

Amigos

Parent Handbook



Amigos phone number 651 464-1082

Frank Gallegos, Amigos Director

Kimberly Gallegos, Amigos Coordinator

Adrian N. Wilson, Amigos Program Supervisor/Finance

Amigos Parent Handbook

Section I. Program and Curriculum

A. Goals

1. To provide high quality child care for Lakes International Language Academy children ages 5-12 years, in a safe, fun, caring environment where children can pursue a variety of interests, develop positive relationships with peers and non-parent adults, learn life skills, and grow in confidence and respect for themselves and others.
2. To foster the acquisition of the Spanish language.
3. To strengthen learning and youth development through reinforcement of concepts and practical application of skills.

B. Program Content

1. Personal choice and self-initiated learning experiences will be encouraged and supported in all curriculum planning for the before school and after school Amigos program.
2. Amigos staff will work cooperatively with Lakes International Language Academy (LILA) staff to provide for consistency in curriculum goals, language immersion philosophy, and behavior management.
3. Written weekly schedules of activities for the various components of the program will be posted and available to parents.
4. Featured enrichment activities will be planned periodically and held after school. These programs may include, but will not be limited to; science topics, dramatic play, crafts, active play, games, storytelling, and art projects. There may be an additional fee to participate in some of these activities.

Section II. Health and Safety

A. Exclusion of sick children

1. A child should not attend Amigos with any of the following illnesses/suspected illness or until the following conditions have been met. The staff reserves the right to refuse the children's return if the requirements are not met.
 - a) Temperature of 100 degrees Fahrenheit or higher. S/he should not return to Amigos until 24 hours after the temperature returns to normal without medication.
 - b) Vomiting or diarrhea: S/he should not return to Amigos until 24 hours after the last episode.
 - c) Rash associated with a fever, behavior change, may be disease-related or of unknown cause. Consult with your physician.
 - d) Mumps: S/he cannot return to Amigos until the swelling resolves or 9 days after the swelling begins.
 - e) Strep throat, impetigo, ringworm, or scabies: S/he cannot return to Amigos until 24 hours after treatment has been initiated.
 - f) Pink eye: S/he may return to Amigos 24 after first initial treatment dosage of antibiotic.
 - g) Lice: S/he cannot return to Amigos until all lice are dead and ALL nits are removed.
 - h) Chicken pox: A student may return to Amigos after all lesions are scabbed over.

B. Illness that first manifests itself while at Amigos

1. If the child's temperature is above 100 degrees Fahrenheit or at staff discretion, staff will contact a parent/guardian. If s/he cannot be reached, the emergency contact person will be called.
2. Upon contact, the parent/guardian/emergency contact person will need to pick up the child immediately.
3. The child will rest in a quiet area away from other children until the parent/guardian/emergency contact person arrives.

C. Serious Injury or Illness. When a student has been injured or manifests serious illness requiring immediate attention:

1. Staff will administer appropriate first aid.
2. Staff will determine the seriousness of the injury or illness and:
 - a) Contact the parent, guardian or emergency contact. Have the student's parent, guardian or emergency contact transport the student to a medical facility. Fill out Accident Report.
-- Or --
 - b) Staff will call 911 to dispatch an ambulance for serious injury or illness. Staff will contact the parent, guardian or individual designated on the emergency card. If there is only one Amigos staff member on duty at the time, that person will contact an employee of LILA. Staff will fill out an Accident Report. This information will include date and time of accident, what happened and how staff responded. One copy will go to Amigos Director and a copy will be put in the child's file folder for the parent.
3. The program coordinator will notify local health officials if food poisoning is involved.

D. Incidents resulting in minor injuries

If a child has an accident, such as a hard bump to the head, an injured limb, cut, etc; the staff person attending the child will put an Accident Report in the child's file folder (usually near the sign out sheet).

