

# Sherman Academy Parent Handbook



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## **REGISTRATION**

Sherman Academy (SA) requires registration for all participants engaging in structured out of school activities. Registration must be completed online prior to the start of program. If a participant requires medication to be administered during programming hours, the Medication Form must be completed by a physician. There is a one-time registration fee for after school and summer camps. That fee is equivalent to the weekly fee of the camp. All registrations must be accompanied by payment. Registration is on a first come basis. To register, please visit our website at [ShermanAcademy.us](http://ShermanAcademy.us)

## **PAYMENT**

All required program payments, fees, and deposits must be paid prior to the program start date to secure child's registration. Failure to make timely payments can result in dismissal from program. Payment for out of school programs, weekly camps and after-school are due in full before or on the Monday of registered week; day camps fees are due on the day of event. Weekly programs are not prorated for absent days, holidays, or inclement weather.

Failure to pay on time will result in suspension or expulsion from all SA programs. There is a \$25 fee for any returned checks.

## **ONE-ON-ONE ASSISTANTS**

One-on-one personal assistants provided by agencies are expected to attend the program with their client and assist with daily program activities throughout the duration of the program.

## **ABSENCES**

Parents should notify SA staff if their child will not attend any out-of-school dates. This allows staff to begin activities on time and not wait for a child. Programs are not prorated for absent days.

## **WITHDRAWAL**

A two (2) week written notice from the parent who enrolled the participant is required if a child is to withdraw from a program. Without this notice, the parent will be responsible for payment for all weeks.

## **FAILURE TO ATTEND**

If a participant does not attend the registered program for two (2) consecutive weeks and no notification of absence has been provided in writing to the Supervisor, then the participant will be withdrawn from program. No refund will be provided, and the parent is responsible for charges up to withdrawal date.

## **REFUNDS**

Participants wishing to withdraw from a program must make that request in writing at least 10 business days before the scheduled start of a class, program, or league's first practice. The participant will receive the full amount paid minus any deposit or other non-refundable fees.

Refund request after 10 business days will not be granted. If advanced payments were made beyond the two (2) week period a refund for future weeks will be granted.

## **TAX INFORMATION**

SA will provide yearend tax information upon request. Parents will need to contact the recreation center where the child was enrolled to obtain the total amount paid. The tax identification number is 93-3806064

## **CHECK IN & SIGN OUT**

For the safety of our participants, parents are required to sign their children in and out with a staff person every day they attend the program. The parent and anyone on the authorized pick-up list will need to show government identification.

### **Check In**

- Parents/guardians are required to walk campers into the facility and sign them in.
- Drop off is between 7:30 a.m. and 9:00 a.m. Participants are not allowed to arrive prior to the start of program.

### **Sign Out**

- Pick up occurs between 4:00 p.m. and 5:30 p.m. Fees will apply for late pick up.
- Parent/guardians are required to sign participants out of the program at the end of the day.
- Staff will only release a child to individuals 16 years and older listed on the Registration Form for permission to pick-up. Government identification will be required.
- Changes to the pick-up list must be made in writing. Changes will not be allowed by telephone. This includes additions and deletions.

## **LATE PICK UP POLICY**

The pick-up time will be strictly enforced. It is the parent's responsibility to make alternate arrangements if the parent is unable to pick up their child by the program end time.

Children picked up late will result in a \$5 late fee for every ten (10) minutes after program end time.

Continuous and/or extreme late pick-up or failure to pay fees will result in child being dismissed from the program. Late fees must be paid upon pick up.

Ten (10) minutes after a program ends, staff will begin calling all contacts listed in the participant's file. If staff cannot make contact with anyone on the list or if 30 minutes after end of the program then staff will call the Winston-Salem Police Department to pick the participant up and take them to the nearest police station for pickup by an approved person.

## **LEGAL AUTHORIZATION**

Parent is defined as biological, legal wards, guardians, and foster/adoptive parents. Both parents may designate individuals who are permitted to pick up a child from the program on the registration form.

## **CHILD CUSTODY**

Without a court order terminating parental rights or restricting a parent's access to a child, both parents, regardless of whether parent has physical custody, will be provided the same right to have access to the child. Copies of the most current court order related to child custody and/or visitation must be submitted at the time of program registration.

## **MEDICATION**

SA discourages the administration of medications during programs unless it is necessary for the health of the participant. No medication will be administered to a child without the written order of a licensed physician and permission of the parent/guardian. Medication must be clearly labeled with child's name, dosage amount, and in its original container. No injections will be given except in extreme emergencies (allergy to wasps, bees, diabetic emergencies, etc.)

## **RESTROOM EXPECTATIONS**

All participants engaging in out of school programming must be fully potty-trained. SA does not have the proper facilities and staff are not trained to change participants. Parents are encouraged to provide an extra change of clothes in case of an accident during programs.

## **DRESS CODE**

Participants are expected to dress appropriately for a busy, active day. Wearing tennis shoes is strongly encouraged. Children should not wear open toed shoes, shirts that show midsection of torso, pants that do not fit on the waist, or shorts that are not an appropriate length

## **SWIMMING**

Participants attending programs that incorporate swimming should bring a swimsuit, towel, sunscreen and plastic shopping bag for wet clothes and other belongings. Only swimsuits with a liner inside the swim wear and water shirts are allowed in pools; athletic shorts, cotton shirts, and other street clothes are not permitted in pools.

