



Where learning never ends...

HANDBOOK

GROWING SCHOLARS EDUCATIONAL CENTER

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Typical Daily Routines

Before School Program Schedule

- ☺ 6:00 – 7:00 Students arrive
- ☺ 7:00 – 8:00 Group Activity/Free Play/Additional Homework Assistance
- ☺ 8:00 – 8:30 Students get dropped off at school

After School Program Schedule

- ☺ 3:00 – 3:30 Students arrive - Snack/Juice Provided
- ☺ 4:00 – 5:00 Homework Assistance or core curriculum review
- ☺ 5:00 – 6:00 Enrichment Activities/Parent Pick-up

Your child is released to Growing Scholars Educational Center's care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time.

Basic Package Enrichment Activities Include

- ✓ Science Club
- ✓ Technology Club
- ✓ Engineering Club
- ✓ Agriculture Club
- ✓ Math Club
- ✓ Drama Club

Upgraded Enrichment Activities Include

- Private Tutoring
- Music Lessons (instrument and/or voice)
- Gymnastics
- Swimming
- Dance Classes
- Martial Arts

Full and Half Day Schedules

Beyond the Bell will be available on both full and half days off from school (i.e. teacher's institute days, early dismissal days, some holidays, etc). Please see the section below for more information on which holidays the center is closed. You must register for this program 48 hours in advance to ensure space, and whether a field trip/transportation is planned.

On days when lunch is not included at school, your child must bring a sack lunch. Please note that microwaves and refrigerators are not available, so please make sure the meal does not require those items.

On full days, we will attend a field trip, which is already included in the full day fee (see page 5 for tuition fee information).

Policies and Procedures

Days/Hours of Operation

Beyond the Bell is available Monday through Friday, with the exception of closings as referred to in this handbook. Actual days and hours are determined by the parent/guardian's individual needs.

Please understand that the contracted drop-off time is important because we plan our day around the collective timeframe of each child as well as each other phase of our morning routine – **please** call us if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, clean up (classrooms/play areas), gather student materials, etc.

Monday – Friday

Before-care: 6:00 a.m.- 8:00 a.m. or 8:30 a.m.

After-care: 3:30 p.m.- 6:00 p.m.

Holiday closings:

New Years Day, Memorial Day, Independence Day, Labor Day
Thanksgiving, Christmas Eve, Christmas Day. Good
Friday

Late Drop Off and Pick Up

Please call us if you will be late dropping off your child. Due to our transportation schedule to drop students off, we cannot leave our center late. **All students should be dropped off no later than 7:00a.m.**

We are sure you agree that personal time is precious. Accordingly, it becomes extremely difficult and stressful to request that staff members be required to stay past their scheduled working hours. **We do understand** that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call us and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A \$20.00 late fee for each additional 15 minutes past, or part of, our agreed pick up time will be payable upon arrival.

Fee Payment Guidelines

Child care fees are paid in advance by choosing one of the options listed below. Please note that this is for a 10 month time frame and you will be expected to honor the 10 month commitment when you agree to services. Payment obligation is based on the hours agreed to the Beyond the Bell program, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or we are closed on the 20th of the month, you are still responsible to make your payment as agreed. We do not provide refunds for any of our services; however, credits can be applied for medical reasons (see below).

Enrollment Contract

This contract states the program you are registering your child to attend. We will not honor weekly fluctuations, because we staff our program and purchase supplies based upon the total number of enrolled children per program.

Absences

Credits and/or refunds will not be given for day to day absences. However, if your child is absent for more than 3 consecutive days and provides a medical release form to return to school he/she will be credited those 3+ days.

Payment Options

Three plans are available for payment of tuition:

Option I Single payment of full year's tuition

- ❖ Due by August 15th

Option II Tuition divided into two payments

- ❖ First payment due by August 15th
- ❖ Second payment due January 15th

Option III Ten monthly payments

- ❖ Due on the 15th of the each month starting August 15th

Notes: All families will be required to fill out a credit card authorization form and will be charged according to the plan that is chosen.

Tuition Fee Schedule

	Monthly Rate	Yearly Rate
After Care	\$320.00	\$3,200 per year
Before Care	\$180.00	\$1,800 per year
Before/After Care	\$360.00	\$3,600 per year

	Daily Rate
Full Day/Holiday Camps	\$35 (Non-Enrolled)
	\$25 (Enrolled)
Half Day	+ \$12.50(Enrolled)
	+ 17.50 (Non-Enrolled)

COMPETITIVE DISCOUNTS

The following discounts cannot be combined with other offers.

