



KIDS SPANISH SUMMER PROGRAM **PARENT HANDBOOK**



Contact: 404-218-2402

Email: gfonta2017@gmail.com

Website: lafountainelanguages.net

Space is limited

Location: 32 Jones Street
Norcross, GA 30071

Welcome to La Fontaine Language Center (LFLC)

Kids Summer Spanish Program

Our goal is to provide children with a safe and enjoyable experience where they can develop their Spanish language skills and form friendships. Make sure children arrive at the center with completed forms found in this Parent Handbook. It is important we have the most current information on your account (phone number and email).

Spanish Summer Program Forms

Spanish summer programs require 3 forms that must be submitted on the first day: Pick-Up Authorization, Emergency Information & Agreement, Code of Conduct. These forms can be found in this handbook or at www.lafontainelanguages.net. To expedite check in, make copies for each Spanish summer program session your child is attending. You may receive additional Spanish summer program-specific information, forms through a Spanish summer program email sent a few days before the program begins.

Signing Spanish Summer Programmers In & Out

Authorized individuals must sign Spanish summer programmers in and out each day. Staff are required to I.D. all persons picking up children. Spanish summer programmers will only be released to individuals on their Pick-Up Authorization Form.

For specific custody issues requiring special attention, notify the Spanish summer program Director by responding to the summer program email. For late arrivals to the Spanish summer program, check in with the Spanish summer program Director.

Late Pick-Ups

In case of late pick-up, a late fee of \$1 per minute will be applied. If a child is consistently picked up late, the child's enrollment may be terminated. Children become very upset when parents are not on time so please contact the Spanish summer program location if you know you will be running late. A duty manager or another

designated staff member will supervise Spanish summer programmers after program hours. Child Protective Services may be contacted if children are left at the program one hour after the scheduled program end time.

Medications at the Kids Spanish Summer Program

Medication will not be administered to your child during the Spanish summer program except the following (if applicable): Band Aid/ Neosporin or similar Ointment, Non-prescription Ointment (Desitin, Vaseline etc)

Refunds and Credits

There are no refunds/credits for missed days due to conflicts or sick days.

Special Accommodations

La Fontaine Language Center Kids Spanish Summer Program does not provide special accommodations

Code of Conduct

All participants must read and sign the Spanish summer programmer Code of Conduct which states children must be able to demonstrate the following with minimal direction:

- Must be able to maintain personal care without staff support
 - Stay with their assigned group
 - Respect others (listen, follow directions, use appropriate language, keep hands to oneself)
 - Maintain self-control
 - Meet the prerequisite skills for the program
- For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. LFLC reserves the right to immediately dismiss a child from any program.

Illness/Sickness

Parents should monitor their children before heading to Spanish summer program and keep them home if they show signs of illness including vomiting, diarrhea, rashes, chills, a temperature of over 100 degrees, dry cough, shortness of breath, sore throat or any new muscle aches/pains.

If a Spanish summer programmer becomes ill at Spanish summer program, parents will be notified to pick up their child immediately. Children must be free of illness for 24 hours before returning to Spanish summer program. Please notify the Spanish summer program location within 24 hours if any member of the household develops a communicable disease and provide immediate notification if it is life-threatening.

Notifications are posted/emailed when there is a communicable disease outbreak within a Spanish summer program. The LFLC monitors guidance from the County and governing health agencies to ensure best practices are in place to maintain a healthy environment for children and staff.

Masks are optional at Spanish summer program. However, the LFLC supports individuals who choose to continue wearing them. Please be respectful of individual choices.

Parents should discuss their expectations with their child(ren). Spanish summer program staff will remind Spanish summer programmers to follow their family's decision about wearing masks.

To maintain a healthy environment, Spanish summer program staff will encourage frequent handwashing throughout the day, ensure surfaces are cleaned and disinfected, and remind Spanish summer programmers to avoid touching their eyes, nose and mouth.

Injuries

For minor injuries, staff will provide first aid to include washing out the wound with water and/or applying ice packs and adhesive bandages as needed.

The parent/guardian will be informed of the injury and treatment at pickup. For more serious injuries, the parent/guardian will be contacted immediately.

