



Parent Handbook - Policies and Procedures



Our Staff

Our Program Director supervises the entire camp operation. The camp teachers and aids are hired for their leadership abilities and will assist the Program Director in daily camp operations. They are certified teachers, college students, substitute teachers, tutors, volunteers, and paraprofessionals. They understand the importance of issues such as safety, daily health observation, and the importance of maintaining a professional and caring environment for our campers.

Enrollment/Registration

All parents/guardians are responsible for completing all required enrollment paperwork. All required paperwork is as follow:

- Online Registration Form
- Release & Liability Form- Picture/Video/Social Media Consent
- Parent Handbook Acknowledgement Signature Page
- Monthly/Semester Field Trip Permission Form

Ages of Children Served:

4-12 years of age

Program Dates/Hours/Fees

Dates:

January – December Annually

Hours:

Summer/Day/Break Camp hours: 7:30am-3:30pm

After-Care Hours: 3:30pm-6:30pm

Day of the Week:

Monday-Friday

Dates Closed:

Language International will observe the following holidays and will be closed:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Holiday
- Memorial's Day
- Inclement weather days

Fees: This is a prepaid program. All fees must be paid in advance before attendance. Language International accepts multiple forms of payments; cash, check, money order, or major credit cards. Please make payments to Language International Edu.



Parent Handbook - Policies and Procedures



Program fees are as follow:

Tutoring Fees (Language Emersion/Academic):

- \$25 per child small group (1-hour session)
- \$45 per child for small group tutoring (2-4 kids) per hour and a half session.
- \$65 per child per individual tutoring (1-2 kids) per 75 minute session

After School Program Fees:

- \$60 per week per child
- Daily Rate - \$12
- Registration - \$25 family registration
- Early Release Day Rate for additional hours \$8
- Monthly Discount Rate - \$200 for 4 weeks. Must be paid by the 5th of the month)

T-shirt Fee: \$15

There is a \$25/\$35 registration fee per child for all programs and a \$35/\$45 family registration fee. This fee is non-refundable and will be charged annually. This fee also covers enrollment for all programs.

Payments of weekly and daily fees are non-refundable and non-transferable due to absences or vacations.

Refund Policy- No refund is our policy. Credit balance can be used for our other program.

Field Trips

After School Program: Field Trips will take place on a semester basis (**one field trip in the Fall and one field trip in the spring**). **Parents may incur an additional fee.**

Summer/Day/Break Camp: All field trips will take place each week on Wednesdays. All parents **must** sign monthly field trip forms for the month of June and July. Weekly reminders will be sent to parents the week of and the week before.

All campers must a Language International t-shirt in order to attend field trips (no exceptions). All field trips are TBA.

Day Camp/Summer Camp/Saturday Program Clothing

Parents must send you child to camp in comfortable clothing. Due to the outdoor and physical activities, please do not send your child to camp with flip flops, dresses, skirts, tight fitting clothing or jewelry.

Parents must send children to camp with an extra change of clothing marked with their names for identification. Parents may also send children to camp with these extras: sun screen, bug repellent, their own water bottle, and a towel to rest with for quiet time. Please label and mark all of your child's items.

Daily Schedule

Summer/Day/Break Camp

- 7:00am.....AM Staff Arrive
- 7:30amStudent Arrival Begins
- 7:30am-8:30am.....Enrichment Session-Activity Books
- 8:30am-9:30am.....Breakfast
- 9:00am 0 10:00am.....Outdoor Enrichment



Parent Handbook - Policies and Procedures



10:0am-10:30am.....	Bathroom Break
10:30am-12:30pm.....	Passport/Brain Juice Activities
11:30am.....	AM Snack
11:45am.....	Bathroom Break
12:00pm.....	Passport/Brain Juice Activities
12:30pm-1:30pm.....	Lunch
1:30pm-3:00pm.....	Outdoor/Indoor Enrichment
3:00pm.....	All Campers Inside/PM Snack
3:30pm.....	Camp Day Pick Up/After Care Begins
3:30pm- 5:00pm.....	Movie Time/Electronics
5:00pm- 6:00pm.....	Outdoor Enrichment/Organized Sports/Free Play
6:00pm-6:30pm.....	Dismissal Preparation/Clean Up

