



## **Parent Handbook**

### **Attendance**

Regular school attendance helps tremendously with adjustment and learning. Please let us know if your child will be absent from school for any reason.

### **Hours of Operation**

- o Amigos is open weekdays 7:30 AM to 5:30 PM
- o School Day Schedule: **9:00 AM to 3:00 PM**
- o Extended Day Schedule: **7:30 AM to 5:30 PM**
- o We do NOT provide any overnight care.

### **Arrival & Dismissal Policies**

- o Circle time begins at 9:30 AM; it is essential to arrive by circle time.
- o Circle time sets the mood for the day and allows the children to acclimate to the school setting.
- o Please arrive on time for dismissal as well.
- o **School day** drop off between 9:00-9:30 AM & pick up between 2:30-3:00 PM
- o **Extended day** drop off between 7:30-9:30 AM and pick up between 2:30 PM- 5:30 PM
- o We will only release your child to individuals listed on the Emergency Contact Parent Consent form, must have photo ID.

### **Meals**

- o Parents pack lunch and at least 2 extra snacks
- o Refrigeration provided for **MILK ONLY**
- o We do not have storage for snacks
- o We do not warm up lunches
- o **No peanut products!**

### **Transportation and Pick Up**

We do not provide transportation to or from school. We encourage families to walk or ride to school.

Prompt pick-up is essential. After 5 minutes late, you will be charged a fee of \$30 per child; after 10 minutes late you will be charged a \$50 late fee and \$10

per minute after 10 minutes. Please do your best to arrive on time and contact the school if you are running late.

We will only release children to adults listed as authorized to pick up. We check and copy photo identifications for all unknown individuals for the safety of your child. We will **NOT** release your child to anyone who is not listed on his or her emergency form. All requests for pick-up must be in writing, no exceptions.

### Daily Schedule & Fees

Tuition is due by the 1<sup>st</sup> of the month. A late fee of \$100 will be charged for payments on or after the 10<sup>th</sup> of the month. After the 15<sup>th</sup> of the month, the late fee doubles. Once submitted, the entire enrollment deposit is non-refundable (first month's tuition & 1500 security deposit). **The security deposit will be applied to your child's last month(s) tuition with two full months notice given (60 days).** Notice must be given on or before the first of the month. Any schedule change must be given with two months notice as well or you will be responsible for the tuition of the previous schedule. All tuition fees are posted on Amigos Preschool's website (AmigosPreschool.com). Tuition is subject to change before a new school year. See chart below for other fees & discounts.

<b>FEES &amp; DISCOUNTS</b>	
Sibling discount	5% sibling's tuition
Supply fee (annual)	\$300
One time application fee	\$100
Security deposit	\$1500

<b>DROP IN CARE</b>		
<b>Add AM Care</b>	Drop off between 7:30-9:00 AM	<b>\$30</b>
<b>Add PM Care</b>	Pick Up between 3:00- 5:30 PM	<b>\$45</b>
<b>Add AM &amp; PM</b>	Early Drop Off & Late Pick Up	<b>\$60</b>
<b>Add Extended Day</b>	Child care between 7:30 AM and 5:30 PM on days in which your student is not scheduled to attend.	<b>\$130</b>
<b>Add School Day</b>	Child care between 9 AM and 3 PM on days in which your student is not scheduled to attend.	<b>\$100</b>

## Clothing

- o Children should wear casual, comfortable clothing that can be easily managed for bathroom purposes.
- o The students will get messy with painting and art projects. Feel free to send in a labeled smock for art projects.
- o Students must wear comfortable, supportive shoes that are good for walking and running (no flip flops or slide on sandals without support).
- o Make certain that your child is dressed in clothes that are appropriate for the weather.
- o Assume that your child will always go outside. Please dress your child in layers when the weather is cold.
- o **LABEL EVERYTHING including: boots, gloves, hats, scarves, socks, shoes, water cups and lids.**
- o Outdoor shoes are stored in the bins near the front door.
- o All students need indoor shoes, which are regular shoes worn ONLY inside Amigos. Indoor shoes remain at school.

## Health Policy

- o Families must report all illnesses to the school whether or not the child is present that day, as we are required to report illnesses to parents of exposed children.
- o Students must be 24 hours without viral diarrhea, vomiting, or fever to return to school (if not showing other symptoms of Covid-19)
- o If your child is not able to participate in classroom activities and lessons due to illness, they will be asked to be picked up.
- o Rashes with a fever require a diagnosis by a doctor for a child to attend.
- o Child allergy lists are posted in all classrooms based on allergy forms filled out by parents.
- o Amigos is a peanut-free school (other nut products permitted if there is no other nut allergy in the classroom.)