Sibling = 10% off

Military = 10% off

Registration Process

All enrollment forms must be completed prior to attending. A **\$100 non-refundable material fee** will be charged upon registration for our after school program. There will be a \$50 fee for each additional child.

Termination

Parents are contracting for 10 months of service which equals out to one full school year. You may only terminate your enrollment in the program for the following reasons: military orders that require that you move away from the area or a severe medical condition that does not allow your child to attend school (a note from the doctor is required). We reserve the right to terminate the care of your child for all of the reasons stated in this handbook. Before termination occurs, a conference (in person or by phone) with the parent and director will be given so that possible solutions to the problem can be brainstormed and tried.

Transportation

If your child is in before care, **please drop them off to the Growing Scholars Educational Center by 7:00 a.m.** We will then provide transportation for your child to get to school on time. If your child will be in the after school program, then they will be picked up from school immediately following dismissal (unless there is an occasion of major traffic congestion or bad weather conditions, causing a delay in our travel) and will be transported to the center. Following the after school program, an approved parent/guardian will need to pick up the child from the center.

Release of Children

It is important that we protect your child by ensuring that your child does not leave the Growing Scholars Educational Center with a person you have not authorized on your "Child Information Card" to pick up your child. Also, please tell us when someone else that you have authorized on your "Child Information Card" will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need to know the person's name and they will have to show a picture ID before we will release your child from our care.

We have to assume that both parents have the right to pick up your child, unless you give us a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a non-custodial parent tries to pick up the child, you will be immediately contacted. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. We will not place ourselves or the other children at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the "Child Information Card" to request their assistance. If the situation occurs a second time, it will be grounds for terminating our care of your child.

Illness/Injury

If illness or other emergencies should arise during program hours, our staff will assess the situation and decide whether or not we feel it would be in the best interest for the child to receive first-aid treatment on site for non-serious conditions (i.e. minor cuts, scrapes, bumps, bruises, etc.) or if we feel that it would be in the best interest for the child to seek professional medical attention due to more serious conditions (i.e. severe vomiting, large bumps or bruises, deep cuts, etc.) you will be contacted to come and pick up your child first if it does not seem to be an immediate emergency. If an injury is very severe, we will call 911 for assistance before we call you. If for whatever reason you cannot be reached, we will call the emergency contacts listed on your "Child Information Card" (Please remember to keep these contacts up-to-date). In all situations, an incident report will be recorded and filed.

Child's Health

Should your child have signs or symptoms requiring exclusion from the group he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in the center. We are sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following.

- A. The illness prevents your child from participating comfortably in program activities;
- B. The illness results in a greater care need than the staff can provide without compromising the health and safety of other children;
- C. Fever with behavior change or symptoms of illness;
- D. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E. Diarrhea;
- F. Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- G. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H. Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
- I. Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J. Impetigo, until 24 hours after treatment has been initiated;
- K. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L. Head lice, until the morning after the first treatment;
- M. Scabies, until the morning after the first treatment;
- N. Chicken pox (varicella), until 5 days of antibiotic treatment have been completed;
- O. Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- P. Mumps, until 9 days after onset of parotid gland swelling;
- Q. Measles; until 4 days after disappearance of rash; or
- R. Symptoms that may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77Ill. Admin. Code 690).

Always inform your doctor at every sick visit that your child is in a before/after school program so that he/she can approve in writing your child's return.

If your child had an immunization update, **please remember to provide us with a record of the immunization so that it can be attached to your child's health appraisal.**

Child's Medication

1. A "Medication log" **must** accompany all over-the-counter medicine. Over-the-counter medicine is usually given for short term health conditions; the average length of time is 5 days.
2. Prescription medicine **must**:
 - a. be dated within the past 30 days
 - b. have child's name printed clearly on the label
 - c. have dosage amount and times
3. Prescription medicine must also be accompanied by a "medication log" which **must include**:
 - a. Date
 - b. Child's name
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions (i.e. take before eating, etc.)
 - k. Parent's signature

Nutrition

Children will be given a snack on a daily basis. If they participate in both before and after care, then they will be provided with two snacks per day. If your child has any food allergies it is important that you notify the staff immediately so that special accommodations can be made for your child. Please note that your child's snack will be a pre-packaged item that will be purchased from the store.

