

Parent/Student Handbook



BARRON ACADEMY

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Program Contact

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Program Description

Barron Academy (BA) is a local firm that is located at 6941 N. Trenholm Rd. Suite B-2 Columbia, SC 29206. Established in 2002, Barron Academy is quickly emerging as a leading provider of afterschool childcare services and support. BA is committed to providing a learning environment where student's hearts and minds explore new opportunities and achieve academic success. Our goal is to transform the way children perform at school and within the community by adopting new and essential thinking and learning processes. In order to accomplish this, Barron Academy employs unique and stimulating strategies that will ultimately help our children blaze the path for the future. Barron Academy is a program that provides students an opportunity to actively engage in educational and enrichment activities. All students are welcome to sign up, but space is limited so there may be a waiting list.

We are COMMITTED:

- To provide a high-quality age appropriate academic environment to help students meet State and local standards by providing homework assistance and small group tutoring sessions when needed.
- To provide academic enrichment opportunities that complements the regular school day academic program.
- To ensure that students are offered a variety of recreational and enrichment opportunities.
- To development, a community partnership with the school officials, which will allow BA staff to communicate strengths and weaknesses of the students, enrolled.

BA is an education company that focused on academics and the social welfare of children. We provide homework assistance. This time is dedicated to ensure that the children know how to do their homework, it's done accurately and completely. We also have weekly themes that are FUN and ENGAGING activities which are linked to the school day to further develop skills needed for their grade level.

Program Policies

Enrollment

- Log onto www.barronacademy.com to completed the enrollment form.
- Students and parents will be contacted by the Barron Academy to confirm registration and enrollment. Payment of registration and tuition confirms student's participation.
- Students are encouraged to actively participate in BA programs. Barron Academy is NOT drop-in program.
- Participants will not be discriminated against based on race, ethnicity, or disability.

Hours of Operation

Barron Academy will begin on the first day of school and end on the last day of school.

Regular Days: Monday-Friday, Dismissal - 6:00 p.m.

Barron Academy will not operate when school is NOT in session. However, Barron Academy will operate on half-days at NO additional cost to parents.

INCLEMENT WEATHER POLICY – Please note that Barron Academy will follow the local news for program closures, cancellations, and delays.

Tuition Rates

Tuition is based upon income, if your family receives any Federal benefits such Medicaid, then tuition is \$50/week. Otherwise, tuition is \$60/week. There is a \$5 discount for each additional child. CRP students are also welcome to attend for \$40/week.

To finalize the enrollment process, please sign up for our auto-draft payment program.

All students must pay an on-time registration fee of \$30/child.

Payment Policy & Options

Payments maybe made online at www.barronacademy.com. ALL parents MUST enroll in the auto-draft payment system at www.autodraft.barronacademy.com, select your site, choose the option appropriate for you and follow the prompts to subscribe.

*If payment is not received for your child on the agreed payment schedule, then your child will not be able to participate in the program for those weeks following the missed payment (s) until the account is made current. In the event that a child is left on campus following a missed payment, one of our BA staff members will call the child’s parent(s), guardian(s), or authorized adult to arrange for the child to be picked up from campus. The child (ren) will not be allowed to participate in the BA program on that day. Further arrangements will be made with each individual school for students left on campus with unpaid accounts. Parents and guardians will be notified of these pickup procedures for each school as they are made available.

Absences/Sick Days

If a student misses a day or days of the afterschool program due to illness or absence, the tuition rate is not affected. The weekly tuition is not calculated by daily attendance. Tuition is set at a fixed rate and is paid weekly, bi-weekly, or monthly in order to secure your child (ren)’s spot in the afterschool program.

Dismissal

- Parents are asked to come in and pick up their child from the designated area. A Barron Academy sign is placed on the door with the Site Coordinator’s cell phone listed. Parents should call this number to gain access to the building.
- For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Information Form.

Withdrawal

In order to withdraw a student from Barron Academy, parents must notify the Main Office in writing at least one (1) week prior.

Late Pick Up Policy and Fees

1. All students must be picked up by 6:00 pm daily.
2. Late fees of \$1 per minute beyond closing time will be charged to the parent for late pickup.
3. If an authorized adult is later than the designated pick up time the following steps must be taken:
 - Make every attempt to contact any and all authorized contacts for 1 hour beyond closing.
 - The School Principal and Site Coordinator will be contacted and non-emergency police will be called.
 - Barron Academy staff will remain with the child until appropriate transfer of custody can take place.
 - Staff will transfer custody of child to police.
4. The incident will be documented on BA Incident Report.
5. The parent(s) will need to make their payment at the Main Office located at 6941 N. Trenholm Road, Suite B2 Columbia, SC 29206.
6. Late fees must be paid before the student returns to the after-school program. Once late fees have been paid, the Main Office will contact the Site Coordinator to provide an update.
7. Excessive lateness may result in removal from the after-school program.