- o If your child becomes ill at school, you will be notified as quickly as possible so your child can be cared for at home.
- o We report all school injuries to parents immediately via messaging or phone call.
- o Amigos Preschool is in full compliance with all Pennsylvania laws and regulations regarding immunizations.
- o Students with pink eye must have clear eyes to return to school.
- o Amigos will administer Benadryl, in the case of suspected allergic reactions. Parents will always be notified if Benadryl was given.

**\*See addendum below for additional health policies related to Covid-19.**

### **Potty Training**

Parents should begin to introduce children to the potty at home around age 2. Once a child is using the potty at home please inform the teachers, and they will also encourage potty use while at school. It typically takes children a little longer to feel comfortable using the bathroom away from home. The teachers will communicate a child's progress at school with the parents. Once a child is consistently using the bathroom and having few accidents at school, the teachers will communicate with the parents that the child is ready to switch to underwear at school. Accidents are expected and are a part of the learning process, so make sure to pack extra clothes. We will do our best to support you with the potty training process. Students in the PreK classes (Elefantes and Jirafas) are required to be potty trained before entering the class. Pull ups during nap are acceptable.

### **Supervision & Behavioral policies**

We utilize a positive reinforcement approach in the classroom. The teachers deal with each situation individually, and the majority of problems can be resolved simply with redirection. If necessary, the staff will create a reward chart and/or behavioral plan to cater to a child's specific needs. Most behavioral issues stem from lack of communication and sharing conflicts. We work all year round on sharing and using our words to express emotions. We will discuss behavioral issues with parents. However, we will not share the names of the individual children (other than your own) involved in the conflict in order to protect the privacy of all parties involved. Children are supervised at all times by teachers and staff.

Amigos Preschool reserves the right to dismiss a student from the program if his or her behavior affects the child's own safety and/or the safety of others at the school. If a child is removed from the program, his or her enrollment deposit and tuition that month is forfeited.

## **Birthdays**

We love celebrating birthdays at Amigos! Parents are welcome to bring in a special birthday treat for the class. Please let the teachers know ahead a time that you will be sending in a treat and make sure the snack is school-safe, peanut-free, and prepackaged. You may send in a cupcake for your child, but snacks for the class must be sealed and store bought.

## **Events**

Upcoming events will be posted on our school calendar on the website and in monthly newsletters. Amigos reserves the right to make changes to the calendar relating to unforeseen circumstances that affect the educational program.

## **Cancelation of School**

In the case of inclement weather or other building or safety concerns, we will send out a message notifying families whether or not school is cancelled, delayed, or will open the usual time. **Amigos will follow the Philadelphia School District's decision with regard to inclement weather decisions.** Please understand that we have staff that travel far to come to work each day, and safety is our number one priority. Monthly tuition is required regardless of days missed during closures.

## **Emergency Plan**

The emergency plan is posted on the school bulletin board. Parents will be notified of any emergency via email. In case of a fire, we will leave the building and head to Welcome Park (2<sup>nd</sup> & Walnut). In case of a shelter-in-place scenario, we will remain in the basement of the building. In an evacuation instance, we will evacuate to Customs Coffee House (211 Chestnut St). For the safety of everyone, we ask parents to wait until the all clear is given before coming to pick up your child. If you do come, if possible, we will ask you to remain with us until the all clear is given.

## **Field Trips**

All field trips are walking or stroller distance from the school. Parents sign a permission slip in the beginning of the year for all local trips.

## **Conferences & Progress Reports**

Parent-teacher conferences are scheduled for the spring. Parents will receive a child service report during the conference. Open communication is vital at Amigos. Feel free to reach out to the director at any time to set up a meeting to discuss any questions or concerns. Students are evaluated weekly by their teachers.

## **Babysitting**

We are aware that occasionally parents have asked Amigos employees to babysit their children outside of normal school hours. If a teacher decides to

provide such extracurricular babysitting services, he or she does so at his or her own discretion and not on behalf of Amigos. Because these private arrangements are entirely separate from the teacher's employment at Amigos, any extracurricular babysitting services performed by a teacher are considered outside the scope of employment and, accordingly, Amigos shall not be responsible for the employee's conduct or performance while babysitting. By signing off on the parent handbook form, parents release Amigos Preschool from any responsibility relating to a teacher's performance or conduct while babysitting.

