



After School and Summer Camp Parent Handbook

Sportz Center Academy
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Office: 770 593-3149 Fax: 770-987-1188

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Mission Statement

Our mission is to be a community resource and support class for students and youth. Our objective is to equip and empower youth to be positive role models at home, school and in the community. The class incorporates life skills training, social development, and educational enrichment and recreational time.

This After School & Summer Camp is managed by Sportz Center Academy and it is our mission to provide a welcoming and nurturing environment for students participating in our services. The students will receive homework assistance and other educationally enriching experiences in a safe and supervised setting.

PURPOSE OF PARENT POLICIES AND PROCEDURES

The following Policies and Procedures were developed as a result of research of other centers, agency/parent interaction and from requirements from the Georgia Department of Human Resources. They are presented to enable a close cooperative relationship between the Families being served and the Center.

POLICY OF NON-DISCRIMINATION

Services are given without discrimination on the basis of political affiliation, religious, race, color, sex, mental or physical impairment, national origin, or age to residents of the State of Georgia.

SERVICES

The class services include homework assistance, tutorial time, computer learning and games, indoor and outdoor games and recreational activities, and field trips. Snacks are offered daily during our summer camp & After School class services

DAILY MANAGEMENT

Sportz Center Academy manages daily functions of the after school & summer camp; including all staff/coaches, volunteer relationships. This center has an assigned Center/Executive Director who works directly with students and oversees daily operations. In addition, volunteers may occasionally supplement or be added on to the staff/coaches.

AFTER HOURS PICK-UP

All students must be picked up by the center's closing time. A late fee of 25.00 will be administered after center's closing time / 15 minute grace period.

SCHEDULED CLOSINGS

Each center will observe the following holidays and closings:

- *New Year's Eve
- *New Year's Day
- *Martin Luther King Jr. Birthday
- *Memorial Day
- *Independence Day (4th of July)
- *Labor Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve
- *Christmas Day

The center will be closed when public schools are closed for hazardous weather, such as icy or snow days. This information can be obtained from your local radio or television station.

Center will be closed for special conditions, utility catastrophes, hazardous weather, or any other condition that might affect the health and/or safety of students in the class. If the facility is habitable, SCA reserves the right to decide whether to open the center.

POSTED NOTICES

The following notices are posted conspicuously near the main entrance of the after-school center:

1. Emergency Plans for fire and disaster drills, including severe weather. In the case of severe weather, the center will follow the posted Hazardous Weather plan placing students away from possible flying glass
2. Statement for Visitors
3. Building Certificate of Occupancy
4. Parental Grievance Procedures

Transportation

Daily transportation to the Center will be provided for an additional fee. Students are expected to adhere to all instructions provided; including timely arrival, follow safety guidelines and staff/coaches instructions.

CONDITIONS OF ENROLLMENT

All students must meet age requirements (subject to show proof of age); students must abide by all behavior guidelines; parents participation may be needed to cooperate with guidelines and for support / enforcement; parents must complete registration form for each student; fees must be paid prior to services being provided – all other conditions may or may not be listed, but parent participation will be needed.

Policies & Procedures

1. Registration forms for each student must be completed by the parent/guardian.
2. The student cannot be released to any person other than those listed on the authorization form. In order to add/delete a person on the list, the parent must complete an entirely new form.
3. Permission slips for field trips must be signed and dated.
4. If a student identifies as being unable to adjust or conform to the rules of the Center, conferences will be held with the parent to achieve compliance. It is expected that the parent will cooperate to the fullest extent possible, when such a situation arises, to ensure that the student receives the full benefits of the class.
5. The Center has the responsibility of protecting the safety and well being of all students and the staff/coaches. In the event a student becomes severely destructive to self, other individuals, or to property, services may be terminated. (See Discipline Policy.)

MEDICAL AND EMERGENCY POLICY

Handling of Illness

Should a student become ill while in attendance, the staff/coaches must immediately notify the Center/Executive Director who will review the situation and contact a parent, by phone, to notify parent of nature of illness, time it was noticed and procedures followed. If Center/Executive Director warrants it, parent will be expected to remove student from center as soon as possible.

In the case of a medical emergency, the Center/Executive Director will call 911 (if deemed appropriate) and/or the doctor listed on the registration form. The parent will immediately be notified of the action taken, and an incident report will be written.

Report of Student Accident

Whenever a student is hurt or injured, the after school coordinator will initiate an incident/accident report for the submission to the Center/Executive Director. The parent will be notified of the accident and informed of the actions taken and an incident report will be written.

Report of Student Abuse

All staff/coaches are required to report to Center/Executive Director any suspected case of abuse. The Center/Executive Director is responsible for taking further reporting procedures.

