



EDUCATION CENTER PARENT HANDBOOK

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MISSION: The mission of Academics-1st, LLC is to provide students with adequate understanding to gain control over their own learning to progress academically.

VISION: Our goal is to use best practice strategies, engaging lessons, and progress monitoring to challenge each student's potential for academic growth.

Services:

Academics-1st, LLC offers educational services to students in pre-k through college level. We also assist or offer a full or part-time session for homeschooled students. Below is an outline of the services and hours of operation.

PROGRAM TYPE <i>*Fees are nonrefundable*</i>	AGE GROUP	HOURS OF OPERATION
AFTER SCHOOL PROGRAM <u>Registration:</u> \$75/child, siblings: \$25 each	ELEMENTARY SCHOOL (\$85/wk.) <i>(See the DISCOUNTS section)</i>	Monday – Friday 2:30 pm – 6:00 pm
SCHEDULED TUTORING Registration fee: \$0 Application fee: \$5	PREKINDERGARTEN THROUGH COLLEGE (\$25-\$40/hr.) <i>(See page 15 for financial assistance)</i>	Sunday – Saturday 8:00 am – 8:00 pm. *Between these hours* (By appointment only) WEEKENDS AVAILABLE
SUMMER PROGRAM <u>Registration:</u> \$100/child, siblings: \$55 each; Early registration of \$80 begins March 14, \$100 begins May 2.	ELEMENTARY SCHOOL (\$100/wk) 9- or 10-week program <i>(See the DISCOUNTS section)</i>	Monday - Friday 8:00 AM – 2:00 PM (\$90/WK) 8:00 AM – 5:00 PM (\$125/WK)
HOMESCHOOL PROGRAM <u>Registration:</u> Elementary - \$80 annually if paid between March and May 7 th ; \$100 after May 7 th . Siblings pay \$40.	ELEMENTARY (\$500/month) <i>(See the DISCOUNTS section and page 15 for the scheduled tutoring fees.)</i>	Monday & Thursday 8:00 am – 2:00 pm Tutoring: 12:30 pm – 2:30 pm Tuesdays - Reading Wednesdays - Math

<p style="text-align: center;">HOMESCHOOL PROGRAM</p> <p style="text-align: center;"><u>Registration:</u></p> <p>Middle & High school- \$85 annually if paid between March and May 7th; \$100 after May 7th. Siblings pay \$40.</p>	<p style="text-align: center;">(*MIDDLE & HIGH SCHOOL – HUB ONLY)</p> <p style="text-align: center;">\$550/month (middle school)</p> <p style="text-align: center;">\$600/month (high school)</p> <p>*Teachers will assist students with navigation through course work and provide partial help with completing assignments.</p> <p>However, four hours of individualized tutoring will only be provided during the Friday & Saturday sessions, free of charge.</p> <p style="text-align: center;"><i>(See the DISCOUNTS section and page 15 for the scheduled tutoring fees.)</i></p>	<p style="text-align: center;">Monday & Thursday</p> <p style="text-align: center;">8:00 am – 2:00 pm</p> <p style="text-align: center;">TUTORING IS AVAILABLE</p> <p>Students may receive up to 4 hours of tutoring per week. All sessions MUST be scheduled and booked by the Director. There is no charge for these sessions. However, if you would like more than the allowed 4 hours, you may request the extra hours and pay the balance.</p> <p style="text-align: center;">FRIDAY</p> <p style="text-align: center;">6:00 pm – 8:00 pm</p> <p style="text-align: center;">SATURDAY</p> <p style="text-align: center;">(BY APPOINTMENT ONLY)</p> <p style="text-align: center;">8:00 AM – 6:00 PM</p>
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Operations:

The After School Program for elementary students is in session from August – May yearly. Scheduled Tutoring and the Homeschool Programs will be offered year-round. The center will be closed New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day (3 days – day before and day after), Christmas Day (3 days - day before and day after), and during inclement weather. All other closures will be announced in advance.

The Summer Program usually operates the week after school closes for the summer break. This program typically lasts for nine or ten weeks – May through July. The center will be closed for the same holidays mentioned above. Students will receive breakfast, lunch, and a snack every day.

Students enrolled in the After School program will receive a daily snack upon arrival. Students will complete homework immediately after finishing their snack. Individualized tutoring will begin once each student completes his/her homework.

