

SPANISH FOR NIÑOS LLC

# Private Bilingual Program Manual



NOW OFFERING 3 OPTIONS.

**OPTION 1: MONDAY, WEDNESDAY & FRIDAY**

**OPTION 2: TUESDAY & THURSDAY**

**OPTION 3: MONDAY THROUGH FRIDAY**

# ABOUT OUR CURRICULUM

Our Curriculum Based Speech Therapy Activities English and Spanish Edition. [www.bilinguistics.com](http://www.bilinguistics.com)

## Pricing/Monthly Tuition

- Option 1: Monday, Wednesday & Friday: \$270
- Option 2: Tuesday & Thursday: \$200
- Option 3: Monday through Friday : \$450

## How do we enrich Language Skills throughout the day?

- Attendance & Greetings
  - Using pictures and/or written names of each students
- Calendar
  - A visual calendar along with weather starts the day with all the students participating
- Surprise Bag
  - The purpose of the surprise bag is to introduce the theme and any relevant vocabulary. Students will be excited to do this activity!
- Phonology
  - Listen up. Good phonological awareness starts with kids picking up on sounds, syllables and rhymes in the words they hear.
  - Focus on rhyming.
  - Follow the beat.
  - Get into guesswork.
  - Carry a tune.
  - Connect the sounds.
  - Break apart words.
  - Get creative with crafts
- Crafts
  - Crafts are great for students who benefit from hands-on activities. Children will use their imagination and be creative.



- Literacy
  - The sample chapter includes book suggestions in English and Spanish that go along with the theme. Interactions by using surprise bag items while reading.
- Mini Books
  - While sitting at the table, students can make their own mini books about the theme, while working on using sequencing, and following directions to put the book together.
- Recipe
  - Great idea for more active students who benefit from hands-on activities. Using different types of foods, sequence cards and visuals to help students.



- Song
  - Singing and repetition helps students with each activity. Music has a great impact in memory also develops language and reasoning skills.
- Articulation
  - Students listen to pre-recorded words and create an auditory station to use during group class. Color mini-books and complete other table activity worksheets while listening. Allow students who have mastered the sound to demonstrate.
- Table Activity
  - Students can complete activities and worksheets that relate to the theme.
  - Students who have mastered a task will demonstrate to friends how to follow instructions to complete tasks.

- Game
  - Games are a great way for students to be exposed to theme based vocabulary. A file folder game is included in each section.
- Parent Note
  - A note on a theme-based coloring sheet about what we are discussing in class, and what the parents can do to work on their child's communication goals at home.
  - Students will be rewarded for returning a signed parent letter to encourage communication and interaction with the family.

## Days and Hours of Operation

- Group 1: 9:00 am - 12:00 pm only Bexley
- Group 2: 1:00 pm - 4:00 pm in Dublin and Bexley
- After Closing Pick Up Fees If you fail to pick up your child by closing there will be a \$1 late fee per minute/per child past closing in addition to any amount due. Late fees must be paid in full.
- Holiday Closures. One week off at Christmas and in Spring break (days will be announced directly to families)
- Spanish for Ninos LLC will be closed for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Spanish for Ninos LLC observe other holidays and special closure days. Please check the website for the yearly calendar which lists all holidays and special days.

## Payment

- Tuition will be due at the beginning of each month on the 1st day and no later than the 3rd day of each month. Bank card or credit card must be saved and tuition will be withdrawn automatically each month.
- Tuition paid in full for the 2023-2024 school year will receive 10% off. Payments must be paid in full on or before August 31st, 2023.



- Accepted forms of payment are cash, check, Visa, Mastercard, American Express and Discover are accepted. A \$35.00 fee will be charged for any returned checks.

## Weather Policy

- Spanish for Ninos LLC will be closed anytime there is a Level 3 Emergency for Franklin County. Spanish for Ninos LLC reserves the right to close early due to inclement weather. All parents will be notified.
- School Closures and Delays do not affect Spanish for Ninos LLC operation schedule.

## Release of a child

- Spanish for Ninos LLC will release children to either parent or the emergency contact person listed on the Health Enrolment Form if the parent notifies the center prior to pick up. Parents may add additional people to this list by filing out an alternative pick up form. Staff will check ID's of anyone they do not recognize. If there is a custody agreement or any other special circumstances regarding the release of a child, the director must be notified and the parent(s) of the child must provide the center with a copy of the official court documentation.

