



## Before & After School Youth Club Parent Guidelines & Handbook

**Please read the full Parent Guidelines and Handbook before registering your child. These guidelines must be followed while your child is enrolled at Edutainment Learning Center.**

Welcome to Edutainment Learning Center (ELC). We have been serving the community since 2005. We implement learning and fun! We believe that all students have the ability to succeed. We strive to increase and enhance academic skills of each student who enters any of our programs in a safe and welcoming environment.

### **Hours of Operation:**

6:30 am – 8:20 am

2:45 pm – 7:00 pm

### **Fees:**

Registration Fee: \$25

Before School Only: \$70/Weekly

After School Only: \$100/Weekly

Before & After School: \$110/Weekly

### **Discounts:**

2<sup>nd</sup> Sibling: Discount of \$5 off the Regular Weekly Fee

3<sup>rd</sup> Sibling: Discount of \$10 off the Regular Weekly Fee

### **Payment Contract & Agreement**

This agreement will be effective as of the start date listed on your registration form and will expire on the last day of the 2021/2022 school year.

The first day for our Before & After School program begins on:

Bryans Road Location: Monday, Aug. 30, 2021 (The first day of school)

Fort Washington Location: Wednesday, Sept. 8, 2021 (The first day of school).

### **Registration:**

Registration can be completed online. Once you pay the registration fee it holds your slot for two-weeks. If a student does not start within those two-weeks, the registration fee will be forfeited. Once you are registered, we will use your email address for access to our parent portal. You can view any charges and payments in the parent portal. A copy of your photo ID is required at the time of registration.

**Payments & Late Fees:**

Payments are due on Fridays. You agree to pay your child's fee on Fridays before the next week starts. If your payment is returned for any reason, there will be a \$35 return fee charged to your account and an invoice will be sent by email. Payment will incur a \$10.00 late fee per day starting Saturday. All payments must be paid by Monday morning at 6:30 AM in order for your child to attend ELC. Your child will be automatically terminated if your payment is not received by 6:30 AM Monday morning. If payment is not received by Monday morning, your child will not be transported to or from school and no additional notice will be given due to nonpayment. You, the parent will be responsible to make other arrangements. Partial payments will not be accepted. Edutainment cannot guarantee your child's slot if he/she is terminated. Edutainment has a no-refund policy.

All students must be picked up by 7:00 PM. A late fee of \$1.00 per minute will be charged starting at 7:01 p.m. Late fees are due at the time of pick-up and is paid directly to the staff on duty. If you are late three times during the school year (agreement dates), your child(ren) will be terminated from ELC.

Edutainment will open during Winter and Spring Break Camp if a minimum of 10 students sign-up for those weeks. When schools are out for winter and spring break, you are required to pay \$135.00 if your student will be attending ELC, during those weeks. If your child will not be attending winter or spring break camp, you are required to pay your regular scheduled weekly payment, **regardless** of if your child attends Edutainment Learning Center (ELC).

Your payments will be deducted through our automatic payment system. All parents must complete an online profile and set-up automatic payments.

**Closing Dates:**

ELC will be CLOSED on the following dates and you will be responsible for your regular membership tuition:

Labor Day: (September 6<sup>th</sup>)

Native American Day (October 11<sup>th</sup>)

Veteran's Day (November 11<sup>th</sup>)

Thanksgiving Break (November 24<sup>th</sup> through November 26<sup>th</sup>)

Christmas Break (December 24<sup>th</sup>)

New Year's Eve (December 31<sup>st</sup>)

Martin Luther King (January 17<sup>th</sup>)

President's Day (February 21<sup>st</sup>)

Easter Break: (April 15<sup>th</sup> through April 18<sup>th</sup>)

Memorial Day (May 30<sup>th</sup>)

Dates are subject to change.

### **Inclement Weather**

Edutainment follows PG County Public School and Charles County Public School for inclement weather closings. If schools are closed, ELC will be closed. If schools have a delayed opening, ELC will have a delayed opening (8:30 am). If schools have an early dismissal, ELC will close at 5:00 pm. Late fees will begin at 5:01 pm. **You are still required to pay full tuition during inclement weather closings.**

### **School Closings **NOT** Due to Inclement Weather**

Edutainment will open from 6:30 am to 7:00 pm for school professional and planning days as a one-day camp if it is not on our list of closings. **If a child attends ELC on these days, there will be an additional charge of \$20 per child for that day, due at the time of drop-off. The payment can be made via cashapp (\$YouthAvenues) or an invoice can be sent to the registered email address. If a child attends ELC when school gets out 2 hours early, there will be an additional charge of \$10.00 per child.**

### **Withdrawal**

You understand that enrollment for your child is for the dates listed above. You agree to give Edutainment a two-week withdrawal notice in writing, upon withdrawing your child from Edutainment. You understand that you must complete a withdrawal form and discuss your financial status with the supervisor to make certain that you have met all of your financial responsibilities. If this procedure is not followed, you will still be charged tuition for the last two-week period.