Admission and Payments:

Parents are required to complete all necessary forms for enrollment. Phone numbers, email and home addresses must be current. Please notify staff immediately of any changes. Payments are expected Monday upon sign in for the current week of services for students enrolled in the Afterschool, Summer, and Homeschool Programs. For students that attend sessions as needed (Scheduled Tutoring Program), payment is expected at least one day in advance. Rates are not prorated. Partial payments are not allowed, unless paying as an “early bird” for the Summer Program. Parents may receive a scholarship for certain programs if they qualify by applying with Academics R’ Us, Inc (a nonprofit organization that serves students from low to moderate-income households). Academics-1st, LLC also offers a discount program to assist with tuition fees. Please see the section “DISCOUNTS” for more information. Refer to the schedule above for the Summer Program schedule and fees or you may see a list of all the program schedules posted on the website: www.academics-1st.com. You may also request a copy. Early summer registration fee and 1st week payment will begin the first week of March.

Payments may be made by debit/credit card or cash. However, if paying by debit/credit card, an additional fee of \$1.25 will be charged. Credit card information provided will be secured and charged accordingly. Cash App is available and online payments may be processed at www.academics-1st.com .

Teachers use progress monitoring and data to ensure a quality educational experience. Therefore, students enrolled in the Homeschool and After School Programs are encouraged to attend daily or as scheduled. Due to limited space and other potential students, keeping a certain number of enrolled students is a priority for the continuing business of Academics-1st. Payment is expected weekly or monthly whether they attend or not. If students will be out for two-three weeks, the parent may request to pay half (50%) of the weekly fee for the student to maintain a slot in the program. With advance notice of at least 10 days, up to three consecutive weeks of no-show, and half payments are allowed if unforeseen events shall occur. A doctor’s excuse is required for approval. If approved, your child can continue to have his/her enrolled status. Otherwise, parents must withdraw their students from the program. The director will automatically withdraw students if parents fail to do so. Students may re-enroll if there is availability.

Transportation/Pickup:

Children must be accompanied by an adult into the building to sign students in and an authorized adult MUST sign students out. Should another adult other than the parent(s) be picking up your child, make sure he/she is listed on the registration form and be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child’s care and safety are the responsibility of the parent or designated adult. For students enrolled in the Homeschool Program, a late fee of \$10 will automatically be charged at 2:10 pm for any child left in the building. An additional \$1 per minute will be charged thereafter. A late fee of \$10 will be charged for students enrolled in the After School program that is not picked up by 6:10. An additional \$1 per minute will be charged thereafter. If an emergency occurs that causes you to be late, please notify Academics-1st immediately at 229-886-6492.

Transportation from certain school locations to Academics-1st, LLC may be available. If transportation is provided by Academics-1st, LLC, a fee of \$30 will be added to your monthly tuition. Academics-1st, LLC **WILL NOT** transport a student to his/her home.

Field Trips:

Academics-1st, LLC will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary. If a water related activity occurs that is more than two feet deep, parents will have to check the appropriate box indicating that they are aware of such activity. A parent or guardian will sign an informed consent form (Transportation Field Trip Form) for all field trips and will be responsible for any fees. If the form is not signed, the child will not be allowed to attend the field trip. At least one staff person/teacher with current First Aid and CPR certification must accompany children on off-site activities. A first aid kit along with the children's emergency contact numbers will be taken on off-site activities. Whenever possible, the Director will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation. At least one staff member/teacher will have a cell phone in case of emergency on all off-site activities. Students will **ALWAYS** be accompanied by a teacher/staff member to a public restroom. Students will wear identifying information that gives the facility's name and phone number. If a child has medication needs, the teacher in charge will be responsible to take and administer the medication as needed.

A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons. Parent volunteers are welcome to assist with field trips and other special events with successful background check.

MEALS AND SNACKS

Parents are encouraged to provide snacks for students enrolled in the STEAM/STEM Programs, unless otherwise notified that Academics-1st, LLC will provide snacks from the CACFP (Child and Adult Care Food Program). Healthy meals and snacks are always the better choice, so please choose wisely. Some food choices are sandwiches, fruits, vegetables, yogurt, crackers, and small salads, etc. Snacks should not take more than 15 minutes to consume. Please do not send food or drinks in glass containers. Although heating foods may be allowed, try to avoid foods which require heating. Soda or high sugar drinks should also be avoided.

