



## **Parent Handbook 2023-2024**

### **Attendance**

Regular school attendance helps with adjustment and is fundamental to overall learning. Please let us know on the parent app if your child will be absent from school.

### **Hours of Operation**

- Amigos Preschool is open weekdays 7:30 AM to 5:30 PM.
- The school calendar is posted on the school website: AmigosPreschool.com.

### **Arrival & Dismissal Policies**

- School day drop off 9:00-9:30 AM & pick up 2:30-3:00 PM
- Extended day drop off 7:30-9:30 AM & pick up between 2:30- 5:30 PM
- We will only release your child to individuals listed on the Emergency Contact Parent Consent form with a photo ID.
- Students must arrive before 9:30 AM, unless they have a medical appointment. Please let us know if your child has an appointment and will arrive late.
- Students may NOT be dropped off or picked up between the hours of 12:30-2:30 PM, as it disrupts nap time. If you need to pick your child up early, please do so prior to 12:30 or after 2:30 PM.
- For the safety and security of all students, parents will drop off and pick up at the front door of the school and will not enter the school.

### **Meals & Snacks**

- **NO nut or peanut products permitted.**
- We will inform you of any other classroom allergy restrictions.
- Parents pack lunch along with 2-3 extra snacks.
- Refrigeration provided for **MILK**.
- Families must send in ice packs for perishables.
- We do not heat up lunches.
- Birthday treats must be store bought and labeled "school safe" & "nut-free."
- Please send in food that your child can try to eat using hands. If your child is able to use utensils, please send them with lunch. Teachers always help students who need assistance with meals and will also work with them on eating independently.

### **Staff Communication**

All communication with teachers and staff will be through the parent app. Each classroom has an iPad that the teachers use to add activity updates and post daily pictures. The staff have set times during the day when they check the messages from parents and/or send messages to the families. Typically these times are during AM snack time, naptime, and during PM snack time. The administrative team is constantly checking the messages and will communicate with teachers if something is important or time sensitive.

### **Comfort Items**

Students are permitted to bring ONE labeled comfort item. If a child brings in more than one it is possible that we will send it home at drop off or keep it at the front desk until pick up. Please do not send in toys as they often get lost or misplaced.

### Transportation & Late Pick Up

Parents provide transportation to and from 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. If payment is not received before the 17<sup>th</sup> of the month, there is a \$350 charge and you risk losing your child's enrollment. Once submitted, the entire enrollment deposit is non-refundable (first month's tuition, supply fee & \$ 1500 security deposit).

The security deposit will be applied to your child's last month(s) tuition with two full month's notice given (60 days). Written notice must be given on or before the first of the month. Any schedule change must be given with two full months notice as well or you will be responsible for the tuition of the previous schedule. We do not prorate tuition. All tuition fees are posted on Amigos Preschool's website (AmigosPreschool.com). Tuition is subject to change. See chart below for other fees & discounts.

<b>FEES &amp; DISCOUNTS</b>	
Sibling discount (one sibling's tuition)	5%
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 & Personal Items

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

## Health Policy

- Families must report all illnesses to the school whether or not the child is present that day.
- Students must be 24 hours (medication free) without diarrhea, vomiting, or fever to return to school. (See addendum below for COVID policies.)
- If your child is not able to participate in classroom activities and due to illness, they will need to be picked up. This is up to the school's discretion.
- Rashes with a fever require a diagnosis by a doctor for a child to attend.
- Child allergy lists are posted in all classrooms based on allergy forms filled out by parents.
- Amigos is a nut & peanut-free school.
- If your child becomes ill at school, you will be notified as quickly as possible so your child can be cared for at home.
- We report all school injuries to parents via the parent app or phone call.
- Amigos Preschool is in full compliance with all Pennsylvania laws and regulations regarding immunizations. Proper documentation is required for all students.
- Students with **pinkeye** must be on prescription drops for a minimum of 24 hours (bacterial infections) and eyes must be without discharge or discoloration when returning to school after a 24 hour period.
- Students with **Hand Foot and Mouth** may not return to school until all open sores are healed over and fever-free.
- Students with **ear infections** must be treated and without fever to return.
- Students with **lice** must have a full course treatment with lice shampoo and no nits or eggs present in the hair.
- Students diagnosed with **Strep or Influenza** must be treated by a physician and fever-free (without fever reducing medication), and wait at least 48 hours before returning to school.
- Students diagnosed with **Ringworm** must wait 24 hours after treatment and will be required to have a doctor's note.
- Amigos will administer Benadryl, in the case of suspected allergic reactions. Parents will always be notified if Benadryl was given.
- Amigos reserves the right to request a note from the physician for any illness.

