



SPROUTING MINDS ENRICHMENT CLUB

Georgia's Premier After School Program

Parent Handbook

WELCOME

We're thrilled you've chosen **Sprouting Minds Enrichment Club**, Georgia's trusted afterschool program, to support your family's after-school needs. We recognize the significance of entrusting us with your child's care and take that responsibility seriously. In any group setting, clear and consistent policies are essential to maintaining a safe, healthy, and nurturing environment. Many of our policies are in place to ensure full compliance with state licensing regulations and to uphold the highest standards of care. This Parent Handbook provides an overview of key policies designed to help us serve your child with excellence. We encourage you to review it thoroughly and reach out with any questions. By enrolling your child, you acknowledge and agree to follow the policies and procedures outlined within.

POLICIES AND PROCEDURES

By enrolling your child in **Sprouting Minds Enrichment Club**, you as a parent or guardian give permission for your child to be involved in the activities and events at **Sprouting Minds Enrichment Club**. You further understand that **Sprouting Minds Enrichment Club** is a private program that is not operated by the _____ School District. Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our program. A decision to dismiss a child will only happen after we feel every option has been explored. The parent will be a central figure in the discussions regarding this issue but the decision to dismiss a child is at the discretion of our Director.

PHOTOGRAPHY & VIDEO

By enrolling your child in **Sprouting Minds Enrichment Club**, you grant permission for your child to be photographed or recorded during program activities. These images and videos may be used for news releases, documentation, program assessment, and to showcase the progress and success of our program. **Sprouting Minds Enrichment Club** and its authorized partners may use, display, or distribute these materials—whether in whole or in part—without limitations and without compensation, for educational or promotional purposes. This includes, but is not limited to, publication on social media, websites, and other marketing platforms.

PAYMENT POLICY

Tuition is due on the first Friday of each month for the upcoming month. For families on a bi-weekly payment plan, tuition will be charged on the first and third Friday of each month. Please note that all tuition and fees must be paid in full—regardless of absences or missed days. Make-up days are not offered, as program costs remain consistent based on enrolled capacity. Staffing and operational expenses are planned according to fixed enrollment and are not reduced when a child is absent. For your convenience and security, we do not accept cash, checks, or money orders. All payments must be made via ACH transfer, debit card, or credit card.

PROGRAM HOURS

Hours of Operation & Late Pick-Up Policy

Sprouting Minds Enrichment Club is open Monday through Friday from school dismissal until 6:30 PM. Please note that we close promptly at 6:30 PM. By this time, your child has had a full day — and so have our dedicated teachers and staff. A late pick-up fee of \$2 per minute, per child will apply after 6:30 PM. If your child has not been picked up by 7:00 PM and we are unable to reach you or your emergency contacts, we are required to notify local authorities and the Department of Family and Children Services (DFCS). Repeated late pick-ups may result in dismissal from the program, and families may be asked to seek care that better accommodates their schedule. We appreciate your understanding and cooperation in helping us maintain a safe and respectful environment for everyone.

RETURNED PAYMENTS

If your tuition charges are reversed for any reason, \$35 will be charged to your account. Your child(ren) will not be allowed to attend **Sprouting Minds Enrichment Club** until payment has been received. Automated payments allow us to keep our tuition affordable. After three returned payments, your student will be permanently withdrawn from **Sprouting Minds Enrichment Club**.

REGISTRATION & SUPPLY FEES

A non-refundable registration fee, as listed on our current rate sheet, is due at the time of enrollment. Supply fees are billed at the start of both the first and second semesters to restock classroom materials. If your family temporarily withdraws from the program and chooses to re-enroll within the same school year, a new registration fee will be required—pending space availability.



SPROUTING MINDS ENRICHMENT CLUB

Georgia's Premier After School Program

Parent Handbook

HOLIDAYS & INCLEMENT WEATHER

Sprouting Minds Enrichment Club operates on all days when the local school system is in session. Tuition is not prorated or discounted for holidays, closures, or days the program is not in operation. In cases of inclement weather (e.g., snow or ice), we follow the decisions made by the school district:

- If schools are closed, our program will also be closed.
- If schools open late, our program will remain open.
- If schools close early or cancel after-school activities, our program will be canceled as well.

EXTENDED SCHOOL CLOSURE

Should _____ public schools experience an extended closure for any reason that causes **Sprouting Minds Enrichment Club** to also cease operations, the following tuition scale will apply:

Up to two weeks: 100% tuition due
Third week: 75% tuition due
Fourth week: 50% tuition due
Fifth week & beyond: 0% tuition due

This sliding scale allows us to continue to pay our dedicated teachers and staff during a temporary closure. For tuition that was prepaid, refunds will be in the form of a credit on your account to be applied when school & **Sprouting Minds Enrichment Club** resumes. No cash refunds will be provided under any circumstances.

CHILD PICK UP, ENROLLMENT, AND ADMISSION REQUIREMENTS

Children can only be released to parents or legal guardians, or someone authorized in writing by these persons, and must be escorted to and from the program. Please provide written notice to our Director if someone other than parents or authorized persons will be picking up your child. Anyone picking up your child will be asked for a picture ID, so please make sure that individual has such an ID available when picking up. It is the parent/guardian's responsibility to provide written notice of changes to contact information on the enrollment application (i.e. change of address, phone number, authorized pick up person, etc.)