Due to safety precautions and allergies, students are not allowed to share foods with other students that are not their siblings. Parents should alert their child's teacher to any food allergies or sensitivities. Academics-1st, LLC is not a peanut-free or nut-free environment. Please note that foods children bring from home and consume at the center may contain nuts and nut products. Students with known allergies will not eat near a student that is consuming the allergen product.

When noted, Academics-1st, LLC will provide breakfast, lunch, and a snack to all students enrolled in the Summer Program. A daily menu may include breakfast – 100% orange juice, bread roll, boiled egg, milk/water; lunch – spaghetti with tomato sauce, mixed veggies, sweet

corn, pineapple pieces, chocolate milk/water; snack – yogurt with graham crackers, water. A weekly menu will be sent home one week in advance for parents to check for any food allergens. Parents must notify the teacher/director at least three days in advance if the child is allergic to a particular food that will be served. We will make every effort to provide a substitute item. If we are not able to provide a substitute, parents will need to provide a suitable meal for the child.

RULES AND REGULATIONS

While attending Academics-1st, all children are asked to comply with the statements below to maintain a safe environment. We ask parents to please review them with your child.

- Be respectful to other students, mentors, volunteers, and other staff members.
- Follow all the directions the first time they are given.
- Stay in assigned area.
- You are only allowed to leave assigned area if told to by a mentor or staff member.
- Keep hands, feet, inappropriate comments, and objects to yourself.
- Walk appropriately in the building.
- Use respectful language at all times, using ‘inside voices.’
- BULLYING: name calling, rolling eyes, threatening, etc., will result in suspension if this behavior continues after 1st warning.

DISCIPLINE POLICY

Academics-1st is a means of providing additional educational support and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated. As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

- Failure to follow rules, policies, and procedure of Academics-1st.
- General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the building, or outside, minor defacement of property, and pushing or shoving others.
- A student’s persistent refusal to follow the instructions of Academics-1st’ staff, or other staff member.
- Use of obscene, vulgar, profane, disrespectful, demeaning, or threatening words and/or actions or gesture directed to or in the presence of any student or other staff member.
- Mutual physical confrontations between students (fighting).
- Possession and/or use of any tobacco or drug related items or ‘look alike’ items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a ‘drug.’
- A behavior that may result in physical or mental abuse to one’s self.
- Committing an act of indecent exposure in the presence of any other student, or member of the staff.

“DISCIPLINARY ACTIONS”

- Verbal reprimand
- Special assignments or removal from special privileges
- Staff/student behavioral contract
- Parent Contact
- Suspension from Academics-1st:
 - First Offense – 1 day suspension
 - Second Offense – 3 days suspension
 - Third Offense – Parent/Staff conference to determine continued enrollment at Academics-1st
- Permanent withdrawal of Academics-1st (referral available upon request)

*Note: Academics-1st will utilize different intervention techniques before a parent is contacted, or child being suspended, or permanently withdrawn.

WELLNESS PROCEDURE

DUE TO COVID-19, ALL TEACHERS, STAFF MEMBERS, VOLUNTEERS, VISITORS, CHILDREN, AND PARENTS MUST WEAR A MASK WHILE AT THE CENTER!! You are the best judge of your child's health, and we trust you will not bring a sick child to the center. If your child shall become ill while in our care, the teacher will consult the Director and may call the parent to pick up the child. Your prompt arrival will be greatly appreciated. This is for the safety of your child and others. The following criteria will be considered in determining if your child must go home: • Unknown rash. • Fever of 100° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. • Highly transmittable condition such as head lice, chicken pox, strep throat, pin worms, mumps, conjunctivitis (pink eye), etc. • Persistent cough • Diarrhea or vomiting (more than two loose, watery stools). We understand that some children may be allergic to certain foods/medication, and we will take that into consideration. If your child is too ill to play outside with his or her class or participate in classroom activities, then your child is too ill to attend the center.

Your child may return to the center after: • Obtaining written verification from a doctor. • Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications. • In the case of chicken pox, when all the lesions are scabbed over. • In the case of head lice, following treatment with appropriate shampoo so that all nits (eggs) are gone. • In the case of a transmittable illness, your child should take an antibiotic for 24 hours before returning. • In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication. *If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director.