### **Childcare Code/ OCDEL**

The PA Child Care Code Provisions may be found using the website below.  
<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html>

Contact information for OCDEL: Office of Child Development and Early Learning:  
801 Market Street, Suite 5132, Phila, PA 19107 (1-800-346-2929 or 215-560-2541)

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### **Health Policy Addendum- Covid 19**

Please note that this portion may change at any time due to state recommendations, school needs, and the overall health and safety of the Amigos community.

Amigos Preschool is dedicated to maintaining a safe, healthy, and positive learning environment for all families and staff during the Covid-19 pandemic. We will continuously reevaluate our practices to evolve with the most up-to-date information regarding best practices for operating during this time. Please read through these guidelines, as your support is essential in maintaining the overall health of the entire Amigos community.

#### **Adjusted Hours of Operation**

- Amigos Operating hours are **7:30 AM – 5:30 PM**.
- **School Day** students may be dropped off between 9:00-9:30 AM and must be picked up between 2:30-3:00 PM.
- **Extended Day** students may be dropped off between 7:30-9:30 AM and must be picked up by 5:30 PM.
- At the end of each day staff will disinfect toys and classroom furniture, wash uniforms, and sanitize all high-touch surfaces in order to set up the school for safe operations with Covid-19 restrictions.

- We appreciate your promptness in picking up your child(ren), so our staff can be diligent with cleaning routines and daily preparations. *Late fees will be applied.*
- The professional cleaning company will further disinfect and sanitize the school each night.

### **Drop Off Routine**

- Parents must use the glass Amigos door (stair entrance).
- All parents must wear a mask when dropping off, picking up or standing outside near Amigos.
- Parents will not use the fingerprint reader or sign in tablet.
- Staff will check in students on the Brightwheel application.
- The stroller door entrance will be closed to families.
- No bikes, strollers, car seats or scooters may be stored in the closet.
- Only one parent will be permitted to drop off and pick up.
- Individuals in a high risk population should not drop off or pick up.
- Parents must practice social distancing at drop off and pick up, remaining 6 feet apart from other families.
- Family members should not enter Amigos.
- A teacher will receive the children at the main door, wash hands, and will take them to their classroom.
- Shoes will be removed in the front entrance.
- Children must be well and symptom free to attend school.
- Staff will record the temperatures of parents and children at the door.
- If any member of the family has a temperature of 100 or above, the child will not be permitted to attend Amigos until the family member is cleared by a medical professional.
- If any family member (parent or sibling) is exhibiting symptoms and/or fever, the children will not be permitted to enter.

### **Screening Methods**

- The staff member will make a visual inspection of the child for signs of illness as outlined in the symptoms chart posted at the front door.
- Staff may question parents regarding symptoms at the door.
- Amigos staff will conduct a daily health screening of ALL PERSONS entering the building, including children, facility persons, family

members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.

- We will NOT allow facility persons, children, siblings, or visitors to enter the child care facility if they have tested positive for or are showing COVID-19 symptoms as outlined in the symptoms chart below or if the person recently had potential exposure with a person with COVID-19.
- Amigos will continue to monitor all facility persons and child health throughout the day.
- We will immediately isolate a child or facility person that develops COVID-19 symptoms as outlined in the above chart and send them and siblings home as soon as possible.
- While waiting for a sick child to be picked up, if the child has symptoms of COVID-19, the caregiver will remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision.

### **Daily Routine**

- No non-essential visitors will be permitted to enter the school.
- We will temporarily suspend after school activities.
- Amigos' class sizes are already significantly smaller than the state code and will remain that way.
- The students and staff have increased hand washing during the day for staff and students.
- All material objects that are difficult to clean and small toys that are easily mouthed by young children will be removed from the classrooms.
- All classes will have a mouth toy bin and teachers will disinfect regularly.
- We will promote social distancing for children during the day as much as possible between classes.
- Outdoor time will be walks and park visits, no playgrounds.
- The gym and all objects in the gym will be sanitized after every use.
- Amigos will NOT serve morning snacks. Please pack a small extra snack for the morning.
- Staff members will be assigned to regular disinfection of high-touched areas within the center multiple times daily, including, but not limited to door handles, cabinet handles, railings, classroom doors, ledges, light switches, bathroom sinks and toilet handles.
- Staff will also wear masks and scrub shirts, which will be washed at the end of each day.



