



*Blooming Einsteins After School Enrichment Program*

**Parent's Handbook**

We are so delighted you have selected Blooming Einsteins to meet your child's After School needs. At Blooming Einsteins, we strive to excel in providing exceptional care and educational enrichment of your child. We are a premiere after school enrichment center, fulfilling a need in our community for quality after school care.

At Blooming Einsteins, we have created an environment that is peaceful, safe, and enjoyable for every child, on a daily basis. Our primary goal is to help assist with learning, while providing an exciting atmosphere where each child has the opportunity to develop educationally, physically, emotionally, and socially.

**After School Program Schedule and Hours**

Our After School Enrichment Program runs in conjunction with Fort Mill School District (FMSD) school year, operating during the after school hours of 2:45 pm - 6:45 pm, Monday through Friday.

We will be closed for the 2019-2020 School Year on the following days:

- Labor Day: September 2
- Thanksgiving Day and Friday after: November 28 and 29
- Christmas Eve and Christmas Day: December 24 & December 25
- New Year's Day: January 1
- Good Friday: April 10
- Memorial Day: May 25
- Staff Retreat: June 5

We will be open for the full day on the following days when the FMSD is not in session:

- October 18
- October 21
- November 27
- Winter Break: Dec. 19-Jan. 3
- January 17<sup>th</sup>
- January 20<sup>th</sup>
- March 13<sup>th</sup>
- Spring Break: April 6-10
- April 13

### **Program Tuition:**

Weekly automatic payment deduction is required through Tuition Express via direct payment. Program tuition will be automatically withdrawn from your account on a weekly basis. Your fees will be drafted from your account on Friday for the following week enrollment. All banking information is held confidential. Signing up for automatic payment is a great way to ensure you will not acquire late fees. Contact Sharronda Lee at the center for information on setting up automatic payments.

The tuition is \$90 weekly and the registration fee is \$75 per family (the registration fee is non-refundable). Full days will be charged at an additional rate of \$20/day.

Please note: On half days, we will observe the hours of 11am-6:45pm.

On full days, we will observe the hours of 7 am - 6:45 pm.

A \$25 late fee will be enforced if payment is not made on time. Tuition is collected weekly, regardless of school closings (scheduled or unscheduled), or student absenteeism. If payment is late and is not received by Friday at 6:45 pm of the following week, Blooming Einsteins reserves the right to immediately refuse further child enrollment. Parents are responsible for all legal and collection fees sustained in the collection of any unpaid balance.

### **Late Pick-up**

Our closing time is 6:45 pm. A five minute grace period will be given. If your child(ren) is/are not picked up after the grace period, a \$25/child late pick-up fee will be applied to your account for the time up to 7 pm. Please call Blooming Einsteins as soon as you are aware of the possibility of a late pick-up so we may plan accordingly.

### **Daily Program:**

Upon arrival at our facility, your child will be given a snack, followed by homework time, as we are a homework-first facility. There will be several teachers available to assist with all required homework. All homework should be completed and each student's folder checked by a teacher before students are allowed to participate in further programming.

Upon the completion of enrichment exercises, students will be allowed organized free-time until pick-up. We have a gym and a large outdoor space for various types of activities, in addition to special centers.

**Staffing:**

Blooming Einsteins is not staffed to serve children who need one-on-one direct care. We do our best to maintain a child to staff ratio of 15 to 1 at all times. All children who attend Blooming Einsteins must be able to use the toilet without assistance.

**Behavior:**

Students will be required to abide by the Blooming Einsteins policies and procedures to ensure that each participant remains safe. We are a non-corporal punishment facility. In most cases when discipline is needed, we believe in redirection or diversion. If the previous measures become ineffective, we will notify parents. If poor behavior continues, a conference with parents will be held to discuss the behavior and positive methods to promote more appropriate behavior at our school. If behavior does not improve, the student will receive a one day suspension from the program. As a last resort for behavior that does not show any signs of improvement, the student will be removed from the program.

Fighting of any kind will not be tolerated and may result in an automatic one day suspension. This may include intentional hitting, punching, kicking, biting, swearing, or bullying. Gossiping about students and/or their families is also prohibited and may result in suspension. We can assure you that safety of all our students physical, emotional, and social needs are our priority.

**Health Precautions:**

If a child becomes sick while at school parents/guardian/emergency contacts will be called to pick him up. Children must be free from any communicable disease, and/or fever for 24 hours before returning to the center.

Children must be kept at home if any of the following symptoms appear: temperature at 101.5 F or above, diarrhea, vomiting, rash, colored nasal discharge, discharging eyes or ears, or conjunctivitis. Parents should exercise every precaution and keep the child at home. Please, no exceptions.

**Early Withdrawal:**

A two-week notice of withdrawal in writing is required for all children. Failure to provide a withdrawal notice will result in up to two weeks merit of tuition.

Blooming Einsteins reserves the rights to discharge any child/family for failure to pay tuition or for unmanageable or disruptive behavior that brings harm or continued disruption to the staff and other children.

**Agreement and Acknowledgement:**

I have read the above information provided in this After School Parent Handbook for the 2019- 2020 School Year. I understand and I agree to follow all policies and procedures of Blooming Einsteins.

---

Child's Name

---

Parent Signature

Date

\*This page will be placed in your child's file. Please keep the handbook for your reference. Thank you.