Medical Care:

Parents must complete the following medical forms: Authorization to Dispense, Food Allergy, Immunization and Medical Emergency Forms. A parent may present a signed affidavit against such immunizations within 30 days of child's enrollment. These forms allow Academics-1st, LLC staff members to seek emergency medical care from authorized care providers in the event

of severe injury. It is the responsibility of the parent to complete and keep the medical emergency form current.

*In the event of an injury or illness, the teacher will attempt to notify the parent at all available numbers listed. If a parent is not reached, we will contact the emergency person/designated pick-up person listed on the medical form.

*Students who are ill or injured will be sent to the office and remain under the supervision of the Director until a parent arrives. The child will be excluded from other children. Such illnesses include students with a fever 101 degrees or higher (taken orally), sore throat, persistent cough, severe running nose, impetigo, diarrhea, communicable disease (those defined on the chart of communicable disease provided during enrollment), etc. Parents will be notified by phone call and letter if child was exposed to such diseases.

*If the child requires immediate medical attention, the staff member who witnessed the situation will remain with the child and instruct someone else to call 911. If no other staff is available, teacher will ensure the child is stable and if possible, bring the child along to call 911.

*If needed, student will be transported via EMS to the hospital or facility stated on the Medical Emergency Form.

* The teacher or staff member that witnessed the emergency will remain with the injured student, bringing the child's medical and parental consent forms.

*Academics-1st, LLC ensures liability insurance.

MEDICINE

Director/teacher will administer non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication only after a parent signs and dates the Authorization to Dispense Form. The parent must provide all medications. Prescription medication must be in the original container and labeled with the child's name and dosage. A record of the administered medication shall be kept. Included will be the day, time, and any noticeable adverse reactions.

SPECIAL NEEDS

The teacher or Director will administer specific aid as outlined on the medical form to students that has a special need. Clear and direct instructions must be written in order to carry out such duties. Normally, children ages four and above will not require diapering, unless there is a special case. In the event a special need occurs for such a student, staff will follow protocol as notated on the medical emergency form. Soiled linen will be bagged, labeled, and placed in a specific labeled basket, in the hall storage. Parent will also be notified.

SEVERE WEATHER, TORNADO, BOMB, FIRE OR OTHER EMERGENCY SITUATIONS

WEATHER

Academics-1st, LLC will do everything possible to remain open in the case of inclement weather. Teachers, parents, and the Director should make sound, personal decisions about their ability to travel safely to and from the center, especially as storm conditions can vary by geography. If the program operations must be altered, parents will be informed with as much notice as possible.

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel. Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

TORNADO/FIRE/BOMB THREAT

Tornado warnings and fire regulation procedures are posted near the exits in each classroom. Staff will conduct drills monthly and all students and staff are required to participate. Advance notice of a few hours is given on some drills, while others are unannounced. In the event of bomb threats, fire, or other evacuation emergencies, the children and teachers will leave the building and meet out back on the west side of the building, towards the alley. In case of a tornado, teachers/staff members will close all the doors leading to the hall. Everyone will seek shelter, kneeling with their heads down facing the wall until the emergency is over. Parents will be called as soon as it is safe following an emergency.

During all evacuations:

- The Director or person in charge will take the RED Emergency Binder out of the office and check all rooms, including bathrooms for any student or staff member left behind.
- At the evacuation site, attendance of children and staff is taken.
- The Director will give the final approval of when it is safe to resume activities or re enter the building, according to the commander on the scene (Fire Dept. and/or Security Services).
- Parents will be contacted if circumstances warrant.

POWER FAILURE (HEATING, COOLING, WATER)

If a power failure occurs, teachers and children should remain in the classroom and if possible, proceed with activities as usual. If power cannot be restored within a reasonable amount of time, the center will close, and parents will be contacted. Teachers are responsible for contacting parents to inform them of the situation.

STRUCTURAL DAMAGE

The Director or person in charge will take the RED Emergency Binder out of the office and check all rooms, including bathrooms for any student or staff member left behind. At the evacuation site (the west side of the building towards the alley), attendance of children and staff is taken. The Director will give the final approval of when it is safe to resume activities or re-enter the building, according to the commander on the scene (Fire Dept. and/or Security Services). Parents will be contacted if circumstances warrant.