After School Program Schedule:

3:30-3:45.....	Attendance/Bathroom Break
3:45-4:00.....	Snack Break
3:45-4:45.....	Homework Assistance/DEAR Time
4:45-6:00.....	Outdoor Enrichment
6:00-6:15.....	Indoor Enrichment/Table Games
6:15-6:30.....	/Clean Up/Dismissal/Parent Pick-Up

Tutorial Schedule:

By appointment only during the after school and summer camp program hours.

Pick – Ups/ Drop-offs

Parents must walk your children in to the sign-in/out table to drop off or pick-up your child. This is for your child’s safety. Be prepared to show your driver’s license as a picture ID at the request of reception personnel. Only the persons authorized in writing by the parent/guardian may pick up your child. The staff will question those who are unfamiliar and check authorization. Anyone without proper identification will not be able to take your child. Please follow signs to designated sign in/out area. **YOU MUST SIGN YOU CHILD IN AND OUT OF ALL PROGRAMS!!!!** Failure to do so will result in your child not being able to continue in the camp. Please do not drop your child off or send them in without an authorized adult.

ALL CHILDREN MUST BE PICKED UP BY 6:30PM DAILY

Failure to pick up your child by 6:30 will result in late charges of 1.00 per minute after 6:30. No exceptions. This charge will be per child per incident and must be paid at the time of pick up in cash only. If a late pick up occurs two times or more with nonpayment, your child may not be permitted to return to camp. Failure to pick up a child after 7:00pm will result in a call to the authorities.



Parent Handbook - Policies and Procedures



Bringing Toys to Camp

Parents may send their child to camp with any toys and electronics. All such other materials needed for camps and other program activities will be provided unless otherwise specified in a letter to parent from the camp director. **Language International Kids Educational and Services is not responsible for any lost, stolen, or broken personal items or belongings bought to the any programs.**

Illness / Injury

Language International Educational Kids and Recreational Services is not equipped to care for children who are ill. Children who are ill will not be allowed to attend program. Any child who is ill during program operations hours will be brought to a supervisor to notify parent for immediate pick-up. Please do not send your child to camp if they show signs of illness. Any child who have or present the symptoms of a fever or diarrhea will not be allowed in the program that day.

If a child is injured, the teacher or site supervisor will contact the parent or guardian if deemed necessary according to the extent of the injury. In cases where an injury or illness is serious or life-threatening, emergency services will be called to transport the student to a hospital. An accident report will be completed and provided to parents by program administration.

Language International wishes to provide a healthy environment for all children. For the sake of others, as well as your own child, parents are asked to keep home any child with a fever of 99.9 degrees or higher or other symptoms of illness such as diarrhea, hacking cough, vomiting, etc. A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, he/she should be kept at home and the fact of the condition reported to the school. Contagious disease includes illnesses such as: strep throat, pinworms, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, chicken pox, scarlet fever, fifth disease, etc.

Medications

The safety and the wellbeing of every camper is very important to us! Please keep us informed of your child's needs. Only medications specified on the medical release section of the registration form will be dispensed. Prescription medication must be in the original container and legibly marked with the child's full name, name of medication, directions for administering, and name of physician.

Authorization for Medication:

A form must accompany any medication (over the counter or prescription) to be given to your child. A separate form must be filled out for each medication and be brought personally to the clinic by the parent. Do not send medications to the program with your child. Medications will only be accepted from the parent. PLEASE DO NOT PUT MEDICATION IN LUNCH BOXES OR BACKPACKS. If you need additional authorization for medical forms, please let administration know. No over the counter drugs will be given to your child unless authorized by a parent.

Prescription medicine must be in the original labeled container. The label must include your child's name, the name of the medicine, instructions for dispensing the medicine, and doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school. Over the counter medicine must be in the original container and marked with the student's name. Parents are to pick up unused medicine from the program. Any medication not picked up will be discarded or sent home with campers.