**Please keep your child home if they have:**

- Cough coming from the chest which produces phlegm and may be a sign of a respiratory illness.
- Rash or skin conditions such as poison oak, impetigo, or contagious cold sores. Any unusual rash should be examined by a doctor. Students must have a note to return.
- Runny nose with green or yellow discharge associated with fever or cough with mucus secretion.
- Sore throat with other symptoms like fever or swollen glands, keep him/her home until fever free without meds for 24 hours. Your pediatrician may also recommend a culture for strep.

See addendum for additional health policies related to COVID-19.

**Administration of Medication**

Medications will only be administered if the required dosage is due during the time the child is at school and under the following conditions:

- The administration of non-prescription and prescription medications for a child will not occur without a signed medical log form.
- Medications will not be administered contrary to the directions on the original medication container.
- All medications must be in their original packaging with the child's name, directions for administration, the dosage, number of doses per day, and number of days the medication has been prescribed and indicated on the form.
- The medication and/or dosage (prescription or over the counter) being requested to administer must not be the child's initial dose meaning, the child must have taken this medication or this dosage in the past. A new medication or new dosage of medication cannot be given in a child care program.
- Staff will keep a written record of all administered medications using the Medical Log form. Medications will be stored out of reach of children, under proper conditions for sanitation, preservations, security, and safety.

**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 (Elefantas and Jirafas) are required to be potty trained before entering the class. Pull ups during nap are acceptable.

**Behavioral Policy**

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. We work all year round on sharing and using words to express emotions. We will discuss behavioral issues with parents. However, we will not share the names of the individual children involved in the conflict in order to protect the privacy of all parties involved.

## **Expulsion Policy**

Amigos Preschool will exhaust all efforts to meet the behavioral needs of all children including not limited to creating behavior plans or recommending an external intervention program. The school 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.

## **Supervision**

Children are supervised at all times by teachers and staff. All classrooms must meet or exceed the state mandated ratios based on the age of the youngest child in the classroom.

## **Inclusion Policy**

Amigos is committed to providing an inclusive and welcoming environment for all staff, clients, volunteers, subcontractors, and vendors. Amigos does not discriminate on the basis of race, color, sex, sexual orientation, religion, national origin, ancestry, age, handicap, marital status, or any other legally protected class. We accept children at varying developmental levels whether typical or atypical. We will also support all children with disabilities to the best of our ability and work with external intervention programs as needed to support the development of the child.

## **IEP/ IFSP Policy**

Amigos staff will reach out to parents directly to recommend an evaluation if there is a behavioral or developmental concern for a child. The school will subsequently provide the contact information to parents for Child Link for students 1-3 years old and Elwyn services for students 3-5 years old. The school will work closely with any service providers to implement the recommendations and provide necessary accommodations to the best of the school's ability in accordance with a child's IEP or IFSP.

## **Transition**

At the end of each school year, students move up to the next age group either in July, August or September. Students are grouped by age and developmental ability. Amigos will send information on the parent app regarding a child's transition to a new classroom prior to the change. Students may also transition during the school year on a case to case basis.

## **Birthdays**

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

## **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 parent app message notifying families whether or not school is canceled, delayed, or will open at the usual time. **Amigos will follow the Philadelphia School District's decision in regards 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 the parent app. 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 or back classroom on the first floor. In an evacuation instance, we will evacuate to the Museum of the American Revolution (101 S 3rd Street). 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 at the beginning of the year for all local trips.