E. Medications

1. A LILA medication form must be signed by both parent and doctor and must contain the name of the medication, dosage, time and reason for administration.
2. Medication must come in a pharmacy labeled container. Medications brought in envelopes, baggies or unlabelled containers will not be dispensed.
3. Medication may only be administered by Amigos staff.
4. Under no circumstances will Amigos staff administer or provide any medication without written physician/pharmacist and parent authorization. This includes Tylenol, cough drops or any other over-the-counter medication.
5. Medication will be kept in a place inaccessible to children.
6. Medication will be recorded in a log each time it is administered.
7. Parents should give the first dose of any medication at least 4 hours before the child is brought to Amigos so they may personally observe the child's reaction.

F. Missing Person

****IMPORTANT: Parents must notify Amigos if their child/ren will not be attending Amigos.**

1. If a child is in the care of Amigos staff and is reported missing, the director of Amigos and the director of LILA will be contacted.
2. If the child is not found, Amigos will contact parent then law enforcement if needed.

G. Child Abuse and Neglect

All Amigos staff that have contact with children are required to report all suspected physical, emotional and sexual abuse or neglect of children to authorities. Amigos will follow the policies and procedures of LILA for reporting child abuse and neglect.

H. Environmental Cleanliness and Safety

1. When not in use, items such as sharp objects, medicines, plastic bags, cleaning supplies, poisonous plants and chemicals will be stored out of reach of children.
2. The program facility will be cleaned daily, including disinfection of toilets and tabletops.

I. Health Statement

1. Upon admission of each child, the parent must provide a current health statement including current medications, medical conditions, and any allergies. This health statement will be kept on site, accessible to authorized personnel at any time.
2. Amigos will keep a list of student food allergies.

J. First Aid and CPR

1. A standard Red Cross first aid kit and directions for its use will be available onsite.
2. We make every effort to have all staff First Aid trained and CPR certified.

K. Emergency Procedures

1. All staff will have training and annual review of expected behavior in emergencies such as fire, civil defense, and severe weather.
2. Amigos will conduct emergency practice with children according to the policies of LILA.

L. Supervision

1. Children ages 5-12 years should be under direct supervision. They may go beyond the vision or hearing of the staff for short periods of time (e.g. to the bathroom).
2. Parents are required to sign children out, indicating the time of departure. On an all day Amigos day or during the summer, parents are required to sign children in and out, indicating arrival and departure times.
 - a) The person who picks up the child must be prepared to show photo I.D. to staff if they do not recognize person picking up. Staff will verify the person is authorized to pick up the child.
 - b) Only persons listed as an emergency contact or authorized pick up (Amigos Registration Form) may pick up the child.
 - c) If a parent wants to add someone to the emergency contact or authorized pick up list over the phone, the parent must provide proof of identity.
 - d) If there is an order for protection or restraining order, Amigos must have a copy. If no court order is on file, Amigos must allow a parent to pick up their child.
 - e) Amigos staff will not be involved in custody disputes between parents or family members. In cases where parents are separated or divorced and one parent has sole custody, Amigos must have proof in the form of a copy of the court order that indicates both custody and visitation.
 - f) If an authorized person is suspected to be under the influence of an intoxicating substance when picking up a child from Amigos, the child will remain at Amigos and the other parent will be contacted. If s/he cannot be reached, the emergency contact person will be called. If no one on the list of emergency contacts can be reached, the authorities will be contacted to protect the safety of the child.
3. On a child's first day in the program, s/he will be oriented to the building and areas which are off limits.

M. Guidance

5. Suspension

- a) If the behavior of a child threatens his/her safety, the safety of others, or staff, an immediate suspension may be warranted. Parents will be called to pick up their child. The Amigos director and Amigos coordinator will determine the length of the suspension.
- b) After a suspension, no child will be permitted to re-enter the program before holding a conference with parent, child, program coordinator, and Amigos director. At that time a behavior plan will be written, including consequences should similar behavior be exhibited in the future.
- c) Amigos reserves the right to dismiss any child from the program.

Section III. Nutrition

A. Menu

1. A healthy afternoon snack will be provided for the students in the after school program. A weekly snack calendar will be made available upon request.
2. Breakfast and Lunch will be offered for All Day Amigos for \$1.25 (breakfast) and \$3.00 (lunch). This will come out of a separate account from the school lunch program.

