



POLICY AND PROCEDURES

PARENT HANDBOOK

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

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.

SERVICES:

PROGRAM TYPE	AGE GROUP	HOURS OF OPERATION
PRE-K PROGRAM Registration fee: \$25	(AGES 4-5 only) (\$125/wk)	Monday – Friday 8:00 am – 12:00 pm.
“STEM/STEAM” PROGRAM Registration fee: \$15	ELEMENTARY SCHOOL (\$85/wk) or (\$25/hr.)	Monday – Friday 2:30 pm – 5:30 pm. *Or as Needed* WEEKENDS AVAILABLE
“STEM/STEAM” PROGRAM Registration fee: \$15	MIDDLE SCHOOL (\$85/wk) or (\$30/hr.)	Monday – Friday 3:30 pm – 5:30 pm. *Or as Needed* WEEKENDS AVAILABLE

<p>SCHEDULED TUTORING</p> <p>Registration fee: none</p>	<p>HIGH SCHOOL & COLLEGE ((\$35/hr.)</p>	<p>Monday – Friday 1:00 pm – 6:30 pm. *Between these hours* WEEKENDS AVAILABLE</p>
<p>SUMMER PROGRAM</p> <p>Registration fee: \$30</p>	<p>ELEMENTARY – MIDDLE SCHOOL 9-week program</p>	<p>Monday - Friday 7:30 AM – 3:30 PM (\$150/wk) 7:30 AM – 5:30 pm (\$185/wk)</p>
<p>HOMESCHOOL PROGRAM</p> <p>Registration fee: \$50</p>	<p>ELEMENTARY – HIGH SCHOOL Fees starts as low as \$100/wk - based on services provided – call for details</p>	<p>Monday – Friday 7:30 am – 5:30 pm Days and times vary depending on the need</p>
<p>VIRTUAL LEARNING PROGRAM</p> <p>Registration fee: \$50</p>	<p>ELEMENTARY – MIDDLE SCHOOL Fees starts as low as \$150- \$225/wk</p>	<p>Monday – Friday 7:30 am – 3:00 pm (\$150/wk) 7:30 am – 5:30 pm (\$185/wk)</p>

Operations:

The Pre-K Program, Virtual Learning Program, and STEM/STEAM Programs for elementary and middle school are 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 Holidays (3 days – day before and day after), Christmas Holidays (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 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 unless told otherwise.

Elementary and middle school students enrolled in the STEM/STEAM program will receive a daily snack upon arrival. Students will complete homework immediately after finishing 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 weekly.** For students that attend sessions as needed, payment is expected one day in advance. **Rates are not prorated.** Partial payments are not allowed, unless paying as an “early bird” for the Summer Program. Academics-1st has been approved to accept CAPS (Childcare and Parent Services). The Summer Program schedule and fees are posted on the website: www.academics-1st.com. You may also request a copy. Early registration fee and 1st week payment will begin the first week of March annually.

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 (\$Academics1stLLC) is available and online payments may be processed through PayPal at www.academics-1st.com.

Teachers use progress monitoring and data to ensure a quality educational experience. Therefore, students enrolled in the Pre-K, Virtual Learning Center, and STEM/STEAM Programs are encouraged to attend daily. 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 whether they attend or not.** If students will be out for one week, parent may pay half (50%) of the rate in order for the student to maintain a slot in the program. The director will automatically withdraw students if parents fail to do so. Students may re-enroll if there is availability.

Please sign and select the correct statement regarding the payment policy:

I, _____, _____.

Date: _____

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. A late fee of \$10 will be charged for students that are still in the building 7 minutes after dismissal time. An additional \$1 per minute will be charged thereafter until parent arrives.

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. Fees are \$8 per week and is paid with the regular weekly fee. Academics-1st, LLC **will not** transport a student to his/her home.

Please sign and select the correct statement regarding the transportation policy:

I, _____, _____.

Date: _____

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 meals for students enrolled in the Virtual Learning and STEAM/STEM Programs, unless otherwise notified that Academics-1st, LLC will provide meals or snacks through the CACFP (Child and Adult Care Food Program) or school. 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. Students will consume a lunch during a 30-minute time period. 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 in close proximity to 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 possible 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.

1. Be respectful to other students, mentors, volunteers and other staff members.
2. Follow all the directions the **first** time they are given.
3. Stay in assigned area.
4. You are only allowed to leave assigned area if told to by a mentor or staff member.
5. Keep hands, feet, inappropriate comments, and objects to yourself.
6. Walk appropriately in the building.
7. Use respectful language at all times, using 'inside voices'.
8. **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:

1. Failure to follow rules, policies and procedure of Academics-1st.
2. 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.
3. A student's persistent refusal to follow the instructions of Academics-1st staff, or other staff member.
4. 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.
5. Mutual physical confrontations between students (fighting).
6. 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'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, or member of the staff.

“DISCIPLINARY ACTIONS”

1. Verbal reprimand
2. Special assignments or removal from special privileges
3. Staff/student behavioral contract
4. Parent Contact
5. Suspension from Academics-1st:
 - a. First Offense – 1-day suspension
 - b. Second Offense – 3 days suspension
 - c. Third Offense – Parent/Staff conference to determine continued enrollment at Academics-1st
6. 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

COVID-19 POLICY AND PROCEDURES

1. EVERYONE entering the building MUST always wear a mask.
2. Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the day camp facility.
Symptoms of COVID-19 • Fever • Cough • Shortness of breath • Difficulty breathing • Respiratory symptoms Any two of the following symptoms: • Chills • Repeated Shaking with Chills • Muscle Pain • Headache • Sore throat • New loss of taste or smell*
3. Students body temperature will be checked upon arrival and prior to parents' departure.
4. Students that have an elevated body temperature of 99.6 will be allowed to stay but will be monitored throughout the day. Temperatures 99.9 or higher will NOT be allowed to stay.
5. Parent agrees not to hold Academics-1st, LLC accountable if child becomes positive for the virus.

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 100.5° 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 STEAM/STEM 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 serious 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 front on the east side of the building. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as it is safe following an emergency.

During all evacuations:

1. 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.
2. At the evacuation site, attendance of children and staff is taken.
3. 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).
4. 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, 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 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 perhaps 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 or another teacher if the Director is not there. 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

In the event that a child should die while in our care, the Director/teacher will immediately call 911. The child parent(s) will be notified by the Director. We will keep the other children calm and away from the deceased. All other appropriate entities will be notified (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 within 48 hours. 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.

I have read and reviewed the contents of Academics-1st Policy and Procedures Parent Handbook. 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: _____