MISSING CHILD

It is our goal to actively monitor children in our care. Teachers need to be mindful that a child can go missing at any time of the day. Upon discovering that a child is missing, the person discovering this should immediately notify the class teacher. If the teacher is not available for whatever reason, inform the nearest available teacher and notify the Director. They should state the name of the child (if known) or provide a description of the child if the name is unknown. Ask when the child was last seen and what he/she was doing and where. An organized search (indoors and outdoors, in all rooms) for the child will be conducted by any available staff.

If this search does not discover the missing child within a reasonable time and is sure that the student is not on the premises, the teacher/Director must contact the child's parents and inform them of the situation and to inquire if the child was picked up. After consulting with parents and continued search efforts, teacher/Director will inform the police of the child's disappearance.

If a child is seen leaving the premises, the teacher/staff member witnessing this must inform the Director. If the Director is not present, the member in charge will contact the Director after first trying to call the student back. Staff should not pursue a child off the center's boundary. This may cause the child to run into a dangerous situation (run into a road without looking for traffic in an attempt to evade the pursuer. However, in the event that a child may accidentally wonder off, then it may be appropriate for the staff member/teacher to retrieve the child. Staff are expected to use their professional discretion in deciding whether it is appropriate to go beyond the center's boundary in pursuance of such children.

DEATH OF A CHILD

If a child should die while in our care, the Director/teacher will immediately call 911. The child's parent(s) will be notified by the Director. Keep the other children calm and away from the deceased. All other appropriate entities will be notified (Georgia Accreditation Commission, Bright from the Start – Child Care Services) within 24 hours.

CHILD ABUSE/ NEGLECT

Teachers/staff members are required by law to report any suspected child abuse or neglect. If a teacher/staff member has reasonable cause to believe that a staff member or a parent may have been abusive or neglectful toward a child, they shall immediately notify the Director. The Director will assess the situation and report the suspected or alleged incident to DFACS

(Dougherty Family and Children Services). A written statement may be required and must be submitted with 48 hours (about 2 days). The Director makes every effort to learn the details (by talking with teacher and parent) before calling. Should the Director advise against filing/reporting to DFACS, the teacher/staff member who reported the concern to the Director retains the right to contact DFACS directly and to notify the local police.

If a staff member/teacher/Director is in question of having been abusive or neglectful, they shall immediately be removed from working directly with children and will be suspended without pay until investigations by the appropriate authorities have completed the case.

If allegations of abuse and/or neglect are substantiated, corrective action up to and including termination of the staff member/teacher/Director will result.

If a parent is in question of having been abusive or neglectful, Academics-1st, LLC is bound, as mandated reporters, to follow applicable regulations and center process as described above.

OTHER REPORTS

Staff/teachers must report to the Director any suspensions or known cases of communicable disease. The Director will assess the situation and determine whether to contact the local county Health Department.



Discounts

Volunteers/Club Leaders:

•Note: All volunteers and/or club leaders must:

1. successfully satisfy a comprehensive background check prior to volunteering.
2. regularly attend training sessions (Each attended session will count as ½ of an hour)
3. be at least 16 years old.

Monthly fees will be adjusted for the following month once documented volunteer hours according to the agreement contract have been verified. Parents may recruit an eligible volunteer to complete hours on their behalf, pending they meet the above requirements. Volunteers may choose to complete hours in any of the programs: After School, Homeschool, or Summer

DISCOUNT CHART

(Programs: Homeschool, Summer, & After school)

MINIMUM HOURS PER WEEK	DISCOUNT PERCENTAGE	SAVINGS PER MONTH
10	25%	\$125
6	20%	\$100
4	10%	\$50
2	5%	\$25

The volunteer form and discount contract can be completed by following this link:

https://docs.google.com/forms/d/e/1FAIpQLSd6GHalAxyYQN7YXh39fdt5SVhXWH8DPKgBry-zqZ5rGyDhg/viewform?usp=pp_url

LOYALTY REWARD PROGRAM

All parents are automatically enrolled in the Loyalty Reward Program upon admission. Earn 10 points every month for making on-time payments and arriving for pickup prior to the end of the child's scheduled school day or tutoring session. Once 30 points are accumulated, parents receive a \$30 credit off the following month's tuition. If at any time payments are not made prior to the start of the new month and/or children are signed out after the allotted pick-up window, loyalty reward points will be revoked or set back to zero. The Loyalty Reward Program will continue throughout the remainder of the school year. Students enrolled in the Homeschool and Summer Programs are eligible for the \$30 credit every three months. Students enrolled in the Afterschool Program will receive \$15 credit every three months once the same pickup and payment requirements are met.

