

Think, Speak & Grow Academy at Ivy Preparatory Academy

Scholar Leadership Program Parent Handbook



Purpose of Scholar Leadership Program

Ages: 5 – 15 | **Time:** 3:00 – 6:00 pm | **Days:** Monday - Friday

The purpose of the Think, Speak & Grow Academy: Scholar Leadership Program (hereafter referred to as Program) is to

- 1) provide a safe environment for students, and
- 2) provide intense leadership development that promotes them to display proactive, self-directed leadership.

This program is intended for students who meet the following qualifications:

- the ability to follow directions in a large group setting
- to respond appropriately to adult supervision in a large group setting
- to perform basic self-help behaviors such as toileting and feeding independently.

Note: groups will approximate an adult/child ratio of 1/18

General Policies

Registration \$35.00 (Non-refundable)

Fast and easy way to register!

- Registration is online at www.thinkspeakgrow.com
- Once your account is established this allows you to pay online with a credit card (MasterCard, Visa, or Discover).
- Registration will not be processed without the program non-refundable registration fee of \$35.00 and ***must be completed before a student can attend the program.***

All registration information must be kept current concerning phone numbers, addresses, and emergency contacts. ONLY STUDENTS WHO ARE PRE-REGISTERED FOR THE SCHOLAR LEADERSHIP PROGRAM CAN ATTEND THE PROGRAM THE FIRST WEEK OF SCHOOL.

Emergency Contacts

Registration forms must have at least one emergency contact to be accepted. Emergency contacts can be friends, neighbors, relatives or co-workers.

Sign-out Policy

Photo ID is required to sign a child out from the Scholar Leadership Program and authorized names should be listed on the registration application. Be prepared to show photo identification until the staff recognizes you.

Kidnap Alert

It is the parent's responsibility to notify the Program staff of any kidnap concerns. *If a non-custodial parent does not have permission to sign a student out from the program, this must be clearly noted on the student's registration form.*

Behavior/Discipline

Expectations:

- Participation in the Program is a privilege. Together, students, parents, and teachers strive to provide a safe environment. Maintaining proper conduct while in Program is the joint responsibility of the students, parents, and Program staff.

For disciplinary problems that cannot be immediately resolved by program staff, the problem will be documented, the parent notified in writing and a copy put on file. Continued disciplinary infractions which result in 3 documentations will result in the child being withdrawn from the program for a length of time to be determined by the Program Director.

Students may be withdrawn for a period of 2 weeks or permanently withdrawn from the program for the following reasons:

1. Excessive late pickup (3 or more)
2. Non-payment of fees
3. Lack of cooperation (parents or students)
4. Discipline problems (3 or more)
 - a. The rules concerning behavior in school will also apply to the Program.
 - b. Students are not permitted back into the classrooms after school is dismissed.
 - c. Students will be under direct supervision of the Program staff at all times.
 - d. Students must stay within eyesight of the staff members inside, as well as outside of the building.

Personal Articles Policy

Students are discouraged from bringing toys, sporting equipment, money, valuable items, or pets to school unless prior permission has been given. The program cannot be responsible for lost, stolen or traded items.

Insurance Policy

All students who participate in the Program must be adequately insured through the purchase of student accident insurance or through a personal policy. Proof of insurance **must** be indicated on registration forms in order to be accepted.

Inclement Weather

The Program is closed if the regular school program is closed due to inclement weather or if conditions are such that travel might be dangerous. In case of an early school closing due to inclement weather or emergency conditions, the Program is closed and parents must arrange to have your child picked up immediately. *Announcements are made on WSB radio.*

Payment Policies & Procedures

Tuition – Fall 2018 Semester

The 5-month cost for Fall 2018 is \$1140.00 which equates to \$228.00 per month, \$126.67 bi-weekly, and \$60.00 per week for 19 weeks.

Semester Tuition

- **5 days/week** (\$60 x19) \$1140.00
\$228.00/month or \$126.67/bi-weekly
- **Drop-In** TBD
\$17.00/per day

Tuition – Spring 2019 Semester

The 5-month cost for Spring 2019 is \$1080.00 which equates to \$220.00 per month, \$120.00 bi-weekly, and \$60.00 per week for 18 weeks.

