

Sons & Daughters Enrichment Program

2018-19

ASHLEY RALEY, DIRECTOR

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Sons & Daughters Enrichment Program

General Policies and Procedures

Our Mission:

Sons & Daughters is a Christian based home school drop off program located in the Hurstbourne area of Louisville, KY. The mission of S&D is to provide home schooled children with a program that allows them to interact with other children, receive direction from adults other than their parents, and learn in the process. We are also here to allow parents a short time without their children to recharge and prepare for the next week.

Statement of Faith:

We believe in one God **-Father**, Creator of all things visible and invisible (Genesis 1:1; Acts 17:24-28; Hebrews 11:3), **-Son**, Jesus Christ, God's one and only Son, my one and only savior (John 1:14; 1 John 4:9 / John 3:16; 2 Peter 3:18) and **-Holy Spirit who lives inside every Christian.** (1 Corinthians 3:16; 6:19; 2 Timothy 1:14)
(Matthew 5:16,45; 6:1,4,8,9; James 1:17, John 1:1; 14:9, Genesis 1:2; John 4:24; 14:16-20; 2 Peter 1:21)

We believe in the Bible—God's Holy Word. We believe the Bible is the inspired word of God and that all of God's words are true.

(Mark 12:36; John 14:26; 16:12-15; Acts 1:16; 1 Corinthians 2:12-13; 2 Timothy 3:14-16; 2 Peter 1:20-21)

We accept the Bible as the final authority for all matters of faith and practice.

(Isaiah 40:8; Matthew 5:18; 24:35; Romans 15:4; Hebrews 4:12)

Location and Contact Information:

Classes are held at: Hurstbourne Christian Church
601 Nottingham Pkwy
Louisville, KY 40222

All correspondence is mailed to: S&D Enrichment Program
12517 Farmbrook Drive
Louisville, KY 40243

To contact the director, Ashley Raley, you may email: ashleyrale13@gmail.com or call/text: 502.403.6151. If you text please include your name and child's name.

You can visit our website at: sonsanddaughtersenrichmentprogram.com

Sons & Daughters Enrichment Program

General Information on the Program:

- Sons & Daughters provides a 20 week drop off program to provide socialization and add enrichment to your child's homeschool experience.
- There will be one registration for the year, which includes both Fall & Spring classes (10 weeks each). When you register for a class/classes, you are signing up for all 20 classes. Switching classes between semesters is not permitted unless there is a known issue.
- S&D has opportunities for students PreK/Kindergarten to 8th grade may attend. Older children may be permitted to take classes if they have younger siblings attending or with permission from the director.
- Students may take up to five classes, held on Fridays. Families choose which classes/hours they will be participating.
- Classes are held between 10:00 a.m. and 3:30 p.m., with a 30 minute lunch period at 12:00. Classes are designed for enrichment, neither grades nor credits are provided.
- The registration fee is \$50 per student for the year (maximum \$150 per family).
- Tuition is \$170 plus supply fees per class for the year. There are supply fees associated with some classes.
- Registration packets are due no later than August 14, 2018. Late registration is at the discretion of the director.
- We welcome new students throughout the year. Please contact the director to ensure that space is available in the classes.
- We do not offer discounted family plans or multiple class plans. If there is a financial strain, please feel free to contact the director to determine if there is a suitable solution. The director is the only person to decide financial options, teachers will not be making this decision.
- All families must join our S&D facebook group to stay informed. A link will be emailed to you after your registration packet has been approved.

Important Dates:

- Fall Semester
 - Friday, September 7, 2018 is the first day of Fall classes. Classes meet every Friday. The last day of Fall class is Friday, November 9, 2018.
- Spring Semester
 - Friday, January 11, 2019 is the first day of Spring classes. Classes meet every Friday until the last day which is March 15th. There will be no breaks during this semester. We will make up snow days on March 22nd and 29th if needed.

Sons & Daughters Enrichment Program

Code of Conduct:

1. Be courteous, respectful, cooperative and honest to everyone at all times. There will be no name calling, teasing, hitting, rough housing, taking other people's belongings, swearing, or rude behavior tolerated.
2. Be respectful of the Church and the premises (inside and out) that they are allowing us to use. This includes not destroying any property, cleaning up after yourself, and no smoking.
3. All children must sign in and out each Friday. Children 5th grade and younger need to be signed in and out by a parent.
4. Students are to stay in designated areas at all times.
5. Children must be supervised by a parent at all times while on Church property, unless they are under the supervision of S&D teachers and staff during designated class, lunch or transitional times.
6. Students must respect teachers and cooperate in classroom. Rude and disrespectful attitudes and behaviors will not be tolerated.

