

Parent/Guardian Handbook



**The Club After School at Mary Lin Elementary
The Club After School at Hope-Hill Elementary
The Club After School at International Community
School**

theclubafterschool.com

Twitter: @TheClubAfterSch

Instagram: @theclubafterschool

Our program follows the guidelines set forth by the CDC, AAP, and APS. Completing your registration for your student(s) confirms that you are agreeing to adhere to all of our policies that are outlined in our parent handbook. Specifically, our updated Covid-19, financial and mask policies.

Program Contact Information

The Club At Lin
(Mary Lin Elementary)

www.theclubafterschool.com

The Club at Hope-Hill
(Hope-Hill Elementary)
www.theclubafterschool.com

The Club at ICS
(International Community School)
www.theclubafterschool.com

Program Owner: Kila Posey
Email: kposey@theclubafterschool.com
Phone: 678.263.0178

Site Director - Mary Lin Elementary - MedaLana Smith
Email: medalana@theclubafterschool.com
Site Phone Number: 404.802.8880

Hope-Hill Elementary
Site Phone Number: 404.802.7450

International Community School
Site Director - Tekemah Greene
Email: tekemah@theclubafterschool.com

Club Administrative Assistant - Kimberly Okojie
Email: info@theclubafterschool.com

Design and Operations Plan

Vision & Mission Statement:

Vision:

At The Club After School our goal is to provide an exciting, safe and healthy environment where our children can develop through enrichment skills directly related to College and Career Readiness, so that children advance in their educational career and become productive members of the community.

Mission:

By integrating College & Career Readiness throughout our activities students will have opportunities to foster and cultivate knowledge to expand learning.

Program Description and Daily Activities:

The safety and interests of your children is our primary concern.

- CCR Enrichment Activities - The Club After School offers enrichment time to all students and all activities are centered around College & Career Readiness with emphasis (Creativity, Collaboration, Communication, and Critical Thinking). Students will engage in opportunities that will strengthen the C's and provide educational and community growth promoting CCR.
- Convenient Hours - The Club After School is open during the school year from 2:45- 6:30 PM at Lin; Hope-Hill and ICS -2:45 - 6:00 PM, Monday through Friday on the full days that school is in session.
- Well-Trained Staff Members - The Club After School staff members are experienced after school teachers that receive extensive, on-going training and are certified teachers, paraprofessionals, and future teacher leaders. Our staff will also go through monthly professional development to uphold the integrity of CCR. Staff members are also CPR/First Aid trained and all certified teachers and paraprofessionals have credentials from the Georgia PSC.
- Fees - Providing quality enrichment is one of our primary goals. The tuition is \$330.00 per month, sibling discounts apply. All families must pay a registration fee of \$70.00. **Monthly tuition cannot be prorated due to school being canceled or student attendance.*
- Program Statement - During Covid-19 the student to teacher ratio is 10-1. Children must be able to have appropriate behavior and function in a group setting to ensure the safety and well-being of all children.
- Enrollment - The Club After School reserves the right to discontinue enrichment services to any student enrolled in The Club at Lin, The Club at ICS, and The Club at Hope-Hill any time for any reason other than the basis of race, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

After School Policies

Dates and Times of Operation:

The Club After School serves students that attend Mary Lin in grades Kindergarten through 5th grade, ages 5 through 11. The Club also serves students that attend Hope-Hill in grades Pre-K through 2nd grade. We follow the Atlanta Public School Calendar, operating August through May, Monday through Friday from 2:45 - 6:30 PM at Lin; Hope-Hill and ICS 2:45 - 6:00 PM. The Club at Lin/Hope-Hill/ICS School are closed the same days that APS is closed to the students, including teacher planning days.

***Important dates 2021-2022:**

August 5: First day of school

September 6: Labor Day (no school)

October 7-8: Fall Break

October 11: Indigenous Peoples' Day/Teacher Professional Learning Day (no school)

November 2: Election Day/Teacher Professional Learning Day (no school)

November 22-26: Thanksgiving Break

December 20-31: Semester Break

January 3: Teacher Professional Learning Day (no school)

January 4: First day of semester 2

January 17: Martin Luther King Jr.'s Birthday (no school)

February 17-18: Winter Break

February 21: President's Day/Teacher Professional Learning Day (no school)

March 21: Teacher Professional Learning Day (no school)

April 4-8: Spring Break

May 26: Last day of School

**Monthly tuition cannot be prorated due to school being canceled or whether a student attends.*

Appropriate Behavior Policy

The safety and interests of your children is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. Teachers will communicate with parents to share positive and undesirable student behavior. If any student has frequent behavior problems that are not improved upon, then the student who is demonstrating inappropriate and/or dangerous behavior will be suspended from the program. Following the suspension, if a child continues to demonstrate these types of behaviors, he/she will be dismissed from The Club After School. Various techniques will be used by the teachers such as, but not limited to, talking with the student, removing them from the group, writing about their feelings, parent meetings, and written notification of events or behavior to the parent.