Semester Tuition

- **5 days/week** (\$60 x18) \$1080.00
\$216.00/month or \$120.00/bi-weekly
- **Drop-In** TBD
\$17.00/per day

All monies are due **before** a child can stay in the program. **Service will be denied for any child whose account is 1 day behind in payment and a \$25.00 late fee will automatically be added. There are no exceptions to this policy.**

Payment Options - Fall 2018 Semester

- **Monthly Payment Option: \$228.00**
Parents who opt for the monthly payment option will be set up for auto payment which will be billed on the 1st of each month starting August 1, 2018 and ending December 1, 2018.
- **Bi-weekly Payment Option: \$126.67**
Parents who opt for the bi-weekly payment option will be set up for auto payment which will be billed on the following dates.
 1. August 1
 2. August 10
 3. August 24
 4. September 7
 5. September 21
 6. October 5
 7. October 26
 8. November 9
 9. November 30

Payment Options - Spring 2019 Semester

- **Monthly Payment Option: \$220.00**

Parents who opt for the monthly payment option will be set up for auto payment which will be billed on the 1st of each month starting January 4, 2019 and ending May 1, 2019.

- **Bi-weekly Payment Option: \$120.00**

Parents who opt for the bi-weekly payment option will be set up for auto payment which will be billed on the following dates.

1. January 4, 2019
2. January 18, 2019
3. February 1, 2019
4. February 15, 2019
5. March 8, 2019
6. March 22, 2019
7. April 5, 2019
8. April 19, 2019
9. May 3, 2019

Payment Options

We only accept online payments. No cash or checks will be accepted. For continuous enrollment in a 5-day program, only auto payment will be accepted. Parents can select a monthly or bi-weekly auto payment option. Email and text reminders will be sent one week before payments are drafted from the selected account.

Automatic payment allows:

- us to minimize time on administrative tasks and maximize time focused on students
- properly assess and plan for staffing needs based on tuition paid for the upcoming two-week period
- avoid confusion around payment discrepancies during program hours

Late Fees

Late payments are only accepted one day after the bi-weekly or monthly due date and the late payment fee is \$25.00. Thereafter, no payments will be accepted until the next bi-weekly period. If parents do not meet the deadline for the late payment, your child **will not** be permitted to attend until the next payment period (two weeks). The first time this occurs, parents will incur a \$25.00 re-enrollment fee. On the 2nd occurrence, the student will be switched to Drop In option, which is \$17.00 per day.

Intermittent Enrollment (Not Permitted)

Parents are not permitted to continuously switch your child between the *5-day per week program* and the *drop in program*. Parents may opt to switch enrollment ***once*** during the school year for a \$25.00 fee. However, after the switch, the student must remain enrolled in the option for the remainder of the school year.

For example, if a student is enrolled in the 5-day week program in August and the parent decides to switch to a drop in program the first two weeks of November, the drop in enrollment option will remain for the remainder of the school year. As such, the daily rate will be \$17.00 per day even if the student attends 5 days per week from mid-November through May 2019.

No Refund Policy

As previously stated, staffing is based on enrollment and not attendance. This is because staff is hired based on enrollment numbers and they must be paid even if a student does not attend on a

particular day. To maintain a high-caliber staff that will provide a high standard of care, providing them consistent hours is critical for recruitment and retention. This is achieved by guarantying staff time two weeks in advance. As with most businesses, particularly childcare organizations, staffing is determined by the number of customers (students). Given this, please note **no refunds will be given for days missed**.

- We do understand there are many events that can occur; however, we ask that you please plan accordingly.
- Although we have a no refund policy, for students absent from school three (3) or more days due to an illness, who have a valid doctor's excuse, a maximum credit of 3 days (\$36.00) will forward to the balance for next bi-weekly payment. This consideration will be given *once* per school year.

Drop-Ins

Students are accepted on a daily basis if they are pre-registered, prepaid, and have a written note or the parent has contacted the school or the Program Director concerning attendance. The drop in rate is \$17.00 per day.

Late Pick-Up

The charge for late pick up is \$1.00 per minute after 6:00 p.m. At 6:10 pm, Program staff will begin calling the people authorized to pick up the child, beginning with the parents. If no one has arrived by 6:45 p.m., the Program staff will alert Ivy Preparatory Academy at Kirkwood's administrative team and contact the Atlanta City Police Department and the Georgia Division of Family & Children Services. If a parent or authorized person has not arrived by 7:00 p.m., the police department may take the child into protective custody until a parent is located.

When a parent is late 3 times to pick up a child, the child may be withdrawn from the Program for the remainder of the school year.

Inclement Weather Policy

- Three (3) or more days is considered a whole week as standard with most programs that operate after school hours.
 - For example: If school is in session Monday, Tuesday, and Wednesday, and there are snow/ice days Thursday and Friday parents will be charged for the whole week and no credit will be rolled over to the following week.
- Two (2) or fewer days will be counted at a daily rate of \$12.00 and a credit will be issued for the following week for the remaining days.
 - For example: If school is in session on Monday and Tuesday, and there are snow/ice days Wednesday – Friday, parents will be charged \$24.00 for the week and a credit of \$36.00 will be issued for the following week or payment period.