ACADEMICS R' US, INC

Academics R Us, Inc. is a nonprofit organization that provides educational services or tutoring for students in pre-kindergarten through high school. To qualify for free or reduced rates, students must reside in a home receiving low to moderate-income. Financial assistance is available for students enrolled in the Scheduled Tutoring, Afterschool, and Summer Programs. Click on this link to learn more and see if you qualify. [Academics R' Us, Inc. \(academics-1st.com\)](http://Academics R' Us, Inc. (academics-1st.com))



HOMESCHOOL SCHEDULE (Grades 1-2)

MONDAY & THURSDAY ONLY

8:00 am – 8:30 am	Arrival/Breakfast/Table Activities
8:30 am – 9:15 am	Reading, Writing, Phonics (Independent Work, online)
9:15 am – 10:00 am	Reading Centers / story time
10:00 am – 10:10 am	Snack
10:10 am – 11:10 am	Outside Recreation / Game Room (30-minute rotation)
11:10 am – 11:55 am	*Extracurricular Activity (Clubs: art, spelling bee, chess, coding, book)
11:55 am – 12:00 pm	Restroom / prepare for lunch
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:15 pm	Math (Independent Work, online)
1:15 pm – 1:45 pm	Math centers
1:45 pm – 2:00 pm	Reflection Clean-up / dismissal

TUESDAY (Reading & Science Tutoring)

WEDNESDAY (Math & Social Studies Tutoring)

(Grades 1-2)

12:30 pm – 1:30 pm	Arrival / Individualized tutoring
1:30 pm – 2:20 pm	Centers
2:20 pm – 2:30 pm	Clean-up / Dismissal

HOMESCHOOL SCHEDULE (Grades 3-5)

MONDAY & THURSDAY ONLY

8:00 am – 8:30 am	Arrival/Breakfast/Table Activities
8:30 am – 9:30 am	Reading, Writing, Phonics (Independent Work, online)
9:30 am – 10:00 am	Reading Centers / story time
10:00 am – 10:10 am	Snack
10:10 am – 11:10 am	Outside Recreation / Game Room (30-minute rotation)
11:10 am – 11:55 am	*Extracurricular Activity (Clubs: art, spelling bee, chess, coding, book)
11:55 am – 12:00 pm	Restroom / prepare for lunch
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:15 pm	Math (Independent Work, online)
1:15 pm – 1:45 pm	Math centers
1:45 pm – 2:00 pm	Reflection Clean-up / dismissal

TUESDAY (Reading & Science Tutoring)

WEDNESDAY (Math & Social Studies Tutoring)

(Grades 3-5)

12:30 pm – 1:30 pm	Arrival / Individualized tutoring
1:30 pm – 2:20 pm	Centers
2:20 pm – 2:30 pm	Clean-up / Dismissal

HOMESCHOOL MIDDLE & HIGH SCHOOL TUTORING

6:00 pm – 8:00 pm FRIDAY (BY APPOINTMENT ONLY)	8:00 AM – 6:00 PM SATURDAY (BY APPOINTMENT ONLY) 2-hour maximum tutoring session)
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AFTER-SCHOOL PROGRAM (Grades 1-5)

2:30 pm– 3:15 pm	Arrival / Snack
3:15 pm – 4:45 pm	Complete homework Individualized skills (online)
4:45pm – 5:25 pm	Club Activity (chess, coding, *art – additional monthly fee of \$25)
5:25 pm – 5:45 pm	Outside Recreation / Game Room
5:45 pm – 6:00 pm	Clean-up / dismissal



SCHEDULED TUTORING

Individualized tutoring is available for students in grades Pre-K through college from Sunday – Saturday, by appointment only.