Please be advised that The Club After School reserves the right to remove any child demonstrating inappropriate and/or dangerous behavior from the site locations at any time.

Tuition Policy

Tuition for The Club After School is as follows:

\$70.00 non-refundable registration per family.

Full-time Tuition is \$330.00 per month for one child.

\$600.00 for 2 siblings, \$850.00 for 3 siblings.

Drop-in Daily rate: \$28 daily and for two students, \$50, and for three students \$65 (*drop-in is only available at Mary Lin*)

***All drop-in students must be pre-registered and approved for the scheduled attendance day. To confirm your attendance you must email admin@theclubafterschool.com 24 hours prior to the date of attendance, and receive a return email stating that you can attend.**

Tuition is not prorated. **Monthly tuition cannot be prorated due to school being canceled or whether a student attends.*

Monthly: Parents pay the same amount in monthly tuition. *(This is not prorated due to school closure or student attendance)*

I understand and agree to the financial policies and obligations set forth by The Club After School. By registering my student I am accepting all financial obligations. I also understand that tuition is not prorated, monthly tuition is the same price each month, monthly tuition will not be refunded due to school closures/missed days/illness, early cancelation of services, and/ or disaster/pandemic related issues that result in the cancelation of school.

Payments can be made on our website, theclubafterschool.com. Check payments are not accepted.

Pick-up and Escort Policy

Each day, an authorized adult **MUST**:

1. Report to the designated door to pick up their student
2. NO ONE is allowed to enter the building.
3. Your student will be brought to you and our staff member will sign your student out

Inclement and Severe Weather Policy

On days when the school system is CLOSED FOR AN ENTIRE DAY OR CLOSES EARLY BECAUSE OF INCLEMENT OR SEVERE WEATHER such as snow, tornadoes, etc., The Club After School will be closed. We must follow the directives given by APS. It will be the parent or guardian's responsibility to be aware of early school dismissal and to make suitable arrangements.

Attendance Policy

All students must be registered with The Club After School prior to participating in the program. All online registration must be complete and fees paid. Students may attend the program at the school they attend only. An enrolled child is eligible to attend five days per week. Attendance of an ill child or children with communicable

diseases will not be permitted. If your child becomes sick during the day, you will be notified to come pick up your child. Sick children cannot remain in the program and must be picked up promptly.

Program Change Policy

Due to COVID-19, program changes (switching from full-time to drop-in or drop-in to full-time) will not be not permitted.

Special Services

The goal of our programs is to provide a healthy, safe environment in which teachers provide quality care to all students. If special services are needed, the director and the parent will discuss the child's needs and we will do everything possible to meet the needs of that student, however, all students must be able to successfully participate in the program without disruption. **PLEASE DISCUSS ANY SPECIAL NEEDS WITH US PRIOR TO THE START OF THE PROGRAM.**

Snacks

Snacks are provided to students who attend The Club After School. All snacks are prepackaged. Students are given a wide variety of snacks to choose from. If your child has an allergy, please note this on your registration packet. We are a peanut-free program and do not serve snacks containing peanuts.

Field Trips/Water Activities

The Club After School, LLC. (Mary Lin, Hope-Hill and ICS will not participate in field trips and will not provide transportation to or from an activity. The Club After School, LLC. (Mary Lin, Hope-Hill and ICS) will not provide water-related activities in water more than two feet deep.

Refusal of Care Policy

The Club After School, LLC. (Mary Lin, Hope-Hill and ICS) reserves the right to discontinue enrichment to any student enrolled in the program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

Updated Information Policy

Parents are responsible for keeping the Director advised of any significant changes as they occur in the enrollment information concerning phone numbers, work locations, emergency contacts, family physicians, etc. This is inclusive of payment information.

Late Pick-up Policy

Students must be picked up from the program no later than 6:30pm. according to the school clock. A late pick-up

fee of \$1.00 per minute is charged after 6:30pm; Hope-Hill & ICS, 6:00PM. If a child is not picked up by 7:00pm and we have no communication from parents, DFCS will be contacted.

Transportation Policy

No transportation will be provided to or from The Club After School or its employees.

Informed Parent Policy

It is the responsibility of The Club After School to keep parents informed of any incidents (illnesses, injuries, behavior issues, adverse reactions to medications, and exposure to communicable diseases) that impacts your child. Communication is very important.