## Parental Access

- Parents will have unlimited access to their child upon request and may evaluate the center at any time. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent, unless there is court documentation limiting access and conditions of the non-residential parent.





## Arrival and Departure

- Upon arrival, parents may choose to accompany their child to the child's classroom. When picking up the child, follow the same procedure or teachers will have children ready for pick up.

## Staff/Child Ratios for our Spanish for Ninos Bilingual Program

- 2 \*10 Preschoolers of 2 years - 10 years.

## Items from Home

- Please keep in mind that Spanish for Ninos LLC is not responsible for any item that may be lost, stolen or damaged while at the Spanish for Ninos premises. It is suggested that any item from home is labeled with the child's name. Spanish for Ninos LLC understands that sometimes a child may have a special toy or item from home that they find comforting or that they want to share with their friends.

Children are welcome to bring toys from home, but Spanish for Ninos LLC reserves the right to remove any item that creates a safety hazard or problem from the classroom. Any item removed from the classroom will be kept in the front desk until the parents arrive.



## Students must bring

- A backpack.
- Set of extra clothes.

## Cell Phones

- Each parent must provide a cell phone number where they can be reached at all times.

## Teachers

- All teachers will be pre-screened with a thorough background check, including a criminal record check with the Bureau of Criminal Investigation; as well as the Federal Bureau of Investigation. At all times there will be a staff member on premises certified in CPR and First Aid.



## Child Abuse Reporting

- Staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they are required by Ohio Law make a report to the local children's services agency. The safety of the children is always our first concern.

## Parents Night Out / Evening Care (TBA)

- During evening care hours access to the center shall be limited to staff and parents and guardians of children in care. Center will have cot available for children to use if they need it.

## General Emergencies

- If an environmental emergency arise such as fire or tornado, staff will follow the written emergency procedure that is posted throughout the center. All staff and children will be accounted for at that time. Spanish for Ninos LLC conducts monthly fire and tornado drills March through September. We have a designated meeting place. If the center needs to be evacuated due to an emergency or other reasons, all children will be moved to a designated off-site location.

Parents will be called and given the location to pick up their child. The center maintains a secure entrance. In the unlikely event that a threat to the safety of the children occurs, the center will go into full lockdown and the children will be secured at a designated location. Staff will follow all directions given by authorities and parents will be contacted. An incident report will be provided.

## Accidents

- The safety of the children at the center is always Spanish for Ninos LLC first concern. During all hours of operation, there will be at least one person on site with the health and safety trainings required by the State of Ohio. In case of an injury or accident, staff will comfort the child and administer basic first aid. In the event of a more serious injury, management will evaluate and contact the child's parent.

For an injury or illness that requires immediate attention, EMS will be called and parents contacted following the call to EMS. All children who are in attendance at Spanish for Ninos LLC are required to have permission for emergency transportation signed by their parent/ legal guardian on the Child Enrollment and Health Information Form. If transport is necessary, a staff member will accompany the child and bring their file to the hospital.



Staff will not transport children. Any incident or injury that requires first aid or any bump/ blow to the head will have an incident report written by staff. The adult who is picking up a child who has an incident report will read the report and be asked to sign it.

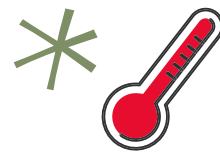




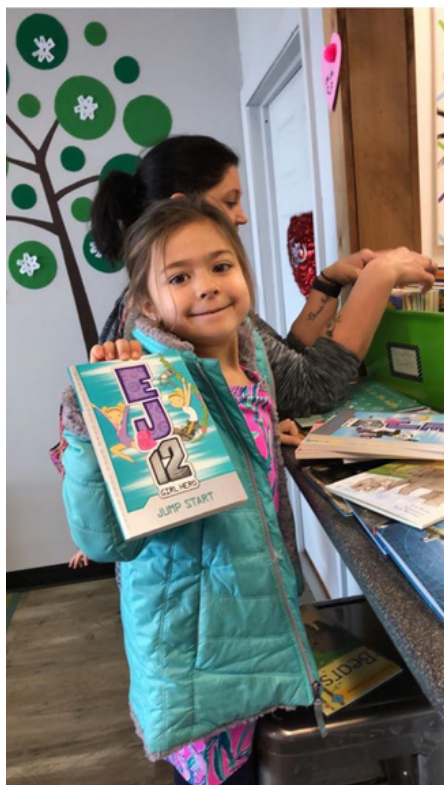
A copy of the report will be offered. For any incident or injury that requires more than basic first aid or any event that jeopardizes the health or safety of a child, ODJFS will be contacted by the end of the same day and a copy of the incident will be sent to ODJFS within 24 hours of the incident or injury.

