****

**SPANISH INTERNATIONAL LEARNING CENTER**

**PARENT HANDBOOK**

**2019-20**

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**Preschool Hours, After School, Saturday Classes, Summer Camp, Arrival and Departure Procedures**

Spanish International Learning Center AG (SILCAG) is open Monday through Saturday.

Monday to Friday from 8:30 AM (early drop off) to 6:00 PM and Saturday from 9:30 AM to 2:00 PM.

Preschool/Morning classes are from 9:30 AM until 1:30 PM.

After School Program (ASP) (Tuesday, Wednesday, Thursday) is from 3:00 PM to

6:00 PM (You can choose one or more days to attend the ASP).

Saturday Classes are from 9:00 AM to 11:30 AM.

Summer Camp is from 9:00 AM to 1:00 PM.

All parents, guardians, or other adult bringing and/or picking up a child from Spanish would follow the procedures listed below to insure the safety of the children at school:

* All parents bringing their children to school must sign them in and out at the front office. You must sign the daily attendance sheet with your name and time at the time of arrival and departure.
* **DO NOT** park at the curb of the school.
* Park in the parking areas provided, and turn off your car prior to entering the school.
* Do not leave children unattended in the car.
* Escort your child to the waiting area. **Children must never be allowed to enter/leave the school unattended**.
* If you have a child with you that is not enrolled at SILCAG, you must keep that child with you and under your immediate supervision at all times.
* Please be alert and cautious in the parking lot areas. Supervise your child closely. Children should never be left alone in this area.
* State law requires all children to be properly restrained in car seats, booster seats, and/or seatbelts.

These procedures were developed for the safety of your child, and all of the children at SILCAG. Please follow these procedures carefully and make sure that any adult authorized to pick up your child aware of them.

**Pick Up Authorization**

Your child will only be released to authorized individuals. Initial authorization is given in our Registration Form. In order to authorize additional individuals, you must submit their names and your authorization in writing. Anyone not recognizable to a staff member will be asked to show photo identification. Please advise all authorized individuals to have this identification ready if it’s requested. All persons authorized to pick up your child must be at least eighteen years old.

If you have sole custody of your child and the child’s other parent is not allowed to pick him/her up, the center must be notified of this situation. You must supply a copy of the court order confirming the custody arrangement for our files. The center cannot refuse to release a child to a parent or legal guardian who shares legal custody of the child, and who presents acceptable photo identification. If you are experiencing custody difficulties, it is your responsibility to keep the SILCAG staff fully advised of any circumstances which might affect the center.

For the safety of our children, the procedure for pick-up is to give them to you one by one at the lobby after you signed them out on the sheet. (We don’t want any child running around in the school unattended). This might take some time, and therefore, we ask for your patience.

* Late Pick Up Fee: Parents must be on time to pick up their children. Parents have 10 minutes flexibility to pick them up. After 10 minutes of finishing any program (Morning Classes, After School Classes, Saturday Classes and Summer Camp) there will be a Late Pick Up Fee, which it will be $5.00 per every minute you are late. It will be charged in the next invoice.

**Attendance**

Please inform us when your child will not be present or will be arriving late. Our number is (678) 691-8397 or email the office at info@spanishinternational.org Preschoolers are expected to arrive by 9:30 a.m. If absent without notification, the school will have to call to confirm absence.

**Infection Control**

The following guidelines and policies have been developed in an effort to help keep the children and staff at SILCAG healthy. If you child shows any of the symptoms below, you will be called and asked to come and get your child. We expect parents to respond promptly in order to protect the other children.

* Fever of 99° or higher
* Severe coughing
* Recurring vomiting or diarrhea
* Pink eye (tears, redness of eyelid lining, followed by swelling and discharge of pus)
* Unusual spot or rashes
* Headache and stiff neck
* Sore throat
* Any parasitic infection (lice, scabies, etc.)

If a child has any of the above symptoms at home, we ask that you keep him/her out of preschool until the following conditions have been met:

* Absence of fever for 24 hours
* Diarrhea and vomiting has subsided for 24 hours
* Antibiotics for 24 hours for bacterial infections
* Physician has approved remission
* Lice are under treatment, and NO NITS are present on hair
* Pink eye had diminished and been treated to the point that the eyes are no longer discharging
* The child has completed the contagious stage

It is important that we all work together to keep all of the children and staff at SILCAG as healthy and safe as possible. We thank you in advance for your cooperation.

**Behavior Management**

One of our goals at SILCAG is to provide children with a secure environment where they can work and play together in a friendly, cooperative way. Developmentally, children are very self-centered. Strong socialization skills are something that develops over a long period of time. To help guide the children through this process, our teachers and administration will establish a behavior management system that reinforces positive behaviors and provides the children with ongoing opportunities to develop solid self-discipline skills, while maintaining a safe classroom situation.

In most instances, we can effectively manage inappropriate behaviors through redirection and rewarding of “good” behaviors with praise and special recognition. We do have certain rules that children must follow for the health and safety of the entire group. When a child does not follow the rules in a way that is physically aggressive towards another individual the following will occur:

* **First Offense**  Teacher has a conference with the student.
* **Second Offense** Teacher has a conference with the student again.
* **Third Offense** Teacher arranges conference with parent and student.
* **Fourth Offense** If child continues with that behavior, teacher refers the student to the Director for disciplinary action.

The administration will arrange conferences with the parent, teacher and student. The teachers and administration will establish limits that are understandable, fair, and developmentally appropriate, and consistently applied. Both the group as a whole, and the child as an individual, will be considered when determining how to handle a situation. Classroom rules will be explained to the children.