All participants will adhere to the swim test policy and must wear a life jacket if they do not pass a swim test administered by lifeguards. The swim test consists of treading water for one minute and swimming 25 yards without touching the bottom.

## **SUNSCREEN & BUG SPRAY**

It is recommended to apply sunscreen and/or bug spray at home prior to bringing child to program each day.

Sunscreen/bug spray is allowed at programs for use, but it must be labeled with child's name and they must be able to apply it themselves under adult supervision. Participants are not allowed to share these items.

## **COMPUTER USAGE**

Computers are available for participant use under employee staff supervision. Children are expected to use the computers for educational purposes. Any inappropriate conduct can result in suspension from usage or program.

## **PERSONAL BELONGINGS**

SA and staff are not responsible for lost or stolen items. Participants should not bring personal items that have not been requested for program usage.

## **Electronics/Cell Phones**

Electronic items are not permitted unless specified by staff for special events. Participants with personal phones will only be allowed to use them with staff's permission to contact parent in emergencies; inappropriate use will result in phone being placed in office until parent arrives for pick-up.

## **PHOTOGRAPHS & PUBLICITY**

SA retains the right to photograph or videotape programs, participants, and volunteers for publicity purposes. If there are privacy concerns, parents must submit a written request to staff asking that the photographs not be used for marketing purposes.

## **PARTICIPANT CODE OF CONDUCT**

SA programs provide participants with an opportunity to engage in recreational activities to promote healthy communities. To ensure everyone is able to have a fun and positive experience, participants are expected to adhere to an acceptable standard of behavior.

The Code of Conduct follows the Department's guidelines to define misconduct. All program participants will be held accountable for their behavior. Failure to comply with the code of conduct could result in suspension or termination from all SA programs and facilities.

### **Code of Conduct**

- Show respect for all individuals and property
- Demonstrate courtesy
- Respect rights and privileges of other participants, volunteers, and staff
- Cooperate with or assist staff in maintaining safety, order and discipline
- Respect the property of others, including property and facilities

### **Unacceptable Behaviors**

- Smoking or vaping in recreation facilities
- Act or threat of bodily harm, including subtle or implied
- Insubordination
- Use of profanity, vulgar language or obscene gestures
- Damaging or defacing property
- Engaging in inappropriate physical or verbal contact and/ or gang related activity
- Creating a disruptive environment
- Harassing or threatening phone calls, or other forms of written or electronic communication
- Involvement with drugs, alcohol or weapons
- Stalking, threatening, harassing (sexual or otherwise), or any other unwanted behavior or language
- Sexual activity of any kind

## **Consequences of Undesired Behaviors**

- **WARNING:** Conference with staff and parties involved. Conversation will include parent/guardian when appropriate. After the conference, a written summary will be provided to all involved parties.
- **SUSPENSION:** Suspended from facility, park or program for a length of time determined by the director.
- **TERMINATION:** Removed from program. Unable to engage in any programs or any properties during termination.

Staff possesses the right, in its sole and absolute discretion, to skip any disciplinary steps above depending on the nature and severity of the participant's behavior.

## **LUNCHES & SNACKS**

Lunches are NOT provided for day camps. Parents will need to pack a bag lunch for their child. An evening snack is provided for every participant. Participants with special dietary needs are required to notify staff.

## **FIELD TRIPS**

Off-site field trips are a part of some out-of-school programs. Participants will be transported by SA vans or WSTA buses. Parents will be notified in advance of all field trips and a signed consent to travel form must be on file prior to the trip. Children must be on time for departures and cannot be dropped off at field trip sites. If a participant needs to be picked up at the field trip site for early release, parents must notify staff in advance. Waivers will be required to participate in field trips.

## **ILLNESS**

Participants should not attend any program if they have experienced one or more of the following symptoms within the most recent 24 hours:

- Fever of 100.4+, diarrhea, vomiting, sore throat, rash, chicken pox, pink eye, ring worm, head lice, cold, flu, and any other contagious (or potentially contagious) condition

If a child becomes ill, parents will be notified. Once parents have been notified, they must pick the child up within a 90-minute time period.

## **MEDICAL EMERGENCY**

In the event of an accident or illness, every reasonable effort will be made to address the situation and notify the parent and/or emergency contacts. If immediate medical attention is required, 911 will be called and the child will be transported to the hospital by ambulance.

## **REPORTING SUSPICIONS OF ABUSE**

Any SA staff member who knowingly or has reasonable suspicion that a juvenile participant is or has been the victim of a violent offense, sexual offense, or misdemeanor child abuse shall immediately report that information to local law enforcement. Staff may also be obligated to report any suspicions of child abuse, neglect, or dependency to Social Services. Staff will document all such suspicions in writing. Once completed, the report must be submitted to the Sherman Academy Director.

After receiving the report, the Director will speak with the person who reported the concern to get a detailed account of the incident. After information is received, a report to the appropriate authorities will be made.

## **ADA STATEMENT**

SA welcomes the participation of all individuals, including those with disabilities or special needs, and is committed in complying with ADA by providing reasonable accommodations to facilitate participation in programs. To ensure modifications or support are in place, request should be made in writing at the time of registration.