### **Conferences & Progress Reports**

Parent-teacher conferences are scheduled for the spring along with at the start of the school year. 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 also evaluated weekly by their teachers.

### **Babysitting**

We ask families to refrain from having teachers or staff babysit. Amigos Staff are not permitted to babysit, tutor or provide any related services outside of school to avoid any conflicts of interest with any current or former Amigos families. If a teacher attends a family event outside of Amigos, 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 attendance to extracurricular events by a teacher are considered outside the scope of employment and, accordingly, Amigos shall not be responsible for the employee's conduct. By signing off on the parent handbook form, parents release Amigos Preschool from any responsibility relating to a teacher's conduct while interacting with families outside of Amigos.

### **Required Student Paperwork**

Parents must send in paper copies of all required paperwork completely filled out (no blank spaces) during the registration period. Families are required to inform Amigos administration in writing of any changes or updates to the information provided. In order for your child to attend Amigos, the paperwork must be up-to-date and reviewed periodically.

### **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)*

## **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. In sending your child to Amigos Preschool you understand and accept the risks presented by the COVID-19 outbreak.

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 policies to evolve with the most up-to-date information regarding best practices for operating during this time. Amigos will follow the recommendations provided by the Philadelphia Department of Health regarding quarantine periods, class closures, testing, and masking. Amigos preschool has the ability to make all final decisions regarding implementation of COVID-19 policies to ensure the health of the entire community.

### **Mitigation Procedures**

#### **Drop off procedures**

- Staff will check in students on the parent app..
- Staff/students (2+) are required to wear masks with exposures or any symptoms of illness.
- To reduce the risk of exposure parents will not enter Amigos.
- A teacher will receive the children at the main door and sanitize hands.
- Children must be well and symptom-free to attend school.
- Parents are required to disclose any current illnesses in the household.

#### **Health Screenings**

- Amigos staff will make a visual inspection of students for signs of illness.
- Staff may question parents regarding symptoms at the door.
- All families should also self-screen for symptoms and must report any exposures to Amigos administration before drop off.

#### **Handwashing**

- During the day, students will be required to wash their hands using CDC recommended hand washing procedures, as in the usual practice.
- Alcohol based sanitizer will also be used at times with adult supervision.

#### **Cleaning & Disinfecting**

- The entire school will be cleaned and disinfected by a professional cleaning company at the end of each day with deep cleans every Friday evening.
- Mouthing bins will be available to the youngest classrooms, so items may be separated

and disinfected appropriately.

## **COVID-19 Exposures & Positive Cases**

The policies listed below are subject to change as per the recommendations of the Philadelphia Department of Health and at the discretion of Amigos Preschool Administration.

### **Discontinuing at Home Isolation after a positive COVID-19 result:**

- If the student is asymptomatic (without fever-reducing medications), and the student is able to mask, the 10 day quarantine period may be shortened to 7 days with a negative test on or after day 5. (If positive, the quarantine period is 10 days.)
- Students under 2 years old have a mandatory quarantine period of 10 days.
- Negative tests are not required to return after any 10 day quarantine period.

### **Exposure to COVID-19 at school:**

- If there is a classroom exposure, students may be required to submit tests to return. The frequency and timeline for testing will be shared at the time that the exposure is shared with families.
- Students under 2 years old will need to quarantine depending on the Department of Health timeline and cannot partake in the test-to-stay option, as they are unable to mask.

### **Exposure to COVID-19 in the household:**

- Direct Exposure - [when a] household member [is positive] - Can the household member isolate completely from the child? (*Isolation at home* means using a separate bathroom or disinfecting completely between use, maintaining masking when in common areas, and spending majority of time in a separate area or room.)
  - If YES, children can return to school on day 7 if they test negative on or after day 5 of exposure
  - If NO, children must quarantine (due to ongoing exposure) until the household member has completed their quarantine and symptoms resolve AND THEN follow YES response above.

### **Closure Policies:**

Please be aware that to maintain your child's place at Amigos Preschool, you are responsible for the entire tuition due 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 COVID-19 or any other health or city 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.