Daily Schedule

2:30 pm	Arrival/Restroom/Wash hands
3:00 pm	Break/Dinner
3:30 pm	Homework Assistance
4:30 pm	Weekly Lesson Plan/Snack
5:15 pm	Rotation Station <ul style="list-style-type: none">- Recreation (outside when weather permits)- Arts and Crafts- Board Games
6:00 pm	Program Closes

The program will be structured to provide program participants with additional assistance in the following areas:

- **Dinner/Snack:** Dinner and snack will be provided for all students at the start of Barron Academy each day. These meals change daily. Barron Academy will participate in the Federal Free Snack Program in accordance with the District's Student Nutrition Services Healthy Food Policy. Additionally, BA will apply to participate in the programs through the Office of Student Nutrition Services and District ROAD Dinner Program prior to start of program and will adhere to the guidelines. Students may provide their own snacks if the parent has reported special dietary concerns in writing.
- **Academic Achievement:** To ensure that students understand and able to complete homework independently and accurately. Every effort will be made to provide students with adequate

time and support to complete homework. Students will also have the opportunity to participate in small group tutoring which will assist with preparing for the PASS Test.

- **Life/Social Skills:** To help students to develop life/social/leadership skills for the handling of conflict and building of character. BA will also provide engaging activities on a weekly basis, which is designed to detour and modify inappropriate behavior, and encourage students to make good choices. Barron Academy will implement LifeSkills Training (LST) an effective, evidenced-based intervention that not only provides the social and life skills needed for success but also develops skills in six essential areas: goal setting, problem solving, anger management, effective communication and conflict resolution, time and financial management, and healthy behavior.
- **Recreation/Physical Fitness:** Physical fitness will be promoted through several enrichment and recreation activities, and the serving of a healthy, USDA approved will be provided.

Enrichment activities include creative expression, communication, and cooperation, which build social, physical, and emotional skills. This area of the program will integrate academics providing the students another opportunity for skill building and mastery. The students will have an opportunity to select/choose targeted activities from the following: fitness, character education, life/social skills, financial/savings management, and the arts. This design will improve academic achievement, promote healthy lifestyles, promote community service, encourage self-esteem, social skills, and provide guidance in making good and quality decision. Thus, the program will open and establish avenues for discovery, hands-on learning, and academic enrichment infused with activities that will engage the student while addressing all learning styles. Each Barron Academy site will have ample program supplies and materials to implement the program as described.

To alleviate barriers identified in Section 427 of the General Education Provisions Act (GEPA), Barron Academy welcomes persons regardless of gender, race, national origin, color, disability, or age. The BA Team will reflect diversity and include persons of different genders, races, national origins, colors, disabilities, and ages. All students, including special education students will benefit from the innovative instructional strategies in teaching and enrichment activities. Persons with disabilities will be provided equal access and opportunities in program activities. Barron Academy site level staff will be included in the implementation and execution of the program. We will request information regarding student and teacher special needs to ensure that appropriate access is available to address individual requirements. If not available, the Site Coordinator will determine if special assistive devices (pencil grips, software, etc.) can be purchased for participants in the after-school program. Barron Academy has bilingual staff to work with any ESOL students who may enroll in the after-school program.

Medical Emergencies

Medical emergencies that would require immediate medical care by a health care professional include the conditions listed below:

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Unequal pupils

- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

Barron Academy staff members follow the steps listed below in a medical emergency:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
2. Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
4. Take the child's emergency medical information form(s) with you to the hospital.

If the parent has not arrived by the time the child is to be transported, staff will accompany the child to the hospital. Please be sure that all current emergency and work contact information is on file in the school office. Staff will remain with child until parents arrive.

All staff members are CPR and First Aid Certified and will utilize their skills if necessary.

Medication

- Medication will not be administered to a student by a BA staff member. This includes headache medication or antibacterial medication for cuts.
- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a band-aid.
- If medication is needed such as Epipen, it must be registered with the school/center and also with the Site Coordinator with special instructions for administration.
- Children will be sent home when they exhibit any of the following symptoms and may not return to the program for a full 24 hours:
 - Temperature above 100 degrees
 - Earaches
 - Sore throat or swollen glands
 - Vomiting and/or diarrhea
 - Persistent cold symptoms that appear to make the child uncomfortable (congested coughing, thick nasal discharge, eye drainage).

- Pale complexion exhaustion, irritability or unresponsiveness.

All staff members are CPR and First Aid Certified and will utilize their skills if necessary.