B. Special Dietary Needs

1. If a child has special dietary needs, the parent must provide the prescribed diet items that are not part of the program's menu plan.
2. A list of the allergies of children in attendance at Amigos must be in possession of food service personnel, and all program personnel must be informed of these allergies.

Section IV. General Policies and Procedures

A. Admission requirements

1. Students need to be enrolled at Lakes International Language Academy (LILA) to attend the Amigos school age care program.
2. **Students must have the following completed forms on file:**
 - a) **Vaccination record with LILA**
 - b) **Registration form**
 - c) **Health summary form**
 - d) **Form signed by the parents, stating they have received a program handbook and agree to comply with the stated policies**
 - e) **Completed monthly calendar**
 - f) **Behavior Contract signed by both parent and child/ren**
3. **Registration fee must be paid before child may attend Amigos**

B. Fees and policies for payments

1. **Registration fee**
 - a) Registration for Amigos will be held in March of each year for the following year. Summer registration will also begin at this time.
 - b) Each year a registration form along with the registration fee must be submitted to hold a child's place in the fall.
 - c) A fall registration fee per year of \$30 per student or \$50 per family and a \$10 per child summer registration fee is non-refundable.

2. Tuition

Monthly Fee Options—School Year					
	AM only	2-4:30PM	AM/PM 2-4:30	2-6:15PM	AM/PM 2-6:15
High Frequency (15 + days/month)	\$8/day	\$9/day	\$16/day	\$13/day	\$18/day
Med Frequency (9-14 days/month)	\$9/day	\$10/day	\$17/day	\$14/day	\$19/day
Low Frequency (0-8 days/month)	\$10/day	\$11/day	\$18/day	\$15/day	\$20/day
Drop-In Prices:	\$11.50/day	\$12.50/day	\$19.50/day	\$16.50/day	\$21.50/day
All Day Amigos:	\$35.00 (6-6:15)	\$17.50 (6-12:15)	\$17.50 (12-6:15)		
Drop-In Price:	\$36.50 (6-6:15)	\$19.00 (6-12:15)	\$19.00 (12-6:15)		
* Half-day options are not available on Field Trip Days					
*All Day Amigos pre-registrations rate is \$33.00 for 6am-6:15pm session					

Monthly Fee Options—Summer	
High Frequency (15+ days/month)	\$33.00/day
Medium Frequency (9-14 days/month)	\$34.00/day
Low Frequency (0-8 days/month)	\$35.00/day
Drop-In Prices:	\$36.50/day (6am-6:15pm session) \$19.00/day (half-day session)
*Half-day options are available at a rate of \$17.50/day from 6am-12:15pm and from 12pm-6:15pm but are not available on Field Trip Days.	

- d) **Drop in** Any request for care with the absence of a submitted calendar will be charged the drop-in rate listed in the Monthly Fee Options above. Drop-In payment is due at time of pick up.
- e) **Full Day care** (for non-school days) Amigos will be open on non-school days with enough requests for care (to be determined by Amigos Coordinator).
- f) The tuition rates have been determined based on an annual budget. **There is no change in the tuition rate during the week a holiday occurs or an emergency closing.**
- g) Frequency rate is determined by your initial calendar selections for the month. Any additional days added will be charged at the drop in rate.
- h) An additional \$5.00 Schedule Change fee/child will be charged for switching days after calendars have been turned in. (You may switch a scheduled session for an equivalent non-scheduled session within the same calendar month by notifying the Amigos office by 11am on or before that same day).

3. Statements will be administered by the 10th of the each month. Payments will be due by the 15th. To avoid a \$25.00 late payment fee, tuition must be paid by the scheduled due date. Continual late payments or past due balances may result in termination of childcare services.

4. All monthly calendars turned in after the 22nd of each month will be assessed a \$10.00 late fee. Please contact the Amigos office if special arrangements need to be made.

Tuition reduction

- a) On days that siblings attend Amigos there is a 20% reduction in tuition. The first child will be billed at full price and the each additional child will be billed at a 20% discount.

