



Parent-Student Handbook 2024-2025

Updated February 28, 2024

Our mission:

Enrichment Academy is a unique academic environment that was established in 2012. We cater to home school students and children preparing to embark into the world of learning. We are a three time a week, drop-off tutorial. We believe that you, as the parent know the needs of your children and make the best decisions about their personal curriculum. We offer hands-on instruction that enhances and extends the curriculum you use at home. Hands-on learning includes educational exploration in the areas of the arts, sciences, language arts, and physical education.

Our Program:

We provide up to 14 hours of weekly direct instruction. Our goal is to provide an active learning environment that inspires the love of life-long learning for children from preschool through high school. Our staff has been hand-picked. Our classes are instructed by qualified and experienced teachers. Most of our teachers are seasoned home school moms. We provide classes for ages 4 through 18. We are committed to providing the same quality of learning to all students. Lessons are conducted in a fun, positive and non-pressure environment. Enrichment Academy is secular only. We respect and do not discriminate against any religious beliefs.

Arrival and Dismissal:

Enrichment Academy opens at 8:45 a.m. Please do not drop off or bring your child to the classroom before this time. Our teachers are busy preparing for your children to have a successful day. Classes begin at 9:00. If you are dropping your child off for a later class, please do not do so prior to 10 mins before class start time. Your cooperation is greatly appreciated.

Please be on time to pick up your children. Teachers have families of their own to get home to and children to pick up as well. Please be considerate of their time. Enrichment Academy ends at 2:30p.m on Tuesdays/Thursdays and 1:30pm on Wednesdays. If you have an emergency, please call to let us know that you will be late. A child is always left in the care of an adult until the parent arrives. The first 5 mins are free after that, there is an additional charge for late pick-up of \$3.00 per minute per child. You will receive a statement reflecting this charge to be included on the next month's tuition invoice.

Inclement Weather Policy and Cancellation Policy:

Please follow our page on Facebook for the fastest communication regarding cancellation. We will post on Facebook and send an email if inclement weather necessitates a closure. If we miss more than 4 weeks of classes for **weather** or **illness** cancellations, we will schedule a make-up date. If we need to shut down due to mandated closures, you will not be held financially responsible for the remainder of the year. A refund of any prepaid classes beyond the initial 4 weeks cancelled will be issued.

Food Allergy Policy:

We have several students who have a severe food allergy to peanuts/nuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking for your help to provide these students with a safe tutorial environment.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any products that contain nuts in any form (peanut, tree nut, cashews, almonds, etc.) to school with your child. Parents should adhere to this as well, when present on campus.

If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

Please check labels and make sure that items you bring to tutorial are nut free. If the label says "contains peanuts, tree nuts" or "manufactured in a factory that processes nuts, tree nuts, peanuts." please don't bring these to enrichment academy" check your granola bars!

We appreciate your support of these procedures. Please contact Katie Horky if you have any questions.

Parent Communication:

Teachers' welcome opportunities to confer with parents from time to time regarding their children. If you would like to have a conference at any time, we will be happy to make arrangements for you to do so. Please keep in communication with your child's teacher(s). If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we know something of his/her situation.

Illness Policy:

Please keep your child home from school if:

- a) Your child has an uncontrollable cough producing mucus and/or is accompanied with a fever.
- b) Your child's temperature is above 100.4F.
- c) Your child has had an episode of vomiting in the past 24 hours
- d) Your child has strep throat, unless they have been on antibiotics for 24 hours
- e) Your child has pink eye, chicken pox, flu or been diagnosed with COVID-19
- f) Your child should be fever free without the use of fever-reducing medications for 48 hours.

Parents will be notified to pick up their child immediately if signs of illness occur during the day. We must have a phone number where you can be reached at any time. Your cooperation as a parent with this policy will protect the health of other children and teachers in. We must know when your child has an illness (such as Fifth's disease; Hand, Foot and Mouth disease; lice; pink eye and other contagious illnesses) so that we can notify other parents in your child's class of possible exposure. Names will remain confidential.

Medication:

We ask that if your child is on medication that you administer these at home. However, if your child requires medication during school hours, doctors' orders will need to be put on file with the registered nurse on staff.

Safety/Security:

Our first priority is the well-being and safety of every child enrolled at Enrichment Academy. IT IS YOUR RESPONSIBILITY TO KEEP YOUR INFORMATION ON FILE UP TO DATE - your registration papers, call lists, medical information, carpool lists, court orders, etc. We cannot release your child to anyone unless you have given us permission in writing to do so. We will ask for a photo ID before the child will be released to him/her.

For security reasons, all doors into Enrichment Academy will remain locked during the hours of 8:30 am until 12:30 pm (Tues/Thurs) 1:30 pm (Mon/Wed)/. We appreciate your patience and understanding regarding this policy.

Parents, Students and Staff will have a passcode to be able to enter the building during school hours.

Financial Commitment, Tuition & Fees:

By registering with Enrichment Academy, we are committing to provide your student with a high-quality educational experience. By signing the commitment letter during registration, you agreed to be responsible for the monthly payments assigned to the classes your child(ren) is/are registered for. **A DROP FEE WILL BE ASSESSED IN THE EVENT YOU DECIDE TO DISCONTINUE CLASSES WITH ENRICHMENT ACADEMY.** The drop fee will be 50% of tuition still owed for the year.

The yearly \$75 registration fee per student is non-refundable and required to hold classes.