COVID-19 Safety Plan

- **Protective Masks:** All staff, students, and parents are required to wear face coverings when inside the school.
- **Health Screening:** When families sign-in for the day, they will need to confirm their child is well before our staff brings them to the classroom.
- **Wellness Checks:** Regular wellness checks are being conducted throughout the day. The families of children that show signs of illness will be notified immediately. To help stop the spread of illness, children are taken to a dedicated place and cared for by a member of management until a family member can pick them up.
- **Limited Classroom Access:** Classrooms are reserved for teachers and children only. To curb the spread of germs and to control group size, families are asked to remain in common areas of the school only, and not enter classrooms. To limit non-essential personnel in our schools, we have discontinued non-essential travel to include off-site field studies.
- **Hand Washing:** We continue to ensure increased frequency of hand washing by children and staff. Hand sanitizer is available in the center.
- **Social Distancing:** We have implemented the social distancing strategies listed below:
 - Children and staff remain in the same group each day, when possible. Ratios will be kept to 1:10. No groups will exceed 15 including youth and staff. Rooms are limited to 15 people.
 - We have cancelled or postponed special events such as festivals, holiday events and special performances.
 - When possible, children are placed a minimum of 3 feet apart.
 - We have limited outside visitors to classrooms.
 - We have altered drop off and pick up procedures to limit unnecessary exposure.
- **Sanitizing & Classroom Cleanliness:** We have strengthened our existing cleaning and sanitizing practices. Toys, playground equipment, doorknobs and other high-touch surfaces are disinfected, and toys are rotated throughout the day. We follow CDC guidelines for proper disinfectants.
- **Play Restrictions:** High frequency touch points will be used by one class at a time and will be cleaned daily per CDC guidelines.
- **Safe Dining:** We've modified our mealtime practices to reduce the potential spread of germs. Children will still eat together but we have stopped family-style dining.
- **Field Studies and Events:** There will be no school-wide events or field trips at this time.
- **Stay Home if Sick:** If you or your child has been sick, please stay home until you are symptom-free without medication for 48 hours or unless state guidelines deem otherwise. Please contact your Site Coordinator and/or the Barron Academy Main Office as soon as possible to decide on next steps if a staff or youth has been sent home. Decisions on closing to clean the afterschool may be dependent on staffing levels, outbreak levels in the community and severity of illness in infected/possible infected individual.

Procedures for Students/Staff Exhibiting Symptoms of COVID-19 Guidelines for Students and Staff with Symptoms of COVID-19 Exposure or Symptoms (Based on DHEC Guidelines G)

- To limit the chances of COVID-19 spread in the school environment, students and staff should not report to the school building if they are experiencing symptoms of COVID-19. Parents should monitor their child for symptoms daily and encourage students to wear a face covering/face mask.
- Students and staff will be excluded from the school environment if they have any of the following with or without fever:
 - Shortness of breath or difficulty breathing
 - Loss of taste or smell
 - New or worsening cough

Note: This is not a complete list of all symptoms of COVID-19, but those that should trigger an automatic exclusion and evaluation of COVID-19. Other symptoms may include: chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea/vomiting or diarrhea.
- Advise sick staff members and parents of sick children not to return until they have met criteria for return to school. Please see below: Guidelines for Returning to School Following COVID-19 Exposure or Symptoms

Guidelines for Returning to School Following COVID-19 Exposure or Symptoms (Based on DHEC Guidelines)

- Students or staff excluded for these symptoms can return if they either test negative for COVID-19 using a PCR test (mouth or nose swab or saliva test) or similar test that directly detects the virus or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In the latter case, the individual can return when they meet criteria for that condition.
- Students or staff who do not have a negative PCR or similar test or do not have a more likely cause for their symptoms, must complete the current isolation criteria for COVID-19 to return to school.
- Current isolation criteria for COVID-19: Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 who do not get tested should isolate until 10 days have passed since symptoms started and no fever in the past 24 hours without taking medicine to reduce fever and overall improvement in symptoms.
- Those who test positive by a PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until 10 days after the specimen was collected. Note: Some people may be required to extend the isolation period to 20 days. Their doctor will need to determine if this is necessary. The criteria above should be used to determine eligibility to return to school. Negative PCR test results are not required nor recommended after meeting these criteria.

This information is subject to change as DHEC and CDC update their guidelines.

Guidelines for Exposure in School (Based on DHEC Guidelines)

- Advise sick staff members and parents of sick children not to return until they have met criteria for return to school.
- If students and staff become ill during the day:
 - Students and staff will be moved safely and in accordance with privacy laws to the identified isolation room in the school building.
 - An ill student will be supervised by a trained staff member who maintains at least six feet of distance.
 - Parents will be required to pick up students who are ill as soon as possible
- Any close contact to a case of COVID-19 during the time they are considered contagious will be required to quarantine at home and not return to school until completion of the full recommended quarantine period. Students and staff will need to quarantine until 14 days after the last contact with the case. Any individual that are not considered close contacts but in the room may be advised to self-monitor.

This information is subject to change as DHEC and CDC update their guidelines.