Weather Plan

Weather-related closures will be communicated through email. Spanish summer programs operate on code red days with modified activities and frequent water and shade breaks.

Sunscreen/Insect Repellent

Staff is not permitted to apply sunscreen, insect repellent or lotion directly to children. Spanish summer programmers over the age of five may bring sunscreen and/or insect repellent (in the original container and labeled with their name) to apply themselves with help from staff. Be sure to apply sunscreen and insect repellent to your child before Spanish summer program.

Personal Belongings

Label ALL belongings.

Personal belongings should be kept in a bag or backpack. We strongly discourage Spanish summer programmers bringing electronics to Spanish summer program.

LFLC follows the public school's policy on cell phones and electronic devices which allows children to keep them in their backpack; turned off during Spanish summer program hours. For their safety, Spanish summer programmers must wear close-toed shoes such as sneakers. The LFLC and the site staff are not responsible for lost/stolen items. It is always a good idea to pack extra items in case something is misplaced during the day.

Snacks

Parents are responsible for providing snacks to their children. Snacks brought from home must be nonperishable and packed in a soft cooler/lunch bag with an ice pack (refrigeration not available). Label with your child's name and date. Parents will be notified to bring in snacks in the event a child does not have one.

Children enrolled in LFLC Spanish summer program programs may be photographed or videotaped during Spanish summer program by LFLC staff, contract partners or the public media for LFLC promotional purposes unless a separate written request not to photograph or videotape is submitted at gfonta2017@gmail.com

License Exemption

The State of Georgia requires the licensing of certain child programs. La Fontaine Language Center Kids Spanish Summer Program is exempt from licensing and is not required to be licensed.

Questions

For prompt response, email our main Spanish summer program office at gfonta2017@gmail.com

**La Fontaine Language Center
Kids Spanish Summer Program
PARENTAL AGREEMENT**

I assume responsibility for the tuition and fees for the full summer camp of my choice.

2. I accept the responsibility to keep my financial obligations current without invoice.
3. I hereby acknowledge that tuition and related fees are nonrefundable.
4. I hereby acknowledge that La Fontaine Language Center may organize field trips, school outings and other educational activities in which students may visit off-site locations and facilities. The school will obtain written authorization from me before my child participates in routine transportation, field trips and other special activities away from the facility.
5. I hereby release, hold harmless and indemnify La Fontaine Language Center, its officers, teachers, assistant teachers and agents from any and all liability or damages arising as a result of injuries to my child sustained while attending school or a school function. I authorize the school to obtain emergency medical care for my child when I'm not available.
6. I hereby give my permission for pictures taken of my child during any summer camp activity to be used by La Fontaine Language Center for school-related publications.
7. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child physician, child's health status, infant feeding plans and immunization records.
8. The school agrees to keep me informed of any incidents, illnesses and injuries which include my child.
9. My child will not be allowed to enter or leave the school without being escorted by the parent(s), person authorized by parent(s), or facility personnel.
10. Warning: Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19.
11. I'm aware that the school does not administer medicine to my child, except the following (if applicable): Baby Wipes/ Band Aid/ Neosporin or similar Ointment, help applying Sunscreen/ Insect Repellent/ Non-prescription Ointment (Desitin, Vaseline etc)
12. Snacks are not included in the tuition: Parents need to send water/juice from home.
13. **I understand that the Kids Spanish Summer program is not licensed and is not required to be licensed (the program is exempt from being licensed) by "Bright From the Start, Georgia Department of Early Care and Learning". Our Program is not accredited by Georgia Accrediting Commission.**

The Parent(s)/Guardian(s) signing this Registration Form is/are responsible for the payment of tuition in accordance with the terms and conditions set forth above. Parents/Guardians hereby certify that, to the best of our knowledge, the information contained in this application is true and accurate. The Staff of La Fontaine Language Center may verify any part of this application material. The applicant desires to be a student at La Fontaine Language Center Kids Spanish Summer Program.

I have read the Parental Agreement and agree to adhere to them. I certify the information above is complete and correct. I have made a copy of this for my own records.

Parent/Guardian Signature _____ Date _____

BRING SPANISH SUMMER PROGRAM FORMS ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS



**La Fontaine Language Center
Kids Spanish Summer Program
Pick up Authorization Form**

List those individuals authorized to pick-up your child (include yourself). Your child will be permitted to leave with these individuals only and photo identification will be required at sign-out.