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:

1. Respect personal privacy;

2. Respect differences in cultural, ethnic, and family backgrounds;

3. Encourage decision-making abilities;

4. Promote ways of getting along;

5. Encourage independence and self-direction; and

6. Use consistency in applying expectations.

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

**Injuries**

A SILCAG staff member will notify a parent/guardian immediately if a child has an accident at school. Written documentation of a child’s injury must be signed by the parent/guardian and will be retained in the child’s permanent file.

The parent/guardian will be asked to escort the child to see a physician when the injury warrants professional medical attention in the administration’s opinion. If parents/guardians or designated emergency contact individuals cannot be located, SILCAG staff will summon medical aid or take the child to a doctor.

**Meals and Snacks**

SILCAG DOES NOT provides snacks or lunches for Morning Classes. Parents will need to pack snacks or lunch with a drink for their child. We provide water for students. Please follow the guidelines below when packing your child’s lunch:

* All lunches must be in a lunch box with the child’s name on it.
* Lunch boxes that contain perishable food must contain an ice pack.

Please DO NOT pack any of the following items in your child’s lunch:

* Glass,
* Soda (We provide water),
* Canned foods that require a can opener,
* Choking foods like hot dog, popcorn, grapes (unless cut), and
* Allergy foods like peanuts or nuts.

**SILCAG provides healthy snacks for After School Program.**

**Students Rights**

Each child receiving services at the school have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, or mental abuse.
4. To be free to attend religious services or activities of his/her choice.
5. Not to be locked in any room, building, or facility premises by day or night.

**Tuition Policy**

**Morning Classes**

* Tuition is due the 1st of each month beginning August 1st and ending with May 1st. Tuition is still due August 1st even though school has not yet begun.
* The amount due is constant regardless of the number of days in the month, holidays taken, days missed due to inclement weather or school closings including but not limited to fall, winter, and spring break . It is not possible to offer discounted months for family vacations, extended trips, or illnesses.
* A late fee will be added to all past due accounts and will not be waived. Late fees are assessed per child enrolled. A late fee of $25 will be added after de 5th day of the month, and a late fee of $50 will be added from the 10th of each month.
* A $10 monthly discount off of tuition is given for each additional sibling.
* Students are automatically withdrawn from SILCAG in the event that tuition falls 30 days behind, payments are consistently late, or the agreed upon terms for payment are not met.
* Payments can be made by check, cash or on-line using a credit or debit card thru our web page.
* All cash payments are to be made in person at the school office. A receipt will be issued upon payment. **Cash is not to be sent in through the school bag.**

**After School Program, Saturday Classes and Summer Camp**

* Tuition is due the time of registration. Afterwards, the monthly payments are the first 5 days of every month.
* A late fee will be added to all past due accounts and will not be waived. Late fees are assessed per child enrolled. A late fee of $25 will be added after de 6th day of the month.

**Termination Policy**

Termination of a contract is afforded a thirty-day notice, unless conditions warrant a more- timely ending. If your account becomes delinquent and no effort is made to correct this, the administration reserves the right to terminate the services.

**Medication Administration**

If medications CAN BE given at home or before/after preschool, please do so. However, if medication administration is absolutely necessary during school hours, a medical form should be completed. The medical form grants permission to SILCAG personnel to supervise a child in taking the prescribed medication. By signing the medical form, it is understood and agreed that you release and discharge SILCAG and its employees and volunteers from any and all liability in case of an accident, injury, damage, or any other mishap in connection with administering and supervising of taking said medication including any side effects illness, or other injury which might occur to a child. You hereby release aforementioned individuals from any liability because of injury or damage, which might occur. All medications must be in the original container.

**Immunization Policy**

Fulton County in conjunction with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. SILCAG office will give advance notice when the #3231 is due to expire. A student may not attend school without a current Form #3231 on file in the School office.

**General Information**

**Morning Classes**

**Clothes:** Please dress your child in play clothes and play shoes that are comfortable for all kinds of movement, and remember that we will be playing and doing many crafts all week

**Mandatory Uniform:** Every Monday and Thursday, students should wear their assigned class shirt with khaki pants, (girls can wear khaki skirts or pants) white or navy blue socks, and any comfortable shoes.

Please bring a complete set of clothing, excluding shoes, for us to keep in the classroom. All items should be labeled with your child’s name. Clothes should be brought in a large zip-lock bag, and be labeled with your child’s name as well. Please remember to keep the set of clothes season – appropriate.

**Diapers:** If your child is not potty trained, please make sure you pack diapers with their name written on them with a sharpie.

**Allergies:** If your child has any allergies especially food, please make sure to specify it in the registration form and with your child’s teacher.

Special instructions concerning your child must be in writing, dated, and signed by the parent/guardian. Please do not rely on your child to accurately relay a message to us.

Please inform us immediately if there is any change in your address, place of employment, and/or important phone numbers.

Parents are encouraged to participate in special activities whenever it is possible.

Written evaluations of your child’s progress will be done at least twice a year. There are 2 scheduled parent/teacher conference days (see school calendar) per year; however, you may request a conference at any time you deem necessary.

ALL REQUIRED PAPERWORK FOR YOUR CHILD MUST BE COMPLETED AND RETURNED TO SPANISH INTERNATIONAL LEARNING CENTER BY YOUR CHILD’S FIRST DAY OF ATTENDANCE. THIS INCLUDES REGISTRATION FORM, PROOF OF BIRTH, SCHOOL ENTRANCE HEALTH FORM, AND CUSTODY PAPER (IF APPLICABLE).