Child Abuse Policy

The Club After School believes that the safety, support, and care of your child(ren) is the most important part of the After School Program. The law has provisions safeguarding the well-being of child(ren). We must comply with the law as outlined below:

Child care and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Unacceptable Objects Policy

Any child found with knives, guns, drugs, or other dangerous objects or substances that could cause harm to others will be removed permanently from the After School Program and will be disciplined according to school policies.

Unacceptable Behavior Policy

Any child whose behavior is inappropriate and puts other children or staff in harm's way will be removed permanently from The Club After School.

Medical Emergency

In the case of a medical emergency, 911 will be called and students will be transported by ambulance to Children's Healthcare of Atlanta, Egleston. If the injury does not require 911 assistance, the child will be treated by the Director and a medical report will be completed and given to the parent. The main first-aid kit is housed with the Director.

Medication Administration

Medication will not be administered. Exceptions are made for inhalers and EpiPens. Contact the office for more information.

Illness and Communicable disease:

Attendance of an ill child or children with communicable diseases such as conjunctivitis (pinkeye), pediculosis (head lice), scabies, ringworm, chicken pox, measles, etc. will not be permitted. Parents will be notified when a communicable disease is introduced into the program by written communication from the director. Parents are requested to notify the After School Program in writing, immediately if their child contracts a communicable disease, has a fever of 101 degrees or higher, diarrhea, or sore throat.

Children with communicable diseases will not be allowed to attend The Club After School until a medical release is provided by the child's physician to the school.

If your child becomes sick during the day, you will be notified and required to pick up your child. Sick children will be removed from the group and staff will take every measure to make the student comfortable until the parent arrives.

Safety Precautions for COVID-19:

As part of the district's reopening plan, The Club After School will be adhering to the implemented safety protocols prepared for the return of our students and staff:

- Requiring the use of masks and other personal protective equipment in school buildings
- Adding screening measures and temperature checks
- The Club After School will provide masks and other personal protective equipment in the event that a staff member or student may need it
- We will also provide multiple opportunities for hand-washing and sanitizing.

Also, social distancing will be critical for any face-to-face interaction:

- Students and staff are required to wear masks while in the classroom, hallway, restroom and play ground
- Markings and signage are posted, at local sites, on floors and walls to ensure that students and employees remain six feet apart
- Adjustments will be made to seating and desks, when necessary
- In-person class size will be reduced
- Staggered release will help with classroom transitions
- Public health guidelines will be followed for the assembly of students in common areas

Fees charges:

Parents are responsible for late payment fees (\$25.00), bank returned item fee (\$35.00), bank non-payment item fee (\$35.00), late pick-up fees (\$1.00/minute)

Tuition Policy

1. Tuition for The Club After School is as follows:

- \$70.00 non-refundable registration per family.
- Full-time Tuition is \$330.00 per month for one child.
- Two children: \$600.00 per month.
- Three children: \$850.00 per month.

Drop-in Daily rate: \$28 daily and for two students \$50 and for three students \$65 (*drop-in only available at Mary Lin*)

***All drop-in students must be pre-registered and approved for the scheduled attendance day. To confirm your attendance you must email admin@theclubafterschool.com 24 hours prior to the date of attendance, and receive a return email stating that you can attend.**

Tuition is not prorated.

Monthly: Parents pay the same amount in monthly tuition. (This is not prorated due to school closure or student attendance)

2. The Club After School, LLC. accepts online payments. Credit card and Bank draft payment options are available. Pay online at theclubafterschool.com via the parent portal. There is a \$35.00 fee for any payments returned to us by your bank for any reason.

3. Payments are due on the 1st. Tuition received on/after the 5th of each month is late and accounts will be charged \$25.00 each month it is late. Accounts 10 days past due will result in discontinued childcare.

4. A late pick-up fee of \$1.00 per minute is charged if your child is not picked up by 6:30 PM at Mary Lin or 6:00 PM at Hope-Hill & ICS

5. If tuition goes unpaid for 2 weeks, your child will not be allowed to attend the program until this amount is paid in full. If this is not done, enrichment in the program will be discontinued and the student will be replaced with one from the waiting list.

6. In the case of hardship, please contact Kila Posey to make payment arrangements and to learn of scholarship opportunities.

7. Tuition is NOT prorated. We do NOT refund due to school closures or student attendance.

I understand and agree to the financial policies and obligations set forth by The Club After School. By registering my student I am accepting all financial obligations. I also understand that

tuition is not prorated, monthly tuition is the same price each month, monthly tuition will not be refunded due to school closures/missed days/illness, early cancelation of services, and/ or disaster/pandemic related issues that result in the cancelation of school.