Grade level	Hourly rate
Pre-k through elementary, GED	\$25
Middle school	\$30
High school	\$35
College	\$40

***FINANCIAL ASSISTANCE IS AVAILABLE THROUGH ACADEMICS R' US, INC FOR STUDENTS THAT QUALIFY. TO LEARN MORE, CLICK ON THE LINK.**

[Academics R' Us, Inc. \(academics-1st.com\)](http://academics-1st.com)



SUMMER PROGRAM (Grades 1-5)

8:00 am – 8:30 am	Arrival/Breakfast/Table Activities
8:30 am – 9:30 am	Reading, Writing, Phonics (Independent Work, online)
9:30 am – 10:00 am	Reading Centers / story time
10:00 am – 10:10 am	Snack
10:10 am – 11:10 am	Outside Recreation / Game Room (30-minute rotation)
11:10 am – 11:55 am	Extracurricular Activity (Clubs: art, spelling bee, chess, coding, book)
11:55 am – 12:00 pm	Restroom / prepare for lunch
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:15 pm	Math (Independent Work, online)
1:15 pm – 1:45 pm	Math centers
1:45 pm – 2:00 pm	Written Reflection Clean-up / dismissal

Summer Extended hours (extra fee)

2:00 pm – 2:30 pm	Quiet time
2:30 pm – 3:30 pm	Spanish Teacher: (2:00 pm – 2:25 pm, MW – Grades 1-2 (2:30 pm – 2:55 pm, MW – Grades 3-5)
2:30 pm – 3:30 pm	Spanish Centers: (2:00 pm – 2:25 pm, MW – Grades 3-5) (2:30 pm – 2:55 pm, MW – Grades 1-2)
3:30 pm – 4:30 pm	STEM/STEAM
4:30 pm – 4:45 pm	Written Reflection
4:45 pm – 5:00 pm	Clean-up / dismissal



***Students will automatically be enrolled in 1 of the 3 clubs of their choice (book, chess, or coding) upon admission. They may enroll in one additional club per semester for an extra monthly fee. Students will remain in the two enrolled clubs from August to December and will have the option to switch clubs in January if they like, unless otherwise noted. Fees will cover subscriptions and supplies associated with each club. (Club availability depends upon the number of enrolled students.) See the chart below:**

CLUB	ADDITIONAL MONTHLY FEE
Book	\$5
Art	\$20
Spelling Bee	\$10
Chess	\$5
Coding	\$5

BOOK CLUB:

Enrolled students will have an opportunity to read and discuss a grade level book. A group leader (chosen weekly) will choose from a pre-selected number of books. Students in grades 1-2 will form a group and grades 3-5 will form another group. *An alternative would be to group students according to their reading level. Books will be provided for each student. Weekly rotation of books may depend on its type (ex. chapter, interactive, story, series). Typically, the goal is to read a different book each Monday, then discuss it and complete fun activities about it on Thursday. Books that may take less than 20 minutes to read will be followed up with a discussion, therefore proving more creativity time on Thursday. Some activities may include drawing their favorite part, role play, creating an alternative ending, completing a Venn diagram or a film strip of events. This feature of the Book Club will start in August and run through December. All supplies are included with monthly fee.

Rules:

1. Come prepared to discuss the book.
2. Be good listeners.
3. Allow the student leader to lead the meeting.
4. Be respectful of our friends
5. Feel free to disagree with your friends, but in a respectful manner.
6. Raise your hand if you would like to talk.
7. Have fun!

*BATTLE OF THE BOOKS – this is a competitive component of the book club based upon students reading at least five out of ten books from a pre-selected list that contains multiple genres and award-winning books. Students write practice questions after each book they read, and these are used during meetings to prepare for the final battles at the conclusion of the club where students compete for trophies and medals. Battle of the Books starts in January and runs through May. All students can participate and will be awarded according to their grade level.

ART CLUB:

Enrolled students will enjoy a 30-45 minute session creating beautiful drawings by following on-screen prompts directed by Miss Patty (an online art teacher). This art club will teach kids ages 5-12 how to draw and paint. The easy-to-follow steps create a fun and straightforward way to master the skill. Freedom to create alternate drawing and color patterns fosters individuality. Club members have the option to submit their drawing to be displayed on Miss Patty's Instagram and Facebook page. One selected artist from all their uploaded drawing will be featured in their weekly member newsletter and on social media. All supplies are included with monthly fee. A selection of chosen art from all grade levels will be judged by community representatives in April. The winner will be announced in May and receive a trophy and be featured in our newsletter and social media.