CENTER EVACUATIONS

In the event the center has to be evacuated, the students will be relocated to the Credit Union parking lot; which is located at the intersection of Panola Rd. and Snapfinger Woods Dr.

DISCIPLINE POLICY

SCA staff/coaches, volunteers and associates are committed to using a positive approach in managing the behavior of students. The staff/coaches respects a student's right to choose not to participate at times. Students are encouraged to talk about feelings and ideas instead of solving problems with force.

Neither SCA members nor volunteers are authorized to use physical punishment, or other physical methods that hurt, frighten, or humiliate students. In EXTEREME cases will physical restrain may be used, and ONLY if the student is exhibiting threatening or dangerous behavior. If a student is disruptive in the class, she/he may possibly be corrected or provided consequences for inappropriate behavior according to the following policy:

May consist of one or a combination of the following

- Verbal Warning
- Time Out
- Partial Loss of Play Time
- Written Warning or
- Contact Parent
- Parent Conference
- Suspension
- Dismissal

Please Note: Any parent's refusal to participate in parent/ staff/coaches conference could result in termination from the services.

PARENT INVOLVEMENT

- 1.All parents are required to attend one Orientation Session that will acquaint you with the total operations of Center's After-School operations.
- 2.All parents are encouraged to attend Open House sessions.
- 3.Parents are encouraged to attend and participate in all class activities. Timely notices will be provided.
- 4.Parents are required to attend all scheduled parent/ staff/coaches conferences. Failure to attend a conference could result in termination from the class.
- 5.Parents should promptly read all memorandums and notices from the Center and respond accordingly.
- 6.Parents are encouraged to bring all suggestions, area of interest or concerns, and grievances, etc. to the attention of the Center/Executive Director or the Manager of WCS by scheduling a conference, during a drop-in visit or in writing.

PARENT RIGHTS AND RESPONSIBILITIES

- 1.The information parents provide on registration form is confidential. Staff/coaches cannot share it with anyone other than authorized personnel, without parental permission.
- 2.Parents must provide the Center with current phone numbers and addresses for work and home, and that of emergency contact persons.
- 3.Parents have the right to visit their student at the center at any time.
- 4.Enrollment may not be denied on the basis of political affiliation, race, color, sex, handicap, national origin, or age.
- 5.Parent must pick-up the student by closing time or arrange for their pick-up.
- 6.Parents will be held responsible for any costs related to the damage of center property, facilities or materials.
- 7.Parents must provide information, if requested, to the student Care Licensing Section of the Department of Human Resources and/or the Office of School Readiness (OSR) to verify any statements given on the registration form.
- 8.Parents must communicate in a professional manner with the staff/coaches – in such a manner that is a good role model for students (i.e. no profanity, shouting, name calling).
- 9.Parents are welcome and encouraged to volunteer as often as possible.

ATTENDANCE

Daily attendance is very important. Once students are registered for the class, it is expected that they will arrive form school each day and remain at the center for the duration of the class, unless otherwise informed by parent/guardian.

DISCONTINUATION OF SERVICE BY CENTER

Failure to comply with the following will result in grounds for termination of services by the Center:

1. Disorderly conduct, abusive and threatening language or behavior that is harmful to students, staff/coaches, self, or the Center
2. Possession or uses of controlled substance or firearms or other weapons in or around facility.
3. Failure to comply with Center's policies and procedures.

Parental Agreement

I have received a copy of the Policies and Procedures manual for the School Age Care Centers and agree to abide by the regulations set forth.

In signing, I am giving my child permission to participate in the activities planned at the center of discussion.

Student Name

Signature of Parent/Guardian

Date

Note to Program Center: Please put one copy of Parental Agreement in the folder of each child of parent's household

Parent / Guardian Consent Agreement

All Activities and Events Programs is a service available as a voluntary drop in program and is not considered a daycare program. I am aware that my child is free to enter and exit during program hours. I am also aware that there are risks associated when parents are not here to pick up their children on a timely basis. SCA will not be held responsible after center's closing time. The following terms and conditions apply to any field trips I allow my child to participate in.

I hereby for myself, my heirs, my executor, and administrator waive and release any and all rights, claims, demands and judgments which I may have against these activity Programs, its owner, agents or employees for any damages, accidents or injuries that may be suffered by me or my child at any time. I have read and will support the goals and rules set out for this program.

In the event of an emergency involving my child and in the event that this program cannot reach me by phone, I hereby authorize any emergency medical care that is needed. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

By signing this form I hereby acknowledge that I have read this form, that I understand all content, and that I agree with the terms and conditions herein.

Parents Signature

Date