8. I understand that payments are processed through the Payment Gateway, First Data, and are done so via their secure payment system. We do not keep any credit card information in our system.

I understand and agree to the above financial policies and obligations by registering my student and that I am the parent/guardian responsible for the financial obligations.

Parental Agreement with The Club After School, LLC. at Mary Lin, Hope-Hill & International Community School

The Club After School agrees to provide enrichment for your child during the 2021-2022 school year, following the APS calendar, from 2:45-6:30. (Hope-Hill & ICS, 2:45-6:00)

A daily snack is provided to all students by The Club After School.

My child(ren) will not be allowed to leave the facility without being escorted by the parent(s), person authorized by parent, or facility personnel.

I also understand that students will intermingle with other grade levels/students while in after school.

I acknowledge that it is my responsibility to keep my child(ren)'s records current to reflect any significant changes as they occur. (telephone numbers, work location, emergency contacts, child's physician, health status, etc.)

The Club After School agrees to keep me informed of any incidents (illnesses, behavior, injuries, and exposure to communicable disease) which involve my child(ren).

I acknowledge it is my responsibility to pay tuition on time and understand that failure to do so will result in termination of enrichment services. Non-payment on/or after the 5th of each month will result in additional fees and potentially discontinued service.

I have received a copy and agree to abide by the policies and procedures for The Club After School, LLC.

The Club After School is notifying parents that there could be risks and/or risks of injury associated with the planned enrichment activities. As the parent, I acknowledge and understand that The Club After School is an exempted program meaning the State does not require a license to operate. Our program follows the single skill for College & Career Readiness emphasizing on (Creativity, Collaboration, Critical Thinking, & Communication). I also understand that I am accepting all risks associated with all activities related to The Club After School programming.

I acknowledge that I must have current medical insurance for my child participating in The Club After School, LLC.

If the need or desire for enrichment provided by The Club After School changes and the parent wishes to discontinue, a two-week written notice is required.

I understand the parent or guardian is responsible for the tuition payment and that tuition is not prorated, and that as a monthly student I will pay the tuition regardless of school closure or student attendance.

I hereby give The Club After School and its employees permission to provide first aid care for my child(ren). In the event that I cannot be reached, I hereby authorize The Club After School, LLC. and its employees to authorize transportation of my child to CHOA Emergency Room. I hereby grant my consent for the hospital and its medical staff to provide my child with emergency medical treatment which a physician deems necessary. I agree to accept financial responsibility for all medical expenses incurred.

By completing my registration:

I understand and agree to the financial policies and obligations set forth by The Club After School. By registering my student, I am accepting all financial obligations. I also understand that tuition is not prorated, monthly tuition is the same price each month, monthly tuition will not be refunded due to school closures/missed days/illness, early cancelation of services, and/ or disaster/pandemic related issues that result in the cancelation of school. I understand that I must abide by the pick times at my location, and if I am late picking up my student three times I will be removed from the program. I also understand that I was follow all written and verbal policies of The Club After School, LLC at anytime.

COVID-19 Parent Waiver

The Club After School has put in place protective measures to reduce the spread of COVID-19; however, The Club cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending afterschool could increase your risk and your child(ren)'s risk of contracting COVID-19.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to all parties, we are conducting a simple screening questionnaire with this waiver.

By completing this registration you are agreeing to all of the information and that you understand keeping open lines of communication is important to help us take precautionary measures to protect you, your child(ren) and everyone on campus.

Your child has not:

1. Had close contact with or been diagnosed with COVID-19 within the 30 days
2. Experienced any of the symptoms below in the last 14 days?
(fever, chills, cough, sore throat, respiratory illness, difficulty breathing, or loss of taste or smell)

I agree that if my child(ren) develop(s) any of the above symptoms I will keep them home, notify the District's Administration and The Club After School and seek medical care to obtain a physician's note stating it is safe to return to participation.

By completing your registration, I acknowledge the contagious nature of COVID-19 and on behalf of myself, my child(ren), my and spouse/co-parent of child(ren) voluntarily assume the risk that my child(ren) and I, and any member of my family, may be exposed to or infected by COVID-19 by attending activities at The Club After School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while at The Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, The Club employees, agents and representatives, volunteers, program participants and their families and/or any other individual who may be present on school property or in attendance at any school activity.

I voluntarily agree to assume, on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) all risks and accept sole responsibility for any injury to my child(ren), myself and any member of my family, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) and/or members of my family may experience or incur in connection with my child(ren)'s attendance in activities or participation in The Club After School programming ("Claims").

On my behalf, and on behalf of my children and/or members of my family, I will advance no claim and I hereby release, covenant not to sue, discharge, defend, indemnify and hold harmless The Club After School, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of The Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any of The Club After School activities.