with one packet of wipes every 2 months for various cleaning incidents/accidents, etc.

Summary of Fees and Supplies		
	Items	When to Bring or Pay
<b>Fees (Non-refundable)</b>	Art & Activities Supplies Lump Sum $\$20 \times 10 \text{ months} = \$200$	Due at start of care  *If you start later in the year, count the months from start through June. So, if you started in April, you would pay \$60.
<b>Potty Supplies</b>	<b>Diapers &amp; Wipes</b>	As needed
	<b>Wipes Only</b> *For potty-trained children	Every other month

## **Early Pick-Up and Days**

Additionally, if you pick up your child early from school, you are still required to pay for the full day.

## **Early Drop-Off**

If agreed upon by Ms. Urrutia, early drop-off is \$8 per 30 minutes.

## **Deposit and Termination of Care**

In order to secure your child's spot in the school, a non-refundable, non-transferable reservation deposit of 4 x your weekly payment is due along with the signed enrollment contract. This deposit will go toward the last 4 payments of the regular school year.

In the unlikely event that your child's behavioral needs surpass the capacity of Ms. Urrutia and the rest of the children, it is possible that we ask you to find a different setting. If we notice that a parent or guardian is overly negligent in regards to picking up child on time, making consistently difficult arrangements with Ms. Urrutia, or a lack of goodwill has been noticed for an unreasonable amount of times, we may ask that you find a new setting for your child, as well. If any of these extremely rare scenarios occur, it is at our discretion, whether your deposit will be refunded or not.

If you need to withdraw your child in the middle of the year, you must give us 1 month of notice to get your full deposit back. If we are able to find a replacement for the same amount of days or greater, we can give you your deposit back sooner when that child starts.

### **Illness**

You may not bring your child to daycare when they have a fever of 99.5 or higher or are visibly ill. Additionally, if the teacher calls to notify you that your child is ill, you must pick them up promptly. **\*Parents must still pay their regular amount even when kids are sick.**

### **Vacations**

***You are obligated to pay the same weekly rate for the entire time that your child is enrolled.*** If you plan a vacation in the middle of the school year, you must continue to pay Ms. Urrutia, regardless of whether your child is in attendance or not. Please schedule your vacations during July and August.

### **Legalities & Goodwill**

Additionally, when you sign this Agreement, you agree to entrust your child to Susi Urrutia's care and agree that if any kind of accident occurs in the 579 Lafayette Ave., Apt. 1, Brooklyn, NY 11216, or any location they go to on a field trip, you will not take legal action on the Ms. Urrutia.

Deposit amount/Monthly amount: \$ \_\_\_\_\_ (weekly rate X 4 weeks)

I have read and agree with the statements in this Agreement.

Parent/Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Here \_\_\_\_\_ Signature Here \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Here \_\_\_\_\_ Signature Here \_\_\_\_\_

Initials \_\_\_\_\_