Consequences:

- Student will receive a verbal warning for their first offense.
- Second warnings will be accompanied by a phone call from the director to the parent.
- The third time, a parent will be called to come and pick up the child. The child will not be able to complete the rest of the classes for that day.
- In an extreme situation where a child is too disruptive to the school or presents a danger, you may be asked to not return to S&D and no refund will be given.

Dress Code:

1. Clothing must be modest (no short shorts, no belly showing, no tank tops or camis).
2. Clothing must not display profanity or suggestive material.

Consequences:

- If there is a problem with clothing, you will receive a verbal warning to please not dress in that manner again.
- If clothing continues to not fall under the dress code requirements over multiple weeks, the parent will be notified and the child may be dismissed from classes.
- If clothing needs immediate attention, a parent will be called to bring a change of clothes and you will be required to sit in study hall until the clothes are changed, or you will be required to cover up using clothes provided by S&D (for example: tie a jacket around your waist or put a shirt or jacket over your clothes).

Amendments to School Policies/Procedures:

S&D retains the right to amend the registration packet, as well as the policies and procedures listed for just cause. S&D will notify families in writing of any changes in its policy.

Technology Use:

While participating in S&D programs and activities, students will only use technology as approved by the director and teachers. No use of the internet is allowed unless in class with a teachers permission for class purposes. Technology (including phones) is not permitted during class time, unless approved by the teacher. Using technology without permission may result in loss of the device until the end of the school day. Approved technology use, including during lunch and study halls, must be on age appropriate programs, games, music or apps. A student will not be given a warning if inappropriate content is being viewed or listened to on the device. The device will be confiscated until the end of the school day and not be allowed back. Some games or music that parents feel are appropriate for their children, may be considered inappropriate for use at S&D due to the age ranges our program serves. Therefore, the director will be the final authority on appropriate use of devices. Students are responsible for any devices they bring to our program. S&D is not responsible for any broken, misplaced, lost or stolen devices.

Photo/Video Release:

Students at S&D may be photographed or videotaped during classes. These photographs/videos may be shared with parents or published in newspapers, magazines, websites or other media publications. If you do not want your child(ren) photographed, please provide written notification to the director.

School Directory

We will have a school directory. It will contain the parent name, phone number, email address, and students names.

Attendance:

Please report any scheduled absences in advance. Absences due to illness are encouraged to be communicated as soon as possible. Please report absences to the teachers via email or text.

Tardiness is disruptive to our classes. Please do everything you can to ensure your children are signed in and arrive to their first class on time.

Pick-Up:

Elementary aged children will only be released to adults listed on the family information sheet. If S&D staff does not know the adult at pick-up, they will ask to see a picture ID. Middle school aged children will be allowed to leave the building after signing out at the correct time without an adult with written permission from the parent.

Sons & Daughters Enrichment Program

Waiver of Liability:

In order to provide protection for all parties involved, S&D Enrichment Program has a Waiver of Liability. The hope of S&D is that we can collaborate together to bring outstanding Educational Enrichment opportunities to homeschooling families in an atmosphere where all parties are respectful and responsible for themselves and/or their family.

Release of Claim for Damages & Injuries:

I release, indemnify and hold harmless Hurstbourne Christian Church and Sons & Daughters Enrichment Program, its directors, teachers, and volunteers from and against any claim(s) for damages and/or injury of any nature (except intentional misconduct) arising from, during or pertaining to participation of myself and my family in any activity sponsored or sanctioned by Sons & Daughters Enrichment Program.

This indemnification and hold harmless includes any claim(s) by any visitors whom I request be allowed to participate in and/or observe any activity sponsored or sanctioned by S&D Enrichment Program. If this Waiver of Liability involves the release of any claim(s) for injury suffered or sustained by a minor, which claim(s) the minor (or minor's guardian, heirs successors or assigns) subsequently assert(s) against S&D Enrichment Program, its directors, teachers and/or volunteers, then and in that event, I personally agree to defend (pay all attorney fees and costs reasonably associated with the defense) of such claim(s) and I personally agree to indemnify and hold harmless Hurstbourne Christian Church and S&D Enrichment Program its directors, instructors, and volunteers from and against any such claim(s) by said minor for damages. If I, my family, my child(ren), or guests, cause damage to Hurstbourne Christian Church buildings or property, or my child's Instructor's personal property, during the use of, or as a result of such use, I agree to accept responsibility for any damage occurring and will bear the full cost of repair, including replacement, if necessary.