In the event of non-payment, collection action will be initiated and the parent/guardian will be responsible for all court fees and collection fees, including fees for collection agency.

There are no deductions of weekly payments for absences, holidays, vacations, medical conditions, and inclement weather closings.

## **Policies and Procedures**

### **Emergencies**

In case of an emergency, you understand that every effort will be made to contact you. In **EMERGENCIES** requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. You understand and authorize the responsible person at the center to have your child transported to that hospital.

### **CPR & First Aid**

Note: Our staff members are CPR & First Aid certified and will administer basic assistance until the medics arrive if needed.

### **Background Checks**

All staff undergo FBI and Maryland State Background checks. All staff undergo a background check for child abuse and neglect through the Maryland State Department of Human Resources.

## **Arrival & Departures**

Upon arrival and departure each parent is required to bring his/her child into and out of the building and see that the child is under supervision of a staff member before leaving the premises. Each child must be signed in and out daily on our sign in/out sheet.

## **Transportation**

You grant permission for your child to be transported by van with Edutainment Learning Center to/from school. If your child will not need transportation on a specific day, please email, [contact@edutainmentlearningcenter.com](mailto:contact@edutainmentlearningcenter.com) with the date, child's name and school before 12:00 PM. If your child is the only one at a particular school and we go to pick-up him/her, there will be a \$10 charge if we are not notified that your child will not be riding the van that day.

Edutainment will arrive at the schools to transport children at dismissal time. The van will leave at the time of the buses. If a student misses the van, a parent will be responsible for picking up the student. If the parent is unable to pick-up the child, and we have to go back to a school, there will be a \$10 charge to your account.

## **Sick Policy**

Students will be refused admittance or sent home from the program due to any illness, which keeps them from participating in activities. In the event of a serious illness or suspected contagious disease, a physician's written permission slip is required for the child to return to the program. When notified of a child's illness, a parent must pick up the child within one hour. If the parent is unable to pick up the child, alternate arrangements must be made. If we cannot reach the parent, we will call the emergency contacts listed on the child's authorized to pick-up list.

Students with allergies or any other condition will not be excluded from any activity during winter and spring break camp. If a student cannot participate during spring break and winter break, alternate services must be found.

## **Medication Policy**

Edutainment Learning Center has a NO MEDICATION POLICY. We will not administer any medication to a child.

## **Meals**

Snacks are available for purchase or parents may provide packaged snacks for students.

## **Miscellaneous**

If a student brings any property from home, he/she is responsible for the item. Although, we take every precaution possible to protect everyone's property, ELC will not be responsible for any item brought from home that is lost or broken. If your child should accidentally take property from the center that does not look familiar, please return it.

If any item in Edutainment is purposely broken, that child's parents will be responsible for paying for that item.

Edutainment prides itself on having a very progressive and interactive program. During these times, students' activities are sometimes photographed or videotaped. You give ELC permission to photograph your child's daily activities. These photos will be used for documentary purposes such as newsletters, handbooks, promotions, flyers, T.V. ads, brochures, and websites only.

### **Liability Release Authorization**

You grant permission for your child to participate in all Edutainment's activities. You understand that ELC assumes no responsibility for injuries or illness, which your child may sustain as a result of his/her physical condition or resulting from his/her participation in any activity. You expressly acknowledge on behalf of yourself and your heirs that he/she assume the risk for any and all injuries and illnesses which may result from his/her participation in these activities and you hereby release and discharge Edutainment Learning Center, and its employees from any and all claims for injury, illness, death, loss or damage which he/she may suffer as a result of his/her participation in these activities. You acknowledge the waiver and accept the conditions set forth above and are in sympathy with the goals and purposes of ELC.

### **Image Release:**

In consideration of participation in Edutainment Learning Center, the undersigned agrees that their likeness, or the likeness of their child/children may be photographed or videotaped and that such image may be published in an outlet used to promote or publicize our Before & After School Program.

By electronically signing the Before & After School Terms & Conditions, you agree to adhere and abide by the policies as outlined in this agreement.

\*All policies are subject to change upon written notice.

You do understand and agree to carry out the parent's responsibilities under this Policy and Procedure Agreement in Edutainment Learning Center's Guideline and Handbook.

We look forward to servicing you and your family!