

Afterschool Tutoring 4 You Virtual Classroom Policy

PARTIES-This policy is intended by **Afterschool Tutoring 4 You, L3C** to inform the parent or guardian of the policies and procedures that are practiced by this company. All employees and 3rd parties directed by **Afterschool Tutoring 4 You** to offer supplemental assistance are bound by the same conduct standards, fee agreements, and policy set forth below.

FEE AGREEMENT-The weekly rate is \$____ per student. The daily rate is \$____ per student. The session includes virtual supervision from 7am to 3pm. Each session is 7am to 3pm, unless otherwise agreed upon. All fees are prepaid and can be paid in advance at the beginning of each week or monthly. If you would like to pay in advance, you may use the options of Cash, Cash App, or PayPal.

INCLEMENT WEATHER AND HOLIDAY POLICY- Our goal is to remain open for working parents at **Afterschool Tutoring 4 You**, so despite holidays and school closures, and in the event of the possibility of inclement weather, the facility is open unless there is a substantial safety risk in so doing. During this time, students are expected to complete homework or assignments or leisurely activities like reading or other educational enrichment activities.

SOCIAL DISTANCE POLICY-Seating is strictly limited to a small number of students to maintain safety and social distancing. In the event of an overflow, an additional facility will be used for students to maintain small-classroom setting standards. All students are expected to be attentive to their virtual classroom instructor, and as a result, Afterschool Tutoring 4 You limits student social interaction for both safety and to minimize distractions. Students are expected to talk and engage with their teachers and with each other when no classroom instruction is being given, and we will enforce the minimum of 6ft social distancing policy.

ATTENDANCE POLICY-Students are expected to attend for all days according to their course schedule. If an event arises making attendance impossible, we ask that you contact our office and make sure that we are aware of the absence. Only enrolled students are permitted to attend. Additional students, whether siblings or relatives of an enrolled student, require enrollment form completion and pre-payment of fees, provided that seating is available and spacing can be maintained.

COVID-19 POLICY- Our policy neither permits outside visitors to the classroom nor interaction with students other than by parents and/or guardians. If your student or household family member becomes ill with the novel Corona Virus Disease of 2019 (COVID-19), we ask that you alert us immediately so that we can mitigate the possibility of transmission and alert other families of the potential. If a student becomes ill with COVID-19, they will not be permitted to return until **2 weeks (14 days) AFTER** the completion of the quarantine period required by a health professional.

PICK-UP POLICY-Unless prearranged, the pick-up time is strictly enforced and the students may only be released to the person(s) authorized on their signed application. If you have to send a different person to facilitate drop-off or pick up, this must be discussed in advance and will be noted in the record for your child's safety and our legal protection.

Please initial in recognition of the receipt of Page **1** of **3** of this policy _____

DEVICE AND DAMAGE POLICY-We are not responsible for device malfunction or damage that occurs from the use and operation by your student. We will make sure that the student uses the equipment properly to lower the risk for substantial damage. We will replace any equipment accidentally damaged **due to our facilities** while your student was under our supervision. It is your responsibility to send your student with adequate chargers and/or tablets and laptops. In the event that damage or total loss of equipment occurs, we provide desktop, laptop computers, and tablets for temporary use. No devices may be stored overnight on the premises. Any devices left behind accidentally may be retrieved prior to the closing time, or the following day.

MEAL POLICY-Parents and/or guardians are required to send lunch with their student daily. Store-bought snacks are provided, but are limited to avoid food allergies and other hazards. If you desire to use a service such as food delivery for your student, please discuss this in advance with **Afterschool Tutoring 4 You**. Our goal is to limit outside traffic as much as possible. In the event that lunch is forgotten, your child will be served a basic meal that does not consist of common food allergens such as tree nuts.

Milk is served, so please include milk as an allergen if your child has an allergy or you would prefer that they not receive milk. Students will have the option of a **basic breakfast** consisting of prepackaged oatmeal, cereals, toast, fruit, and fruit juice. As a special accommodation for parents, lunch will be ordered on Fridays for students, please send a lunch if you prefer that your student not consume restaurant foods.

RESTROOM POLICY-Restroom facilities are co-ed but are cleaned throughout the day and overnight. It is not an entirely private facility, so your student will be **strictly supervised** in the hallway outside of the bathroom during breaks. No student is permitted to visit the restroom without hallway supervision for their personal safety and sanitary maintenance.

NON-EDUCATIONAL ELECTRONICS POLICY-Non educational electronics, such as cell phones, handheld games, toys, and other gadgets can become a distraction and are strictly prohibited during virtual class time. During breaks, however, students may bring any device they desire and use it as they please. Cell phones and other items may remain on person, but they will be confiscated and placed in a holding jar if they become a distraction or your student becomes inattentive to the virtual instructor because of the electronic device.

Television, including **Netflix Kids** and other age-appropriate subscription services are provided and can be used during breaks and lunches under the supervision of **Afterschool Tutoring 4 You**. We also allow students to access the internet with firewalls in place blocking some sites and images. We cannot anticipate all sites that may provide uncensored content, so we provide supervision to limit access where needed.

We ask that you not send students along with any device that provides age-inappropriate content such as music, videos, etc. that depict anything commonly regarded as obscenity.

Please initial in recognition of the receipt of Page 2 of 3 of this policy _____

SUPPLIES POLICY-Parents are responsible for having students bring specialized materials that are required for subject areas being taught during virtual instruction, including but not limited to: textbooks, graphing calculators, and workbooks. Basic supplies and resources are available at no cost, including but not limited to: notebook paper, pens, highlighters, pencils and pencil sharpeners, index cards, staples, rulers, tape, headsets, hand sanitizers, paper goods (cups, plates, bowls, napkins), scissors, and more. Due to COVID-19, strict rules are in place to prevent sharing of materials. Each student will be assigned their own basic resources to use daily.

DISCIPLINE POLICY-At **Afterschool Tutoring 4 You**, for both legal and ethical reasons, our policy prohibits discipline of any type beyond verbal instruction. If your child becomes disruptive or engages in conduct that jeopardizes their own safety or that of other students, parent(s) and/guardian(s) will be contacted immediately or notified at pick-up time, depending on the severity of the misconduct.

GUARANTEE POLICY-The Parties (**Afterschool Tutoring 4 You** and guardian(s) and/or parent(s)) acknowledge and agree that the virtual instruction environment is not liable for academic performance and does not guarantee any specific outcomes. **Afterschool Tutoring 4 You** provide a service that merely facilitates learning with supervision. The rest depends on the student's individual efforts.

CANCELLATION OF SERVICE POLICY-This virtual classroom agreement may be terminated for non-payment or child misconduct. If parent and/or guardian is dissatisfied with a service or has an additional need, the matter should be brought to the attention of **Afterschool Tutoring 4 You** for an opportunity to correct the problem.

REUND POLICY-**Afterschool Tutoring 4 You** strives to provide the best value for working parents at the most affordable prices. For this reason, our costs are directly related to our expense, expertise, and time commitment to all of our students. For this reason, refunds will not be given for any service unless there is an instance of gross negligence on our part in upholding our standards of reasonable care. In the event that a child becomes ill with COVID-19, we will allow an exception to the refund policy as a prorated sum for the days not attended.

SIGNATURES

All parties understand and agree to the above terms.

Afterschool Tutoring 4 You, L3C

Parent/Guardian

Date

Please initial in recognition of the receipt of Page 3 of 3 of this policy _____