Monthly tuition is charged: August-April. Tuition is due on the first of each month. If not paid by the 5th of each month, a \$20 late fee will be applied to balance owed.

If for any reason you come into a financial situation and need to make other arrangements, please reach out to Katie Horky to do so.

Absences & Vacations:

Families are still required to pay full tuition for any absences and family vacations.

Zero Tolerance Bullying Policy:

1. Enrichment Academy believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.
2. Enrichment Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation
3. Enrichment Academy expects students and/or staff to immediately report incidents of bullying to the Director. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the snack period, whether on or off campus, and during a school-sponsored activity.
4. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Cellphones:

Students agree to store cell phones and devices in their backpack during class periods. Using a cellphone during class should only be done with special permission from a teacher. Air pods or headphones of any sort are not to be worn during the day, unless used specifically to study during a study hall period or with permission from a teacher.

Electronics Policy and the Internet:

Students will:

- Follow all school policies, procedures and guidelines when using technology.
- Use all school technology resources to create files and projects for school related work, research and projects.
- Keep my usernames and passwords private.
- Treat others with respect and use appropriate language in all of my electronic interactions with others.
- Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- Respect the privacy of others. I will limit all in school photography, video and audio recording to educational use. I understand that this applies to both school technology resources and my personal electronic devices.

Students will not:

- Use school technology resources to find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Use technology to gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Use school technology resources or my personal electronic device to cheat. I will not get or give answers to tests; search for and/or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- Access inappropriate or blocked resources using personal Wi-Fi accounts, personal cellular data plans, anonymous proxy sites, or by any other manner while on district property during school hours.
- Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address,

full name, home or school address, phone number, parent's, or guardian's names, and school name.

Use of school technology resources, including networks, computers, or mobile devices, and the Internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct. The school reserves all rights to control its technology resources and may monitor or restrict a user's technology resources. For the safety of all students, appropriate access at Enrichment Academy implies NEVER viewing or sharing music, images or videos which contain graphic/explicit languages, suggestive or inappropriate or knowing would offend someone, then it should be considered inappropriate. The school may search any computer, mobile device, or electronic storage device that is assigned to a user or used on any school owned computer or network; and retrieve, alter, and delete any data created, received, or maintained by any user using school technology resources. Personal electronic devices are at an increased risk of being stolen, misplaced, or damaged, and the school is not responsible for any damage or theft of personal property. Use of personal electronic devices during the school day should be limited to legitimate educational purposes. Students may be subject to disciplinary action for using technology in violation of district policies, procedures, guidelines, or the Student Handbook.

Filtering and Monitoring during school hours:

The school provides students with access to various technology resources, including a wide range of educational resources through the Internet. The school uses content filtering technology on all school computers with Internet access, this is to protect against unacceptable web content and protect student privacy. However, because no web filtering technology is 100% safe, the school makes every effort to monitor online activity.

Parent/Guardian Rights:

Parents/guardians have the right to request termination of their child's computer and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments and will hamper the development of skills necessary to live and work in this increasingly digital world.

Enrichment Academy Parent Honor Code:

Our program cannot succeed without your help. We ask your assistance in the following ways:

1. Please go through the Enrichment Academy Handbook with your student before their first class.
2. If a problem arises between your child and a teacher, please contact the teacher first. Most problems are the result of a misunderstanding and are easily resolved by talking. If you cannot resolve the problem in this manner, contact the director. Avoid participating in any gossip or criticism.

3. Please communicate with teachers in the least obtrusive way. Use written communication whenever possible. Right before class is not the best time. If you must use the telephone, please be sure to leave your number and a brief, specific message.
4. Enrichment Academy recognizes that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at EA is up to the parents, therefore it is the responsibility of the parent to instruct their student on the use of the internet and personal responsibility. Appropriate internet access at EA implies NEVER viewing or sharing music, images or videos which contain graphic / explicit language, suggestive sexual material or nudity. Violations of these guidelines may result in dismissal. This is why we also require students to sign a technology agreement.
5. Please pick your students up on time. Our staff also has families and other engagements they need to get to after school hours.

Enrichment Academy Student Honor Code:

1. Students who are not in class and remain on the premises must be in study hall or under the immediate supervision of their parent.
2. Students waiting for parents to pick them up, may wait in the front lobby of the building.
3. Students will not go outside without adult supervision.
4. Enrichment Academy will not tolerate students participating in tobacco, nicotine, alcohol, drugs or vaping. Weapons of any kind will not be permitted on campus or at EA events. Any act or threat of violence will not be tolerated.
5. In regard to relationships, we ask students to treat one another warmly and make every effort to never exclude others. Students should always show respect to teachers and fellow students. Students should avoid participating in gossip or criticism concerning another person.
6. Enrichment Academy has a Zero Tolerance Bullying Policy. Please refer to policy above in handbook.
7. Public displays of romantic expression are prohibited by students while at EA /EA activities.
8. Students agree to abide by all policies as set forth in the Enrichment Academy Handbook.

9. For the safety of all students, appropriate internet access at EA implies NEVER viewing or sharing music, images, or videos which contain graphic / explicit language, suggestive sexual material or nudity. If a student is uncertain whether the content is graphic / explicit, suggestive or inappropriate or knowingly would offend someone, then it should be considered inappropriate.

10. Students agree to store cell phones and devices in their backpack during class periods. Using a cell phone during class should only be done with special permission from the teacher. Air pods or head phones of any sort are not to be worn during the day, unless used specifically to study during a study hall period.