CLOTHING & BELONGINGS

We are not responsible for any personal belongings children bring into our program.

FOOD/ BIRTHDAYS

While we provide a healthy snack each day, children are welcome to bring their own if they prefer. We love celebrating birthdays at **Sprouting Minds Enrichment Club**! If you'd like to send in a special treat for your child to share with the group, we're happy to help make the day extra special. Please be mindful that some children may have food allergies. If your treat contains or is made in a facility that processes common allergens such as wheat, peanuts, or eggs, kindly notify our staff in advance so we can take the appropriate precautions to keep all children safe.

PARENT ACCESS

Although we request cooperation in not disrupting our program, parents are permitted access at any time their children are present.

BABYSITTING

As a condition of our insurance carrier, we will not authorize or allow any private babysitting arrangements between enrolled families and staff members at our program. Staff members may not be listed as an authorized pick up or emergency contact person for children enrolled at our program.

ADMISSION/ INCLUSION POLICY

We have an open enrollment policy. Our services are offered to everyone, regardless of race, creed, sex, religion, ability, or national origin.



SPROUTING MINDS ENRICHMENT CLUB

Georgia's Premier After School Program

Parent Handbook

HEALTH AND SAFETY POLICIES

TOPICAL MEDICATIONS

By enrolling your child in **Sprouting Minds Enrichment Club**, you grant permission for staff to apply the following over-the-counter topical products as needed, following the usage instructions on each product's label: baby wipes, adhesive bandages (Band-Aids), antibiotic ointment (such as Neosporin), first aid spray (such as Bactine) or similar first aid spray, sunscreen, and insect repellent.

IMMUNIZATIONS AND SCREENINGS

State licensing requirements dictate that your child's immunization record (Form 3231 which can be obtained from your pediatrician) be presented with enrollment forms. If your child is current on immunizations, we are able to obtain the form through the state GRITS database. At the latest, it is due within 30 days of enrollment. After 30 days, we cannot continue service.

DISCIPLINE POLICY

Sprouting Minds Enrichment Club strictly follows procedures for discipline set forth by DECAL, as follows:

Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe shall not be detrimental to the physical or mental health of any child in our program. Personnel shall not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in their program; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; confine a child for disciplinary purposes; commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec 16-1-1 et seq., in the presence of any child enrolled in the program



SPROUTING MINDS ENRICHMENT CLUB

Georgia's Premier After School Program

Parent Handbook

Accident Reports

While we take every precaution to provide a safe and secure environment, we understand that occasional bumps and mishaps may occur as children actively explore and play. In the event of an incident or injury, basic first aid will be administered, and an Accident Report will be completed. A copy of this report—detailing the nature of the incident and any care provided—will be shared with you. Please note that while we strive to closely supervise all children, there may be rare occasions when an incident occurs that is not directly observed by staff.

Emergency Information

At **Sprouting Minds Enrichment Club**, your child's safety is our top priority. Our staff is certified in CPR and first aid and trained to respond effectively in emergency situations. We maintain a detailed emergency plan, which is posted at the checkout station for your reference. To ensure readiness, we regularly conduct fire, tornado, and other emergency drills throughout the year.

Emergency Medical Care

Should your child become ill during the time that he/she is in the care of **Sprouting Minds Enrichment Club** or suffer an accident of any nature, the program shall undertake to contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary. (The parent shall assume responsibility for the cost of any such care). **Sprouting Minds Enrichment Club** uses _____ as its designated emergency care center. You agree to keep the center informed in writing as to changes in your telephone numbers (cell, pagers, work, home), as well as those of emergency contacts.

Mandated Reporting Information

In accordance with Georgia state law, all **Sprouting Minds Enrichment Club** staff—including teachers and directors—are mandated reporters and are legally required to report any suspected cases of child abuse or neglect. Failure to do so may result in legal consequences. This legal obligation cannot be influenced or prevented by school management, staff, or parents. In the rare event that a parent or guardian suspects a staff member of abuse or neglect, the concern should be reported to program management immediately. **Sprouting Minds Enrichment Club** will promptly report the allegation to Georgia's Department of Early Care and Learning (DECAL) and the Division of Family & Children Services (DFCS). The staff member in question will be placed on immediate unpaid suspension pending a full investigation by the appropriate authorities.

ENRICHMENT PROGRAMS

At **Sprouting Minds Enrichment Club**, we believe in nurturing the whole child through a variety of engaging enrichment experiences that promote creativity, confidence, and curiosity. Our program includes activities such as: STEM projects and hands-on experiments, Arts and crafts, Cooking and junior chef experiences, music and movement, creative writing and storytelling, outdoor play and recreational games, social-emotional learning and mindfulness exercises.

In addition to our core programming, we occasionally partner with trusted outside vendors to offer specialized enrichment opportunities such as: Ballet, karate, tumbling, and sports clinics.

These optional classes are offered at an additional cost and are open to all enrolled students. Parents will be notified in advance of upcoming sessions, including registration details and pricing.