## Management of Illnesses

- Spanish for Ninos LLC Bilingual Program strives to maintain a healthy and welcoming environment.



Please do not bring your child to the center if your child has experienced any of the following signs or symptoms of illness within the past 24 hours: temperature above 99 degrees Fahrenheit, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness or discharge of the eyes, sore throat, vomiting, unusually dark urine and/or gray or white stool; and stiff neck with elevated untreated infected skin patches or rashes, evidence of untreated lice, or other parasitic infestations.



Spanish for Ninos LLC Bilingual Program reserves the right to refuse admission to any child exhibiting the signs or symptoms of illness listed above. Should any of the above symptoms be observed while a child is at the center, parents will be notified and required to immediately pick up the child. The child will be given a cot to rest on, separate from the rest of the children, until the time of pick up.

Children may not return to the center until they have been free of the above listed symptoms for at least 24 hours. In the event of a possible exposure to a communicable disease, parents will be emailed information about the disease; as well as called to inform them. Information will be provided to parents of children who are at the center on that date.

## Medications Please Note:

- Spanish for Ninos LLC Bilingual Program only administers life-saving medications such as Epi-Pen /Benadryl /Inhaler, as well as topical products and lotions (such as diaper cream and sunscreen).

Any other medication needed during the child's attendance must be administered by the parent. Any medication brought to Spanish for Ninos LLC Bilingual Program must meet the following requirements:

- Medication must always be in its original container.
  - The prescribed JFS 01217 Request for the Administration of Medication form must be completed by parents/ legal guardians.
  - All prescription medication must have either the prescription label attached or written instructions from a physician, advance practice nurse, or dentist which must be on the JFS 01217 prescribed form.
- All prescription labels must contain the following information:
    - Child's full name (first and last).
    - A date within the last 12 months.
    - The exact dosage to be given. Means of administration (topical, oral, eye drops, etc.).



- All children who have health conditions which may require that medical procedures be performed at the center must have detailed written information completed and on file. The sample JFS 01236 Child Medical/Physical Care Plan may be used to secure this information. This includes any children who have health conditions, such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge on procedures to be performed, or actions to be taken, even if it's to contact 911 and make the child comfortable, there needs to be a completed form on file. All medications or other necessary items needed for children with health conditions must be provided at every visit (if not left at the center) and kept up to date. If medication or other necessary items are not provided or are expired, the center reserves the right to refuse reservations or visits until the needed items are provided by the parents.



- If a child has an inhaler or Epi-pen, a health care plan is required to be completed. If medication left at the center expires, parents will be notified by phone call and email. If expired medication is not picked up by the child's parents within 30 days of notification, the center will dispose of the medication in the manner recommended by the manufacturer.
- Please note that diaper rash ointment and sunscreen are considered medication.
- If a medication that is left at the center expires, parents will be notified by a phone call about the medication. Any expired medication left at the center 30 days past its expiration date will be disposed of in the proper manner.

## Indoor/Outdoor and Physical Activities

- Will be included in our program on a daily basis.

## Parent Participation Parent-Teacher Interaction

- Spanish for Ninos LLC provides an open-door communication policy. Please feel free to talk to any Teacher about your child's care. If you have any problems or concerns with staff about your child's care, please address them with the Director.
- We encourage parents to discuss any questions or concerns regarding their child's care and development with the center's Director. Parents are encouraged to participate in occasional events.
- Problem Solving Assistance Procedure: if a parent encounter a problem related to the child care center and need assistance, the first step would be to contact the Director by calling the center or stopping by the front desk. The Director will speak with the parent over the phone and set up a time at parent's convenience to meet, if needed.

## Disenrollment of a Child

- Spanish for Ninos LLC strives to provide an appropriate, safe space for all children to share. If the center cannot meet the needs of a child in such a way that ensures their own safety as well as the safety of other children and staff, a child may be disenrolled. This includes behavioral, developmental or health needs. Parents will be contacted prior to any child being revoked. If a family has a negative balance on their account for more than 30 days, the center reserves the right to revoke the family's enrollment. The unpaid balance must be paid before the child is disenrolled for our Spanish for Ninos LLC Bilingual Program.