BRING SPANISH SUMMER PROGRAM FORMS WITH YOUR CHILD ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS. TO AVOID CONFUSION, PLEASE MAKE COPIES TO SUBMIT TO THE SPANISH SUMMER PROGRAM/EACH WEEK.

Child's Name _____

Authorized Person's Name	Relationship to child	Phone Number

Unauthorized Persons NOT ALLOWED to pick up Child

(appropriate custody papers shall be attached if a parent is not allowed to pick up the child):

Authorized individuals must sign children in and out each day.

Date	Day	Time In	Name	Time Out	Name
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				



**La Fontaine Language Center
Kids Spanish Summer Program
Emergency Information forms**

Emergency Information & Agreement

Child's First Name	Middle Initials	Last Name	Nickname	Date of Birth	Sex

Allergies or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency situation)

To ensure the best possible experience, tell us about your child (include any emotional, behavioral, physical or developmental

challenges and any special accommodations needed (please explain):

Child's Physician	Phone Number

PARENT(S)/GUARDIAN(S) INFORMATION (write N/A when not applicable)

Parent's Full Name	Email Address	Cell Number
Home Address (#, street, apt, city, state, zip)	Place Employed	Home or Work Phone
Parent's Full Name	Email Address	Cell Number
Home Address (#, street, apt, city, state, zip)	Place Employed	Home or Work Phone

EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)

Emergency Contact #1	Address (#, street, apt, city, state, zip)	Cell Phone Number
Emergency Contact #2	Address (#, street, apt, city, state, zip)	Cell Phone Number

I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct. I have made a copy of this for my own records.

Parent/Guardian Signature _____ Date _____

BRING SPANISH SUMMER PROGRAM FORMS ON THE FIRST DAY. DO NOT MAIL/EMAIL FORMS.

Code of Conduct

Children and parents should review this required document together and sign below

Children must:

- ☉ Follow the policy for cell phones and other multimedia devices: LFLC follows the
 - ☉ Use equipment and supplies in a safe and appropriate manner.
 - ☉ Take care of their own belongings.
 - ☉ Keep hands to oneself and maintain self-control.
 - ☉ Use appropriate language.
 - ☉ Listen to program leaders and follow directions.
- children should report all incidents immediately to their counselor.
- ☉ Respect others in what you say and do. Teasing and bullying are not permitted and
 - ☉ Stay with assigned group at all times.

We are not responsible for lost or stolen items. Care for these items is solely up to the child.
We strongly suggest these items be left at home.

Parents Must:

- Adhere to the Spanish summer program refund as outlined in the parent packet.
- Contact the Spanish summer program Director or Program Manager immediately when issues arise.
- Sign children in and out of the program, bring photo I.D. and be on time.
- Complete and submit appropriate paperwork from the parent packet.

Possible Grounds for Immediate Dismissal (no refund given):

- **A child who displays repeated inappropriate behaviors.**
- **A child who causes injury to another child or staff member.**
- **A child intentionally harms or threatens to harm himself or others.**

Depending on the severity and other assessed factors, LFLC reserves the right to terminate Grounds for Immediate Dismissal (no refund given):

- A child who brings a weapon to Spanish summer program.
- A child who vandalizes or steals property of the Spanish summer program facility, staff or other children.

Staff will manage disruptive and inappropriate behaviors by addressing it with the child and discussing what is appropriate behavior as well as redirecting behaviors when appropriate.

If necessary, staff may remove a child from an activity until the child exhibits proper self control.

Staff will address problem behaviors with parents to strategize possible solutions.

In situations where inappropriate or disruptive behavior persists, the child's enrollment in LFLC programs will be terminated.

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable experience for everyone (**please bring this form with you on the first day of Spanish summer program**).

Child's Name _____

Signature of Parent or Guardian of Child _____

Parent's Cell Phone Number _____



KIDS SPANISH SUMMER PROGRAM
PARENT HANDBOOK



Contact: 404-218-2402
Email: gfonta2017@gmail.com
Website: lafountainelanguages.net
Space is limited

Thank you for joining our program!!!