



2024 Policies & Procedures

Please read carefully and know that any Learning Streams educator can opt to not allow a student into the facility at drop-off if they feel a child is too sick to come in.

Sick Policies:

- **COVID:** if a child or family member tests positive, please wait 7 days before sending your child back to class! ***This may continue to change so please contact us for the current guidelines!***
- **Fever:** This is one symptom that automatically rules out coming to class. Fever 100 degrees or higher, please keep them home. Your sick child should be fever-free without medication for at least 48 hours before returning to class. If a family member has a fever, kindly wait to send your child in until 24 hours after the fever has broken without fever reducers.
- **Diarrhea:** This could be a sign of a viral infection, so it's best to keep your child at home for 48 hours after the last sign of sickness.
- **Vomiting:** Aside from the fact that your child won't be comfortable, there is a chance the child could vomit again. Keep home until 48 hours without throwing up.
- **Cough:** A child with mild symptoms, no fever and otherwise feeling well may be fine in class. A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home - even without a fever.
- **Pinkeye (Conjunctivitis):** This infection can quickly and easily spread from one child to another, as many parents of grade-school age children already know all too well. Keep your child home until the doctor says your child is no longer contagious.
- **Runny Nose:** A clear running nose is acceptable but if there is any color to the fluid, we ask that the child stay home. Also, if the child has any other symptoms or is wiping their nose enough to be distracted from completing their work, please keep them home.

Late, Absent, or Early Pick-up:

- **If your child is going to be late for class:** Park your car on the left hand side of the building, walk your child to the ***interior yellow door***, have them take off their shoes, put on their slippers, and ring the bell once you arrive. No need to message in Class DoJo, call, or email.
- **If your child will be absent:** please send us an email at admin@learningstreams.com to let us know. No need to call or message in Class DoJo.
- **If you need to pick your child up from class early:** please send an email and ring the door when you arrive. No need to call or message in Class DoJo.

Inclement Weather Policy: we follow Bethel Public Schools for closures. If they have a delay, we open at 10:30am regardless of when Bethel opens. If they have an early dismissal, we close at 12:30pm. You can sign up to receive text alerts from NBC Connecticut to save the hassle of checking their website.

If Bethel Public Schools are not in session, the method of communication of any delayed openings or online learning days (certain classes only) will be via Class DoJo.

There are rare times when our parking lot hasn't been plowed or other circumstances are out of our control and we may cancel or have an extended delay depending on the situation. Please monitor your Class DoJo account for any unpredictable closures or emergencies.

Birthday Treats: with so many food allergies/sensitivities, we are requesting that parents make the switch to a food free item. Pencils, stickers, small toys, or a donation of a game, book, craft, or puzzle to the class are all great alternatives. If you opt for the group activity, please email admin@learningstreams.com so we can let the educators know and they can schedule accordingly.

Party/Non-Learning Streams Events Invitations: please hand out physical copies of invitations to the students that you would like to invite. Learning Streams staff and educators are unable to give out emails or facilitate the handout of invitations.

For parties that are scheduled outside of the academic year, please reach out to us at: admin@learningstreams.com and we will try to accommodate your request.

Unfortunately, we are not able to share with families any non-Learning Streams events or programs. We do not endorse anything but Learning Streams events and programs. We allow children to hand out party invites because it is to a party with their friends and a way for children to be part of the community. Once we allow parents and students to promote activities outside of Learning Streams, it can create conflict within the values and mission that we promote.

Fees for Late Pick-Up: Late fees will be charged and payable at the flat rate of \$50 per child after the first 15 minutes and an additional \$50 per child for each subsequent 15 minute increments. Time will be tracked by the Learning Streams staff member who supervised the child(ren). You will be invoiced for the total late pick-up fees you have incurred and fees will be charged to your FACTS account.

Holidays & Vacations: The holiday schedule is on our calendar that parents can download from our website at any time: LearningStreams.com.

We understand that taking extended vacations is a benefit of homeschooling, but Learning Streams will not prorate or refund any class or program fees.