Other Medical Information:

It is a legal requirement in the state of Georgia that certain health forms, such as certification of immunizations, must be on file (and updated yearly) for every student enrolled in school. Therefore, Language International also requires parents to inform the program administration of any known medical conditions such as allergies and/or chronic diseases/illnesses affecting their children.

Lost & Found

All lost and found items will be placed in a box by the sign In/Out desk. Items will be sent to Good Will if not claimed after a reasonable time.

Breakfast/Lunch/Snacks Summer Camp-All children will be provided breakfast, lunch, a morning and an afternoon snack. Using the Federal Free Lunch Program for summer camp only. **During break camps throughout the school year, camper will have to bring their own lunch.**



Parent Handbook - Policies and Procedures



After School Program-All children attending the program will be given one afternoon snack.

Tutoring students must bring their own snack.

Discipline Policy

For the safety and enjoyment of all children, it is necessary to establish a discipline policy. Disruptive behavior and/or disrespect to program staff, teachers or the Program Director, will not be tolerated. The inappropriate behavior of a few children can ruin the entire experiences for the entire group. During the first day of camp session, children will be informed of the camp rules.

In accordance with the severity of the infraction and the number of times it occurs, a camper may be subjected to one of the following:

1. Lose the privileges of participating in a particular activity
2. Be denied of special event privileges
3. Be placed on probation from the program
4. Be dismissed from the program for the following:
 - a) intentionally going to unauthorized areas without staff permission
 - b) refusing to remain with his/her assigning group during activities
 - c) using foul inappropriate language
 - d) being disrespectful to staff and peers
 - e) Fighting or threatening a member of the camp program
 - f) Refusing to follow camp rules and other basic rules of safety
 - g) Stealing or defacing other children's belongings or property belonging the Language International Kids Educational Services.

No refunds will be given if a camper's behavior results in dismissal from the program. Staff will contact parents when inappropriate behavior persists or if the child is putting themselves or others in danger.

Rules and Regulations for Children Riding The Bus/Van

Bus/Van transportation will be available to pick up children from school to the after school program site. Bus/Van transportation will also be available to transport students to program field trips.

All parents will be responsible for:

- Picking up children from the after school program site
- Dropping students off to program site for Summer/Break/ Day camp
- Picking students up from program site for Summer/Break/Day camp/

Please read over these rules with your camper and be sure each rule is full understood.

1. Children riding on the bus are under direct supervision of the bus monitors and the bus driver.
2. The bus driver and monitor have the authority to assign seats to camper for safety or discipline reasons.
3. For your protection, keep your hands, arms, feet, and your head inside the bus at all times.
4. Objects and instruments cannot block the aisle.
5. Be sure all conversations are clean and avoid unnecessary loud talking or laughter.
6. No fighting, horse-playing, is permitted on the bus
7. Eating and drinking will not be permitted on the bus.
8. Do not throw paper or trash on the floor of the bus other at other campers.
9. Do not throw paper or trash outside of the window or the door of the bus.
10. Do not tamper with the emergency doors or window on the bus.



Parent Handbook - Policies and Procedures



Camper's Name (s):

- 1. _____ 2. _____
- 3. _____ 4. _____

I _____, I acknowledge that I have read, understood, and agree with all information provided in Language International Kids Educational Services Handbook. Since I have read, understood, and agreed with the information provided, I further take on the responsibility comply with the policies contained therein as well as any revisions made to it. Additionally, I will be sure my child(ren) comply with all policies and rules associated with this program.

Parent's Name (Print): _____ Date: _____

Parent's Signature: _____ Date: _____

Camper's Signatures:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Shirah C. Smith-Frazier

CEO/Founder

Contact Information

Language International Kids Educational Services

2071 Hosea Williams Dr ste-27 Atlanta, Ga. 30317

770-421-LANG (5264)

678-860-9010 (cell)

www.languageinternationalkids.com

shirah.frazier@languageinternationalkids.com

Shirah@brainjuicekids.com