### General Covid-19 Information

- If a child or teacher is diagnosed with Covid-19 and attends school, the school may be closed for 48 hours before reopening.
- Families are required to let us know if anyone has been in contact with someone who has been diagnosed with Covid-19.
- There is a CDC checklist posted at the front entrance. Families are required to let Amigos staff know if anyone in the household exhibited any of the listed symptoms.
- Amigos may need to close at any time if there is a confirmed case of Covid-19.
- Please send your child (2 years +) with a clean mask each day. We will do our best to promote usage, but if it becomes too difficult to maintain, the mask will be removed.
- If a child gets sick at school, he or she will be separated and will need to be picked up immediately.

### SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear **2-14 days after exposure to the virus.**

A COVID-like illness is defined as:		
At least ONE of these symptoms	OR	At least TWO of these symptoms
<input type="checkbox"/> new or persistent cough <input type="checkbox"/> shortness of breath <input type="checkbox"/> new loss of sense of smell <input type="checkbox"/> new loss of sense of taste		<input type="checkbox"/> fever $\geq 100.4^{\circ}\text{F}$ <input type="checkbox"/> chills <input type="checkbox"/> muscle pain <input type="checkbox"/> headache <input type="checkbox"/> sore throat <input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> fatigue <input type="checkbox"/> congestion/runny nose

### **Procedure for Confirmed Positive Cases and Exposure to COVID-19:**

- Amigos Preschool will report to the PA Department of Health and Department of Human Services when any staff, student or their household member is positive or exposed to a positive COVID-19 case.
- The Director will inform parents when there is a suspected outbreak at Amigos Preschool, defined as a single positive COVID-19 case that represents a public health emergency in the opinion of the PA Department of Health.

- The school (or classroom) will close for a minimum period of 48 hours following a confirmed positive COVID-19 case so that it can be cleaned and disinfected properly. The total length of closure will be determined in coordination with the PA Department of Health.
- If anyone from a family's household has been exposed to a confirmed or suspected case of COVID-19 outside of Amigos Preschool and has been instructed to self-isolate or quarantine, students may not return for at least 10 days.
- Household is defined as any individuals who may not live in the student's home, but may be staying there temporarily or are otherwise present in the home on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with school pick up or drop off privileges.
- Exposure to a person who tests positive for COVID-19 is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual.
- Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).

***Procedure for Returning to School:*** Students may discontinue isolation for COVID-19 and return to school under the following conditions:

- If the student is a direct contact, he or she must quarantine for at least 10 days and produce a negative Covid test dated 5 days from exposure.
- If the student tested positive for Covid, he or she must be cleared by the Department of Health and produce a Release of Isolation Letter (14 day minimum quarantine period).

**Cleaning and disinfection efforts:**

- Amigos has developed a schedule for cleaning and disinfecting.
- The staff routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched including door knobs, light switches, classroom sink handles, countertops, toilet training potties, desks, chairs, cubbies, and gym equipment.
- All cleaning materials are kept secure and out of reach of children per regulations.
- Toys that cannot be cleaned and sanitized are stored away.

- Toys are not shared between other groups of infants or toddlers, unless they are washed and sanitized.

## **SOCIAL DISTANCING**

- Amigos has changed special events such as festivals, holiday parties, and special performances to follow Covid protocols.
- After school programs are canceled to prevent large groups and combining of classes.
- We are limiting the mixing of children as much as possible.
- At nap time, children's naptime mats are spaced out.

### ***Closure Policies:***

Please be aware that to maintain your child's place at Amigos Preschool, you are responsible for the entire tuition due at each month. The school's expenses do not decrease if your child is absent temporarily due to vacation or illness. There is no credit or refund given for vacations, scheduled school holidays, child illnesses, intermittent building closures, sibling contact quarantine or classroom closures due to COVID-19, or closures due to city or statewide emergency or inclement weather.

Should Amigos Preschool need to close for an extended period of time due to the COVID-19 emergency, such as moving back into the "Red Phase" or consecutive closures due to COVID-19 cases within Amigos Preschool, the Administrative Team will determine the continued status of in-person or virtual operations as well as any adjustment to tuition. Amigos Preschool reserves the right to make adjustments to tuition during the year to maintain operations and meet its budgeted costs.

**In sending your child to Amigos Preschool you understand the risks presented by the Covid-19 outbreak.**