Education Responsibility: Sunflower Studio LLC and the Learning Streams program are enrichment classes. Parents understand that the education of their child is the responsibility of the parent.

We do not grade work (unless requested by the parent in our HS classes only), provide report cards, offer educator conferences, and are registered with the State of CT as a tutoring center and are not a school. We are registered as an LLC and tutoring fees that are paid are not tax deductible. While our classes are academic based, they do not fully replace work that is completed at home. Parents that enroll their children in any classes must continue to teach their children at home and are responsible for their child's education and can not hold Sunflower Studio LLC, the Learning Streams program, educators, specialists, independent contractors, or the Executive Director liable for their child's education and educational outcome.

Drop-off and Pick-up: please park your car and bring your child to the yellow interior glass door. We will have students ready in the hall for pick-up. Students **over the age of 8** may be dropped off at the exterior main door and can walk themselves in at the parents discretion.

Backpack Ban: to help with drop-off/pick-up of day students, we are banning backpacks this year. Students spend too much precious time trying to get their bags and accouterments together and it delays the lines, causes issues at the end of the day as they try to cram their lunchbox back into their backpack, takes up too much space in our classrooms, and for our littlest ones; a safety hazard on the stairs. Backpack charms are an issue with falling off in the parking lot and accidentally hitting other students once the backpack is on!

We ask that your child only bring a spill proof water bottle and lunchbox to classes. We have a water cooler for students to use to refill their water bottles, just bring one bottle.

If you are concerned that your child may have an accident in class, please bring an extra set of clothes in a bag labeled with their name for their cubby. Toys need to continue to stay home!

10+ students may bring a small purse to keep in their cubby for feminine hygiene products, etc. but we ask that toys and electronics continue to stay home!

Dress Code: we ask that students do not wear clothing that would be considered scary, religious, political, or containing explicit language or content. Clothing must cover the areas from one armpit to the other armpit and to mid-thigh. All shirts must have shoulder straps and adequately cover the midriff to the waistline.

WiFi: parents are allowed to use our password protected WiFi but students are not given access as we are unable to provide any website filtering at this time. Usage of the WiFi is at your own risk. The 13+ ELA class is the exception and WiFi usage can be revoked at any time an educator feels that students are viewing websites other than their work for class.

Electronics Usage: we ask that students refrain from bringing any electronics into the studio. If you would like your child to bring a cellphone, we ask that they be put away in a backpack and can only be used after they exit the building. No electronic devices are allowed in the classroom or during class and will be removed by educators and placed in the office if taken out during class or lunchtime. You may call the studio directly at 203.826.3349 or arrive at the studio to retrieve your child during class for an emergency situation.

Discipline: students are given many warnings in class and when the educator feels that inappropriate behavior is disruptive to the class and the student is not responding to the educator, the student is sent in to meet with Ms. Adrienne to discuss their actions and if they are in Level 1 or older, they need to fill out a Think Sheet to take home to parents to review with them if they choose to do so. After three meetings with Ms. Adrienne and/or Think Sheets sent home, a meeting with the parents and Ms. Adrienne will be conducted to determine if the student is a good fit for the program and can be dismissed from the program at that time.

In rare cases when entire classes can't behave, other methods may be enacted and parents will be informed of the disciplinary steps needed to get the classroom back to a working learning environment. If there is no improvement, classes may have to be suspended.

Zero Touching: while the obvious tagging one another too hard or playing too rough is a given, we have to eliminate hugging too. Many students want to hug each other and show affection but hugging can quickly turn into pulling each other around, lack of personal boundaries, tugging, and hurt feelings. Please discuss with your child other ways to show affection through kind words or bringing in notes.

Consequences: if an educator sees a student intentionally touching another student, they will have to sit out for five minutes. After three times of sitting out, a Think Sheet will be filled out and sent home. These Think Sheets count towards the maximum three total that can be sent home during the year. After the third sheet, a meeting with parents and Adrienne is arranged to determine if continuing in the program is an option.

Thank you for your cooperation to make Learning Streams an amazing experience for our learners and community!

Policies and Procedures can change at any time and updates will be emailed to you.