

CLIP



Children's Language Immersion Program

Student Handbook

Hello!

Welcome! If you are reading this handbook, then it means that you are registering your child(ren) at CLIP. We are delighted and honored to have the opportunity to help your child(ren) learn and grow.

Language immersion learning is unique in that all words — spoken, listened, written, and read — will be in the target language. As this approach will be new for many of our students, there will be a learning curve, one that could be met with frustration at times. BUT! Hand gestures, facial expressions, and miming (not to mention play!) will be some of the methods we utilize to help facilitate the learning process. So, the learning curve will be met with hilarity, as well. Within the contextualized learning framework, the ultimate objective is for students to apply what they learn in class to their lives outside of the classroom. Thus, most activities are hands-on and interactive and, when possible, often consist of “real world” materials. We want our students to feel safe stumbling their way through learning their second (or third) language, so it is our paramount goal at CLIP to create and maintain not just a scholastic and exciting environment, but also a nurturing one that encourages our students to learn today so that they can engage tomorrow.

Please read and share this handbook with your child. We hope that the policies and guidelines set forth will help to support our mission. As you will read on the following pages, the administrators and staff at CLIP welcome and encourage strong communication with and participation from parents. As with many challenges’ children encounter and achievements they make, they need the support of the adults in their lives. We hope to share that special role with you when it comes to your child learning her/his second language.

Truly,
Children’s Language Immersion Program (CLIP)

Our Vision

To inspire children to become empathetic, engaged, and empowered citizens in a culturally diverse world.

Our Mission

To provide an exciting and nurturing learning environment through a high-quality curriculum that encourages children to engage globally.

Contact information

Children's Language Immersion Program

1701 McFarland Road

Pittsburgh, PA 15216

Phone number: (412) 977-0941

Manager

Carina Perilman

Contact@CLIPpgh.com

Enrollment and Withdrawal

Before a child begins the first class:

- We must have these forms on your child:
 - 1) Registration
 - 2) Liability Waiver
 - 3) Medical Consent
 - 4) Photo Release
 - 5) Signed Handbook Acknowledgement Form stating that you have read the CLIP Student Handbook.
 - 6) Full payment for the desired class(es).
- For special circumstances please discuss your situation with the manager

If you wish to withdraw your child from CLIP, you must inform the manager, Carina Perilman, via email at Contact@CLIPpgh.com.

Arrival and Departure

- When dropping off your child, you should park in any spot in the parking lot where CLIP is located.
- CLIP will open its door for class no less than 12 minutes before the start time. Please plan accordingly so that you and your child do not have to wait long to enter CLIP's facilities.
- The parent/guardian must escort the student to CLIP, which is located on the third floor, sign them in and indicate if anyone beside themselves will be picking up the student.
- The instructor will take attendance at the beginning of class. About 15 minutes into class, we will contact all parents/guardians whose student is not present in class, unless the parent/guardian notified us in advanced of the child's absence.
- All students must be signed out by the parent/guardian or authorized person(s) listed on the enrollment form, or the person(s) listed on the Emergency Contact Form, or by an otherwise authorized individual. Advance written notice from the parent is required for any other person. It is the responsibility of the parent to keep CLIP informed of court decisions regarding custody. A non-custodial parent must be authorized by the custodial parent or a court order to pick up the student. Please include all appropriate documentation with the student's registration. All information will remain confidential. CLIP may ask for photo identification from any person requesting to pick up a child.
- A child will not be released from CLIP to a parent or guardian who appears impaired. In such a situation, we will call the person listed on the emergency contact form.

Closings

- If Mt. Lebanon Schools are closed due to inclement weather, CLIP is closed. If Mt. Lebanon Schools have an early dismissal in the day due to inclement weather, Copiosa and Kinder Amigos will be cancelled. Time changes for Los Amiguitos will be considered on a case to case basis.

Should there be an emergency closing (not due to inclement weather), CLIP will send a text or email to all parents as soon as possible. If your phone does not receive texts, please inform CLIP so that you can be placed on a call list.

Visitor Policy

- If you need to see your child during class, you must stop by the front desk first to sign in.
- We encourage parents to participate. If you would like to sit in on a class, please make arrangements with the manager, Carina Perilman, four business days prior.

Class Placement

Students' placement into a class is determined by their age and/or grade level at the time of registration. However, an exception can be made if both CLIP staff and the student's parent(s)/guardian(s) agree that the student should be placed into a different class.

Health Policies and Guidelines

- We will not dispense any medication or vitamins to a child.
- If needed, you may visit CLIP (following visitor policy) to give medication to your child.
- If your child is ill and contagious, please keep them at home to help maintain a healthy learning environment for all children.
- If your child attends class but appears ill or contagious, we may ask that you provide a doctor's note stating that your child is well enough to continue with class.
- Your child must wait 24 hours to attend CLIP after starting a course of antibiotics.
- Should there be a medical emergency at CLIP, you will be notified via the phone number listed on the Parent Contact section of the enrollment form. If we are unable to reach you, we will contact the person listed on the Emergency Contact Form. In the event of a serious or life-threatening emergency, we will call 911 immediately, and your child will be transported via ambulance to the nearest hospital with a staff member.

