

## Homeschool Enrichment Drop-In Class Policies

Thank you for your interest in our Homeschool Drop-In classes - we cannot wait to make learning FUN for your student! Below are the policies for students attending these classes. Please ensure you read this in its entirety prior to registering your student(s) for our program.

### General Information & Daily Schedule

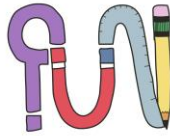
Our main phone number is (813) 409-3110, and you will have the option of selecting which location you are trying to contact. Our centers will always remain locked when students are in the building, so please ring the doorbell for entrance into our facility. We have video and audio surveillance in all common areas and classrooms to monitor the safety of our students. The address of our Brandon center is 1721 S. Kings Ave., Brandon, FL 33511.

We understand that flexibility is important for every homeschool family, so we provide these drop-in classes to give parents the opportunity to pick and choose the days/times their child will attend. Lunch will be held every day from 12-1pm, and we offer a Lunch Bunch class for any students who stay during the lunch hour for socialization with their peers.

We maintain a maximum teacher-to-student ratio of 1:10. Our staff all undergo background screenings and are trained in CPR/First Aid. Teachers of academic core classes currently have a teaching certificate or are working toward their certification. Elective class teachers have previous experience in the class(es) they teach.

### Tuition Payments/Discounts

Drop-In classes are offered on a quarterly basis and last for nine weeks. The tuition for each quarter is \$135, plus a \$50 registration fee/quarter. If a student joins a class after it has started, tuition will be prorated, based on the number of weeks they will attend, at a rate of \$15/class. Tuition is due at the time of successful registration. All out-of-pocket payments must be made online via our secure online billing system. This platform charges a 3% merchant fee for each transaction. **No payments will be accepted in the center, and we do not accept cash or checks for any services.**



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We provide a 10% sibling discount or a 10% discount for public school employees, military (active or retired), or first responders (police, fire, and EMTs). Eligibility must be verified to receive the 10% discount. Discounts cannot be stacked or combined with any other offers/promotions.

### **Scholarships**

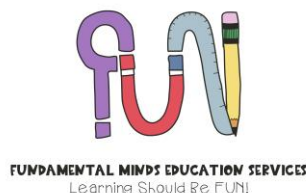
We are an approved provider with the Step Up for Students program and accept the FES-UA and PEP scholarships. Families utilizing these scholarships will utilize the EMA system to submit service orders for the class(es) that they are registering for. Class tuition and the registration fee must be submitted into EMA prior to a student attending any class based on the number of classes they will attend.

### **Class Descriptions & Personal Items**

Class descriptions are available on our website and should be reviewed prior to registering for any class so you are aware of what materials, if any, are needed. Students should bring a water bottle and light sweater with them to each class. Please ensure all personal items are labeled with your child's name. Any students attending the Lunch Bunch class will need a packed lunch from home. Please ensure any items brought from home are peanut-free. We do have a microwave to heat up any lunch items.

### **Attendance & Refund Policy**

It is expected that students will be in attendance on the days they are registered for. Refunds will not be provided for any missed class, but students who miss a class will be able to attend a different class within the same week as a make-up so long as space is available. Refunds will not be provided for students who withdraw after a class has started, regardless of the number of days they attend in any given quarter. Please ensure that you can commit to the days and times a class is offered before registering.



We require a minimum of 3 students to be registered for a class for it to be held. In the event that less than 3 students are enrolled we will cancel that particular class and process any refunds accordingly.

### **Device Policy**

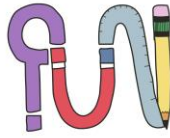
To protect the safety of our students, we will not allow students to use personal devices during class times to access online games, videos, and/or social media platforms. Students who bring a cell phone with them to the center will be asked to leave their phones in their bags/cubbies, so they are not used. Students will be permitted to use their personal devices for educational purposes during instructional times as needed.

### **Sick Policy**

Students demonstrating any symptoms of illness should be kept at home. Our staff is trained to treat basic first aid needs, but we will not administer any sort of over-the-counter medication to our students. If your child wakes up and needs any kind of medication at home to treat symptoms of illness, please do not send them to our center that day for the safety of our students and staff. If a student demonstrates signs of illness while at our center, the student will be separated from the group and made comfortable in a separate room. We will contact those listed as emergency contacts to arrange for the immediate pick-up of the child. Students must be fever-free for 24 hours before they are allowed to return, and some illnesses may require a doctor's note for readmittance. We will allow students who have been prescribed medication that needs to be taken during their time at our facility an opportunity to do so, and a medication log will be kept on file. **There are no refunds for days missed due to illness.**

### **Important Information Regarding Children With Health Concerns/Allergies**

The safety of our students is our number one priority. If your student has any medical concerns and/or allergies (environmental or food), you must include that information on your registration form. Our staff is trained in CPR and first aid, including training for administering EpiPens. We are also a peanut-free facility. While we have procedures in place to ensure the safety of our students, if your child has any severe allergies or medical concerns we feel cannot be accommodated at our facility, we reserve the right to deny their acceptance into our program.



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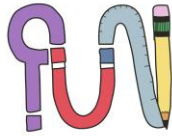
### **Behavior Policy**

To maintain a positive and inclusive atmosphere for our students, we expect that all participants in our program will always treat our students and staff with kindness and respect. Foul language, inappropriate jokes, and disrespectful words and/or actions toward our staff or students will not be tolerated. If a behavioral concern arises, you will receive a phone call from our staff, and we will ask you to address this concern with your child over the phone. If the poor behavior continues the same day after a phone call is made, we will call you again to come and pick up your child immediately.

We have a zero-tolerance policy for displays of physical aggression toward others. If your child hits, slaps, scratches, punches, pulls hair, bites, spits on, or kicks another student/staff member, you will be called and are expected to pick up your student immediately. In the event we have a student who repeatedly exhibits poor behavior that jeopardizes the safety and/or enjoyment of our program for our students and/or staff, we reserve the right to dismiss the student from our program entirely.

To ensure a conducive learning environment for all students, it is expected that students can complete learning activities in a way that is not disruptive to the learning of the other students in that classroom/group. Students who exhibit disruptive behavior will be redirected by the teacher, and should this behavior continue, parents will be contacted to support our efforts to correct the disruptive behavior. If a student continues their disruptive behavior after a parent phone call has been made, they will be separated from the other students and their parents will be called to pick them up. We reserve the right to dismiss any student from our program at any time if we feel they are negatively impacting the learning environment and/or safety of our staff and/or students.

**No tuition refunds will be given for students who miss any classes and/or activities due to poor behavior that leads to early pick-up or dismissal from our program.**



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### **Notice of Photography/Video Permission**

We have a lot of interest in our programs, and we love highlighting the FUN-tastic events and activities our students engage in! Students enrolled in our program will occasionally be photographed and/or recorded for marketing purposes. These images and videos will be posted on our social media accounts but will never include personal student identifiers such as their name.

Please review the above policies with your child(ren) attending our program. By signing below, you acknowledge and agree to the policies set forth for our Homeschool Enrichment Drop-in Program.

Child(ren)'s Name(s) (please print): \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_