Supplies

We will supply a snack for each child daily. If your child has special food requirements due to allergies, then we may require that you provide your child with a snack. We will also provide games and activities that your child will have access to while at the center.

You will be responsible for providing pencils, paper, and any other item that your child needs specifically for their homework.

Personal Belongings – Please do not allow your child to bring electronic devices, money, or any other item that cannot be easily replaced. We will not be held responsible for lost, stolen or damaged items.

Homework

We will send home a homework log with your child daily. The log will inform you of the homework your child brought to the center, what was completed, and which staff member assisted your child with it. Please look over the log and check your child's homework. This will not only help you stay informed of what your child is learning in school, but it will also help to ensure that our staff and the parents are keeping track of all our students' progress.

Discipline

Our goal is to provide a quality program. Our professional program staff is trained in behavior techniques that include positive reinforcement, redirection, and conflict resolution.

We give choices, and in extreme situations a child may be given a "time out," because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices. A "time out" will not consist of more than one minute per year of age. **No physical discipline is ever used in our center.**

Gross Misconduct – You will be contacted immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists. Refunds will not be granted due to staff, materials and maintenance fees.

Privacy Policy

Growing Scholars Educational Center values our customers' participation, interests and needs and takes great pride in its relationships with its guests. In order to provide educational services as well as information regarding those services, Growing Scholars Educational Center will occasionally ask you to provide us information about yourself and/or the children you have enrolled or seek to enroll at Growing Scholars Educational Center. This Privacy Policy describes the information we collect and how we use that information.

Growing Scholars Educational Center takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of this Privacy Policy. When we collect personal information, including your name, e-mail address, home address, phone, or child's name or age, we use it only for internal purposes to improve our services to our customers. The information will not be shared or sold to any party outside Growing Scholars Educational Center without your prior consent.

If we are going to use or disclose your personally identifiable information in a manner materially different from that stated at the time we collected the information, you will have a choice as to whether or not we use or disclose your information in this new manner. Any material changes will be effective only after we provide you with at least 30 days' notice of the amended Privacy Policy. We will send the amended Privacy Policy home upon drop off or pick up of your child so that you can always review what information we gather, how we might use that information and whether we will disclose it to anyone.

Although Growing Scholars Educational Center provides educational services, this web site is for the use of parents only. Growing Scholars Educational Center does not collect personal information from minors (under the age of 18) and we ask that minors do not submit any personal information to us via this web site.

Growing Scholars Educational Center collects and stores a limited amount of personally identifiable information from the users of this website. That information is limited to your name, e-mail address, home address, phone, and/or child's name or age.

If you send us correspondence, including e-mails and faxes, we may retain such information in the records of your account. We will also retain customer service correspondence and other correspondence from Growing Scholars Educational Center to you. We retain these records in order to measure and improve our customer service. We may, over time, delete these records as permitted by law.

We use the information we collect about you in order 1) to provide our services, 2) to provide customer service, 3) to improve our services, and 4) to provide you information regarding our services. We give access to individually identifiable information only to those Growing Scholars Educational Center staff members who require it to fulfill these functions.

Growing Scholars Educational Center will not share, sell or rent any of your personally identifiable information to third parties without your prior consent. Although Growing Scholars Educational Center does not disclose this information to third parties, you have the right to inform us of your specific wish that your information not be disclosed to third parties and may do so by contacting us at Info@GrowingScholarsCenter.com.

We communicate with parents of children enrolled at Growing Scholars Educational Center via e-mail, U.S. mail or telephone to provide requested services or resolve complaints. We may also contact these parents to send information about important changes to our services. Generally, these parents cannot opt out of these communications, but they will be primarily informational in nature rather than promotional.

If you have any questions about our privacy statement, please contact us at:

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A Few Final Thoughts

As a parent with a child participating at the Growing Scholars Educational Center, please...

- ☺ Take an interest in your child's activities and development at Beyond the Bell, and share your child's habits, fears, and concerns with us;
- ☺ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- ☺ Remember that while you are on center premises, you are the responsible party for your child, not us;
- ☺ Call us! Your concerns and feed back are important to us.