SPELLING BEE:

Enrolling in the spelling bee club will provide a fun way for students to increase their vocabulary, understand the dynamics of spelling words, help develop social, emotional, and cognitive skills. Participants receive a list of words based on their grade level; however, they should be familiar with words of all grades. Spelling bee preparedness and practice sessions will take place beginning in August and lasting through the second week of December. Students practice spelling strategies, play spelling games and learn official spelling bee rules. Our school spelling bee will take place between the third and fourth week of December. The winner will receive a trophy and featured in our newsletter and on social media accounts.

The objectives of the Spelling Bee are to:

- help students spell quickly and accurately.
- enhance students' understanding of vocabulary in relation to spelling.
- promote students' correct word usage in meaningful activities.
- help students correct misspelled words automatically.
- help students learn to compete.
- provide an environment to promote students' self-esteem, character development, and sportsmanship; and
- help students learn the dynamics of actual spelling versus simple rote memorization.

Here are a few tips from Scripps National Spelling Bee to help your child prepare:

1. For inspiration, watch the documentary Spellbound on family movie night.
2. Keep a "great words" journal for every new and interesting word that you find.
3. Designate a spelling wall in your home. Post new words to the wall each day.
4. For family game night, conduct an impromptu themed spelling bee. Use a newspaper for a current events bee or a cookbook for a cuisine bee.
5. Do like Akeelah did. Spell and jump rope (or watch the movie Akeelah and the Bee!)
6. Ask friends and neighbors to challenge you with great spelling words.
7. Find a good luck charm—perhaps shoelaces with a bumblebee design or a special coin.
8. Read enjoyable books. You will be entertained while you effortlessly improve your spelling and increase your vocabulary.
9. Scour the dictionary in search of words to stump your parents and teachers.
10. Study your spelling words nightly!
11. To get all you can out of your spelling bee journey, have a parent sign you up for Word Club or a Word Club Season Pass.

CHESS:

Let your child be part of an exciting and successful chess club. Chess Wizards is offering specially designed classes that cater to all levels of chess ability. Each child will be taught how to play and then challenged by fun games with their peers or teachers. Students will utilize educational videos and apps where they will have many opportunities to practice. It is proven that chess enhances cognitive development in children, improves both verbal and mathematical skills, and increases all levels of academic performances! Playing chess stimulates the mind and help children strengthen skills such as focusing, visualizing skills, abstract thinking, and forming concrete opinions. Dinosaur Chess is an app that enrolled students will use in class. It may be purchased through Google Play and Amazon to practice at home. The cost is no more than \$5. The following are two free sources that you can use to help teach you and your child how to play chess. We will also view these tutorials. The chess club is offered August through April. A tournament will be held in May. The winner will receive a trophy and featured in our newsletter and on social media.

<https://www.youtube.com/watch?v=1WeWIWCg2Uw&t=15s>

<https://www.chesskid.com/videos/rules-basics/an-introduction-to-chess>

CODING:

Get them started early! The Little Coders Club provides young students with the basics of computational thinking skills, such as loops and conditionals, through a fun blend of hands-on activities. The curriculum is built specifically for this age group, with a mix of activities from coding puzzles and board games to easy-to-use, drag-and-drop programming tools. Projects are updated weekly, so returning students will have new challenges to work through and advance their knowledge. Students will learn by following along with books like Mission Python, Super Scratch Programming Adventure, or Coding with Minecraft. Check with your local library for availability to read them at home. Students will also learn, practice, and create games through a paid subscription to Tynker. The Little Coders Club will be open August through April. Each student will be allowed to present a game that they created to be judged by a community representative. The winner will receive a trophy and featured in our newsletter and on social media. Below are some of the free websites and apps we will use in class to guide the learning process. Please visit any of the sites for more information.

1. [Computer Science Curriculum for Grades K-5 | Code.org](#)
2. [Learn today, build a brighter tomorrow. | Code.org](#)
3. [Scratch Projects for Kids | Coder Kids](#)
4. [LightBot](#)
5. [Khan Academy | Free Online Courses, Lessons & Practice](#)
6. [Crunchzilla](#)
7. [Blockly Games](#) (great for students as young as 3 – with supervision)
8. [Stencyl: Make iPhone, iPad, Android & Flash Games without code](#)

I have read and reviewed the contents of Academics-1st Policy and Procedures Contract. I am aware of the posted notices regarding the rules, menus, emergency plans, evaluation reports, communicable disease chart, licenses, and visitors. I agree to accurately carry out the policies and procedures of the Program.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____