Guidelines for Closure of Schools (Based on DHEC Guidelines)

- If a classroom has 20% or more of the student population test positive for COVID-19 within a two week period OR if a building has 10% or more of the total student enrollment test positive for COVID-19 within a two week period.

For any positive COVID-19 case at Barron Academy, LLC will work with local officials from the Department of Health and Environmental Control (DHEC) in determining a course of action on a case-by-case basis.

Parents/Caregivers

- Please keep us updated with your current mailing address and phone numbers at all times so that we may contact you as needed.
- We would love for you to visit and volunteer as much as possible and are allowed access to the after school areas at all times. Please check in with the Site Coordinator when you visit or if you want to volunteer. Students are not permitted to have guests or visitors unless they are a parent/caregiver.
- We encourage parents and caretakers have an opportunity to talk to the Site Staff. Please contact the Site Coordinator and set up an appointment at any time.
- Parents/caretakers with grievances shall be referred to Gretchen D. Barron, Chief Operating Officer of Barron Academy. If a satisfactory agreement cannot be reached, the parent/caregiver shall be advised as to the next step of the grievance procedure.

Student Expectations and Responsibilities

1. Students are expected to show and display respect and cooperation with all program staff, instructors, volunteers, and students at all times.
2. Students should treat others as they want to be treated. Students should be good citizens of the school and community.

3. Students will respect school and other student's property. Students will not take or vandalize property that does not belong to him/her.
4. Students have a right to fair, reasonable, and equal treatment.
5. Students will not bring cell phones or other electronic devices to the afterschool program. The BA Site Coordinator will have the ability to contact each child's parent or guardian in case of emergency.
6. Students are to remain in the assigned area and with their assigned groups until pick up or dismissal.
7. Students will cooperate with after school staff. Disruptive behavior interferes with school, other students' safety and with after school activities.
8. Profanity and other unacceptable language are not allowed.
9. Students must wear clothes that are safe for the student and others.
10. Students should respect the differences of others. Harassment, discrimination, and bullying will not be tolerated. These any student or adult engaging in these actions will face dismissal from the program.
11. Students found with weapons or lookalike weapons of any kind will be dismissed from the program.

Consequences

- Barron Academy has a discipline policy that gives positive guidance, allows for redirection and sets clear behavior limits. The discipline policy has been designed to assist participants and staff in developing self-control, self-respect, respect for others, and consideration for the rights and property of others.
- Students that do not follow the above listed requirements and policies may receive a detention, a phone call home, suspension from the program, or they may be dismissed from the program.

Participant Termination Policy

Participants will forfeit their space in the program for any of the following reasons:

- Behavior that threatens physical or emotional safety of others.
- Refusal to follow instructions given by the site staff.
- Failure to adhere to rules and policies.

Note: The Site Coordinator will notify the parent or caregiver if a student is dismissed from the program.

Please sign and return this form to the Site Coordinator.

I have received a copy of the Barron Academy After-School Program Student Handbook which outlines all policies and procedures of the BA After-School Program.

I understand that all questions and concerns should be directed to the BA Director.

Print (Parent/Guardian)

Signature

Date



COVID-19 Liability Waiver

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that Barron Academy, LLC has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. I further acknowledge that Barron Academy, LLC cannot guarantee that my child will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, center staff, and other students and their families.

I voluntarily seek services provided by Barron Academy, LLC, and acknowledge that I am increasing my child's risk of exposure to the Coronavirus/COVID-19. I acknowledge that my child/family must comply with all set procedures to reduce the spread while working.

I attest that:

- My child is not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- My child has not traveled internationally within the last 14 days.
- My child has not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe that my child has been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- My child has not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.
- My child/family are following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold Barron Academy, LLC harmless from and waive on behalf of myself and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the center, or that may otherwise arise in any way in connection with any services received from Barron Academy, LLC. I understand that this release discharges Barron Academy, LLC from any liability or claim that I or any personal representatives may have against this company with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Barron Academy, LLC. This liability waiver and release extends to the center together with all owners, partners, and employees.

Please check one of the following:

___ My child is not old enough to receive the vaccine.

___ My child is fully vaccinated and I will provide a copy of his/her vaccination card to Barron Academy, LLC.

____ My child is partially vaccinated and I plan to receive his/her second dose. I will provide a copy of his/her vaccination card to Barron Academy, LLC after my child received his/her second dose.

____ My child is not vaccinated and do not plan to get it. It is my decision to decline the vaccination at this time, regardless of the information that I have received about its importance and the risk of not receiving it. I understand the consequences of my decision, including the continuity of risk of endangering my health and of others from being infected due to COVID-19. I understand that I may return anytime for receiving a vaccination, should I decide to receive it in the future as to its availability.

By signing this form, I hereby declare and acknowledge that I have read and fully understand the information on this form.

Student's Name

Parent/Guardian Name (Print)

Signature

Date