COVID Considerations

Copiosa and Kinder Amigos are limited to 9 students per class, leading to a total of no more than 10 people in the room at once. Los Amiguitos are limited to 5 students/families per class and no more than one adult per registered student. All entering CLIP's facilitate ages 2 and up must wear a mask and will be temperature screened with no-touch thermometers. If any of the following is true, you must refrain from coming to class, we are happy to offer future make-up classes:

- 1) You have been in contact with someone with a presumed or confirmed case of COVID-19 in the last 14 days
- 2) You are experiencing a cough, shortness of breath or a sore throat
- 3) You have had a fever above 100.4°F in the past 48 hours?
- 4) You have had a new loss of taste or smell?
- 5) You have had vomiting or diarrhea in the last 24 hours?

If the student's temperature is 100.4°F or higher or they display symptoms of illness, you will be asked to return home and can return to the program once you update and have a discussion with the manager on the status of the student's condition. We will monitor and communicate with you to assess the situation on a safe and proper return to CLIP.

Student Behavior

CLIP's goal is to offer a safe and nurturing learning environment for all children. To help support this goal, your child is expected to:

- Follow the policies stated in this handbook.
- Follow classroom rules.
- Respectfully communicate with CLIP staff and fellow students and their parents.
- Practice inclusion of all fellow students.
- Immediately report any injury or abuse.

If a student does not follow these policies, she/he will be given a verbal warning. If the undesired behavior continues, her/his parent will be contacted. If the undesired behavior continues, we will call for a meeting with the student's parents. If the undesired behavior continues, the student could be placed on probation for a period that is at the discretion of the administrators; in this case, a tuition refund will not be given for the duration of the probation period.

Parent Participation

CLIP values parent involvement and believes it to be vital in a child's language development. To help promote learning for your child and other children, please follow these policies when visiting CLIP.

Los Amiguitos ("grown-up and me" story-time for children newborn to pre-kindergarten)

- You must attend story time with your child and stay for the entire duration of it.
- During story time, stay present with your child to help ensure safety for all children.

Kinder Amigos (before/after school enrichment program designed especially for children in kindergarten)

- You must sign your child in and out inside CLIP's facilities.

Copiosa (after school enrichment program for elementary school-aged students excluding kindergarten)

- You must sign your child in and out inside CLIP's facilities.

Communication

CLIP welcomes open communication with parents. Do not hesitate to share any concerns, positive experience(s), or feedback. Oftentimes, a parent will want to discuss her/his child's presence in class. Pick-up and drop-off times are normally the busiest time, especially for the instructor. To help ensure that your concerns are addressed with undivided attention, please contact CLIP to set up a conference to review your child's progress or any other concerns you might have. Stay informed of the happenings at CLIP please view our website at www.clippgh.com, like us on Facebook (CLIP - Children's Language Immersion Program) and follow us on Instagram (@clip_pgh).

Additionally, for student safety:

- Inform CLIP of any changes in address, phone number, and/or email address.
- Review and update the emergency contact form with any new information.
- With non-urgent issues, CLIP welcomes phone messages but prefers email.

Email: Contact@CLIPpgh.com Phone: 412-977-0941

Food Policy

Your child should bring a snack to class, which may only be eaten during snack time. CLIP is a nut free facility. Please only send nut free snacks. Nuts include peanuts, pistachios, cashews, walnuts, pecans, almonds, pine nuts/pignolia nuts, brazil nuts, macadamia nuts, hazelnuts, and chestnuts and any butters and spreads made from the above mentioned. If your child brings a snack with nuts or nut ingredients, they will not be allowed to open nor eat it while at CLIP.

Payments and Refunds

- All classes must be paid in full before the student begins attending class.
- No refunds will be issues after payment has been made.
- If for any reason, that is mutually agreed upon between CLIP and the parent/guardian, classes are to cease, a partial credit will be applied to future classes.
- For special financial circumstances please discuss your situation with the manager.

Security, Safety, and Building Procedures

- Should the building require emergency evacuation, students will stay with their class and meet their parents across the street in the back-parking lot of the Dollar General/Dairy Queen (on Hellen drive). Both primary and secondary evacuation routes will be posted in all classrooms and other key building locations. Fire drills may be conducted regularly at unspecified times.
- A parent or guardian who appears impaired will not be permitted to remain on CLIP property.
- CLIP has zero tolerance for any hate language or any form of threat. A child found to make any hate language, or any form of threat could be terminated from CLIP. In this situation, any paid tuition is forfeited.

Miscellaneous

- Smoking: young lungs are at play. Please note that CLIP is a smoke-free environment.
- Lost and Found: all articles that are found at CLIP will be taken to the office where they may be claimed. Any unclaimed items will be donated one week after each quarter.
- All books and equipment are properties of CLIP. We encourage students to fully use any materials given to them. Care should be taken to keep the materials in their original condition. If a student is found to have negligently misused any materials, a fee to replace the material(s) will be charged.

Equal Opportunity Employment

CLIP provides Equal Opportunity for all persons in employment. Discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history) is illegal and will not be tolerated. CLIP provides reasonable accommodations to applicants and employees who need them for medical or religious reasons. Employees can report discrimination directly to any manager. CLIP will provide a prompt, thorough and impartial investigation of complaints and provide for prompt and effective corrective and preventive actions when necessary. Employees will be notified about the status of their complaint and the results of the investigation. Employees will never be punished for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination. CLIP will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation.