



## TEIAM, CORP. Parent Handbook

TEiAM implements safe, inclusive, fun play that gears towards S.T.E.A.M based activities

This program serves Kindergarten through 5th grade.

Your child will tap into their creative side through our STEAM based afterschool program, 3D printing, Sketches of inventions, Art, Coding, Maker spaces, Science projects and so much more to entertain your child's imagination. We don't disregard their everyday student duties: homework and self care are just as important. Free play and workshops that interest them are constantly accessible.

TEiAM is all about the school community and your funds go to programming needs and PTA support

### Mission Statement

Bringing out the inventor in each athlete.

### Staffing

TEiAM counselors are a diverse bunch indeed. College and graduate students, seasoned with knowledge, mom and dads; USA Coaches, paraprofessionals and teachers- all have experience working with children and are chosen for their enthusiasm and creativity. Together they bring with them years of caring and experience. We take the responsibility of our staff quite seriously and conduct regular staff meetings, assessments, and training sessions.

Contact Information: Please email [GClarke@teiam.org](mailto:GClarke@teiam.org) with any questions about the program. We will try our best to respond to all non-emergency inquiries within 24 hours. Emergencies will be dealt with immediately. If you have an emergency and need to contact TEiAM staff immediately during the hours of operation, please text the phone number that will be provided



to you via a separate email from the Program Director. If the NYC DOE has cancelled or closed schools early due to inclement weather, Covid-19 or other emergencies outside of our control, TEiAM will not be in operation. TEiAM will send an email to parents in these extenuating circumstances immediately after we learn of any citywide school schedule announcements.

#### Tentative Daily Schedule

2:40pm Pick up

3:00pm Snack

3:15pm Outdoor free play

3:45pm STEAM workshop

4:45pm Homework help

5:30pm Dismissal

#### Fee Policies

TEiAM charges \$15 per day! The general program participation rate requires your weekly commitment to the predetermined days of your child's part-time or full-time schedule. I agree to the payment plan chosen in the registration application and authorize TEiAM to charge fees related to this trimester to the credit card institution provided. To secure a space for your child, a yearly registration fee of \$50 must be paid with registration. The first month's payment must be paid in full prior to the first day of your child attending class. If payment is not made, your child will not be permitted to attend the program. If there is a waiting list for TEiAM after school on September 13th 2021 and your payment has not yet been received, your child's spot will be released and he/she will be moved to the bottom of the waiting list. Registration fee is \$50 for the school year 2021/2022. Once the registration fee and the first month has been paid and the first scheduled class has occurred, all fees paid are non-refundable. Credit will not be issued for a child that is absent, including for illness. Emergency/Drop-In participation is available at \$25 per day. (no commitment)

#### How To Pay

We will be sending monthly invoices via [pocketsuite](#).



## Policies & Procedures

**Attire** - As weather permits, students will have supervised outdoor play. Please be sure to provide weather appropriate attire for your child. Students enrolled in sports-related activities should bring closed toe shoes and close-fitting clothing that will provide for safe movement. TEiAM expects that students be toilet trained, though we understand accidents do happen. If your child is prone to accidents, please pack his or her backpack with an extra set of clothes in a Ziploc bag.

**Electronic Policy**- While we understand some students may bring electronics with them to school, students enrolled in TEiAM after school will be strictly prohibited from using them during after school hours. If a child disobeys this policy, any electronics in question will be confiscated until pick up, and the issue will be discussed with the child's guardian.

**Snacks & Water**- Students will be permitted to have a snack during snack time, though not during the enrichment class. Snacks will not be provided for the first few weeks in September by TEiAM until school foods send approval. Parents are encouraged to pack healthy snacks for their child (crackers, fruit, vegetables, etc.) and to provide water bottles that can be refilled throughout the day, which is especially important for students participating in a sports-related enrichment activity. Candy and soda are strongly discouraged.

**Homework Time** Quiet time will be provided for children who have assigned homework. A program assistant will supervise the homework period, ensuring that children can concentrate on and complete their work independently. This is not a one-on-one tutorial. Children who have not finished by the time their group is ready for enrichment classes will be permitted to attend the enrichment class. Parents are encouraged to review all homework assignments at home.

**Daily Pick Up** - Children will be dropped off in the cafeteria by classroom teachers, or picked up in their classrooms by the TEiAM counsellors. All children will be signed in each day by the Program staff in the Sign in/Sign Out Log Book. Students' caregivers will be required to sign out their child each day in the Sign in/Sign Out Log Book. All students are required to be picked up by 6 pm or earlier.



Discipline and Behavior Management - TEiAM has adopted the following procedures regarding behavior management. Parents are always welcome to arrange a meeting with the program director to discuss individual needs and concerns. We use a consistent, positive approach including redirection, diversion and separation, always promoting self-discipline. We encourage students to engage in conflict resolution 1. Should inappropriate behavior occur, the concern will be discussed with the students. 2. Should inappropriate behavior continue, a second warning will be given and the parents will be notified in writing. 3. Should inappropriate behavior still continue, a third warning will be given, and the student will be suspended for the following day of class. (Refunds will not be given.) 4. Continued behavior problems may result in permanent dismissal. (Refunds will not be given.)

Mandated Reporting As members of TEiAM, it is important that parents are aware of staff responsibility for child safety, as they are mandated reporters. All staff will report suspected child abuse cases to the Program Director. The Program Director will discuss with the Executive Board and a decision will be made by consensus whether to file a report with the state central registry for suspected child maltreatment.