5. Late pick up Fee

- a) If your child is not picked up by the scheduled time session your account will automatically be charged for the later time session.
- b) **A \$1.00 per minute fee will be added for every minute past 6:15 pm and charged to your child's account.**
1. After 15 minutes, if the parent has not arrived or called, the staff person will call the emergency contacts.
 2. If no emergency contacts can be reached and the parent has not called after 30 minutes, the authorities will be contacted.
 3. If a parent fails to pick up his/her child by 6:15 p.m. more than 3 times, Amigos reserves the right to dismiss the child.

6. NSF (Non Sufficient Funds) checks

- a) NSF checks will incur a \$25 fee.
- b) After the second NSF check, only cash or money orders will be accepted.

7. Absences

- a) Parents must notify Amigos when their child is going to be absent.
- b) No reductions in tuition will be made for absences.

8. Cancellation of Amigos monthly calendar

- a) If a parent chooses to withdraw their child from the program after the monthly calendar has been turned in a \$25.00 cancellation fee will be assessed per child to the account.

C. Hours and Days of Operation

Amigos will be open during the school year from 6:00 am-6:15 pm. Amigos will be open on most non-school days. A current calendar of All-day Amigos will be available in August.

If there are insufficient requests for childcare on non-school days, Amigos will not be open.

2. Amigos will not be open on the following days:

Labor Day	December 31 st
Thanksgiving	January 1 st
Day after Thanksgiving	Good Friday
December 24 th	Memorial Day
December 25 th	July 4 th

D. Field Trips

Amigos will occasionally take the children on fieldtrips off campus within walking distance. If the parent does not want the child to participate in these activities please notify the Amigos office as soon as possible.

E. Staff-parent communication

Contact between parent and staff is an important part of our program. By sharing information concerning the child's activities and welfare, staff and parents can work together to meet the child's needs. This will be done through the following ways:

1. Children will have their own file folder that should be checked each day their child participates in Amigos.
2. A parent may request a conference with the program coordinator and/or Amigos director to discuss their own child or the program in general.
3. Parents are welcome to visit their child during Amigos.

F. Complaints

If a parent has a complaint, s/he may follow these steps to resolve the issue:

1. Speak w/ coordinator. Coordinator will recommend a course of action.
2. If the issue is not resolved, the parent and the coordinator may meet with the Amigos director.

G. Data Privacy

Amigos staff will follow the data privacy policies adopted by LILA.

H. Volunteers

1. Any parent or grandparent of an Amigos participant is welcome to volunteer with the approval of the Amigos coordinator.
2. Volunteers are welcome and encouraged. However, volunteers without a criminal background check may not supervise children without an Amigos staff member present.

I. Emergency Procedures

Amigos staff and participants will follow the procedures of LILA in the case of a fire, tornado, civil defense alert, natural disaster, hazardous materials accident, bomb threat, hostage or shooting, or utility emergency.

J. Weather Policy

1. In the event that the weather conditions force ISD 831 to close, Amigos will also be closed. The ISD 831 weather line is 651-982-8143. An Instant Alert phone message may be sent from the Amigos staff.
2. If schools dismiss early, Amigos will also be closed the remainder of the day. It is the responsibility of the parent to make arrangements for their child to be picked up.
3. If there is inclement weather on non-school days, Amigos may be closed, have a late start or early dismissal. An Instant Alert phone message will be sent from the Amigos staff or you may call the Amigos phone number at 651 464-1082.

***Policies may be changed at any time with or without notice to parents. Any questions or disputes will be resolved by Amigos Director.**

Parent – Amigos Agreement:

I, _____,
(Please Print)

parent/guardian of _____
(Please Print)

have read and agree to comply with the policies stated within the AMIGOS PARENT HANDBOOK.

Parent Signature

Date

Please return this form to Amigos by your child's second week of care.

Thank you,
Frank Gallegos, Amigos Director
Kimberly Gallegos, Amigos Coordinator
Adrian N. Wilson, Amigos Program Supervisor/Finance

*Please be prepared to show a picture ID when picking up your child from Amigos.