Terms & Conditions - The following Terms & Conditions are agreed to at the time of online registration for the TEiAM After school Program and are provided here for your convenience.

#### Medical Treatment

I hereby authorize TEiAM to arrange for medical examination and/or treatment of my child should an emergency arise at school.. It is understood that a conscientious effort will be made by TEiAM to contact me at the emergency numbers I have provided before any medical action is taken. I authorize TEiAM to act as the agent of the parents/guardians in an emergency situation for the health and welfare of my child. I understand that I am responsible for the expenses involved if the services of a physician or hospital are required.

Allergies- Please do keep us up to date by filling out the health form, any further measures can be arranged with the program director in writing.



Photograph and Video Permission - I hereby authorize TEiAM to take photographs and/or videos of my child for public relations and /or marketing purposes. Photos will remain archived with TEiAM and can be used for promotional purposes without notification.

School Department Permission - I hereby authorize TEiAM to communicate with school department teachers/staff regarding homework and/or tutoring assistance for my child.

Termination of enrollment - If the child will no longer be attending the school- for example, the child is transferring to another school or the family moves away -- then refunds may be issued for fees relating to the remainder of the trimester's classes. In such cases, two-weeks' notice must be given in writing to the Program Director stating the child's circumstances and requesting a refund for the remainder of the trimester's classes. Other extenuating circumstances may be considered, and any requests are required to be made in writing for review by the Program Director and Executive Board. Refund decisions made by the Executive Board are final.

TEiAM may terminate child enrollment upon 10 days prior written notice to parents/guardians in the event any payment under this Agreement is not made within 10 days from its due date.

TEiAM may also terminate child enrollment immediately in the event of breach of any obligations contained in this Agreement, in the Parent Handbook, or any other applicable terms and conditions.

Hours of Operations and Attendance TEiAM operates  
on school days from 2:40 pm -6:00 pm.

Late departures after 6 p.m. closing are unable to be accommodated by TEiAM staff. After closing, if TEiAM is unable to contact you or any of the emergency contacts provided, local authorities (e.g. FDNY) will be called after a reasonable amount of time has passed. While we understand emergencies do occur, if caregivers are regularly unable to pick up their child by 6pm, TEiAM has the authority to remove your child from the program. After 6:00pm, a late fee will be added to your account of \$25.



## General Policies & Procedures

No child will be cared for when sick with an infectious illness, for the wellbeing of your child, as well as others. Credit cannot be issued for a child who is out sick. TEiAM reserves the right at their sole discretion to refuse an application or dismiss a child from our program.

I agree to contact the TEiAM Program Director immediately if I need to change any of my personal information or schedule (Examples: emergency person, address, home/work telephone numbers, medical info, etc).

## Guidance and Feedback

TEiAM strives to provide timely, consistent, quality afterschool programming and services to students. It is our process to provide clients and potential clients an opportunity to express concerns about services. Any individual who believes that s/he has a complaint with TEiAM is encouraged to discuss the matter with the Program Director. TEiAM does not discriminate on the basis of race, color, ethnicity, gender, gender expression, age, disability, marital or family status, sexual orientation, religion, national origin or veteran status.

## Policy Against Harassment-

TEiAM is committed to maintaining an environment in which all individuals are treated with respect and dignity. TEiAM strictly prohibits harassment of or by any student enrolled at TEiAM. This prohibition includes harassment based upon an individual's or family's race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or any other basis protected by law. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated. Harassment refers to unwelcome verbal or physical conduct based upon a person's race, color, religion, sex, national origin, age, sexual orientation or disability that: (1) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's educational performance; or (3) otherwise adversely affects an individual's educational opportunities. TEiAM encourages all members of the program community to report any incidents of sexual and other types of harassment, regardless of who the offender may be. TEiAM will



investigate any report of harassment and will take appropriate corrective action, including disciplining, suspending, or discharging any individual who is believed to have violated this policy.

#### Release and Waiver

TEiAM will keep in force a General Liability and other relevant insurance policies that are in full force and legally enforceable at all times during performance of the services to be provided under this Agreement. I hereby release and give up any and all claims, suits or related causes of action I may have against TEiAM and any related entities and their respective owners, officers, directors, employees, volunteers, representatives and agents for injury, loss, death, costs or other damages incurred by my child, me, or any other family member while on the premises or while participating in any off-site program or activity, or any third parties. This release and waiver of claims includes, but is not limited to, any claim, right or cause of action under the laws of the State of New York, any claims under any other federal, state, or local statutes, ordinances, regulations or constitutional provisions; any claim under any agreement, whether express or implied, and any public policy contract or tort or common law claim. I agree that the above waiver and release of liability shall apply to each day my child attends a TEiAM and any related entities facility regardless of the date to which this form is agreed. I agree that I will assume the risk and full responsibility for any and all injuries, losses, or damages, that might occur to my child or any other guests or family members while on the premises or while participating in any off-site program or activity.

This activity is not sponsored or endorsed by the New York City Department of Education or the City of New York.

#### Covid

We are awaiting updated information from the department of Education.

**COVID SAFETY:** We have a comprehensive safety plan for this program. The safety



plan covers PPE use, cleaning and disinfecting, screening procedures, including temperature checks. We'll also do our best to keep groups very consistent and avoid mingling. Physical distancing, mask wearing, hands washed and sanitizing stations.