Emergency Medical Procedure:

In the event of a minor illness or injury during S&D programs, the director or a teacher will inform the parent at pick-up time. With any serious illness or injury, the director or a teacher will immediately call the parent. S&D will make all reasonable attempts to contact the parents. If the contact attempts are unsuccessful, S&D will seek medical treatment. The medical release is on page 13.

Inclement Weather Policy:

We will follow JCPS inclement weather policy. If JCPS is cancelled then S&D will not meet. If JCPS is delayed S&D will meet as scheduled. S&D reserves the right to change this policy if needed throughout the school year.

Tuition Policy & Payment Schedule:

Fees and Payment Information:

- All classes are \$170 per class for the year with a possible supply fee each semester. Please see tuition calculator on the last page to help with payment.
- Supply fees of \$5, \$10, or \$15 are due with tuition each semester and are determined for each class by the teacher.
 - The fee covers the costs associated with items that the teacher needs to purchase to effectively teach the class. In some cases, parents will still be responsible for sending in materials/supplies.
- Payment can be made in one payment with registration or in two payments one due with registration and the other on or before January 6, 2019.
- Please make checks, including tuition and supply fee, payable to the teacher.
- Registration Fee is \$50 per student per year, with a cap at \$150 per family per year.
 - Registration fee is due with the registration packet no later than August 14, 2018 for the year.
 - Please make the registraion checks payable to the director.
 - This fee covers several costs associated with running the school. These costs include rent to the church, materials associated with running the program, and a small amount to compensate the director for some of the time associated with running the program.

Class Information:

1. Classes are on Fridays (10 weeks in the Fall and 10 weeks in the Spring) from 10-3:30.
 - Classes start at 10:00, 11:00, 12:30, 1:30 and 2:30
 - Classes last 55 minutes
2. Lunch is from 11:55-12:30
 - Lunches must be brought from home
 - Children are not permitted to share food due to food allergies
 - Students do not have access to a microwave or refrigerator
 - We will eat in fellowship hall or outside on the grassy area
3. Classes are filled first come, first serve, with paid registration. Some classes have limits to the number of students they can take.
4. Any class is subject to cancellation if less than 5 students are enrolled.
 - If this occurs, you will be notified and tuition for that class will be refunded. This will be the only circumstance in which refunds on tuition will be refunded.

Sons & Daughters Enrichment Program

Registration Process:

1. All forms in the registration packet needed to register your child for a class or requiring a signature must be initialed/signed, completed and returned to the director no later than August 14, 2018. Page 14 of this document provides a check list and tuition calculator to ensure you have included all materials needed to successfully register your child(ren).
2. Please include the registration check (payable to the director) and tuition/supply fee checks (payable to the teachers) in with your registration packet. You may combine checks if you have 1 teacher for multiple classes.
3. Incomplete registration packets will be held and families notified of any errors or missing forms. Your child will not be enrolled in any classes until the registration packet is complete and payment is received.
4. Late fees of \$10 will be applied to any late registration (i.e., any registration packet, incomplete packet or tuition/fees received after August 14, 2018 and January 6, 2019).
5. You are registering for a full year (20 weeks) of classes. Switching classes between semesters is not permitted unless there is a known issue. You may add classes as long as space permits.
6. Mail registration materials and checks to:
S&D Enrichment Program
12517 Farmbrook Drive
Louisville KY 40243

Sons & Daughters Enrichment Program

Parent Name: _____						Students Names				
Class	Teacher	Time	Grade	Tuition	Supply Fee					
10:00am Class Options										
Reading Readiness	Kathy Enix	10:00	Prek/k	\$85	\$15					
Five in a Row	Michelle Becker	10:00	1-2	\$85	\$10					
Elem. Science	Toby Gerdis	10:00	3-5	\$85	\$15					
Mind Benders	Susan Rehm	10:00	1-5	\$85	\$10					
MS Spanish	Shani Ramirez	10:00	6-8	\$85	\$10					
MS Photography	Mary Margaret Trinkle	10:00	6-up	\$85	\$15					
Study Hall		10:00		\$20	\$-					
11:00am Class Options										
Music and Movement	Kathy Enix	11:00	Prek/k	\$85	\$-					
Elem. Science	Toby Gerdis	11:00	1-2	\$85	\$15					
People of History	Michelle Becker	11:00	3-5	\$85	\$10					
Elem. Spanish	Shani Ramirez	11:00	1-5	\$85	\$15					
Comic Book	Lainey Kemp	11:00	4-8	\$85	\$5					
MS Art	Mary Margaret Trinkle	11:00	6-8	\$85	\$15					
MS Lego Robotics	Susan Rehm	11:00	6-up	\$85	\$15					
Cooking from Scratch	Paula Seekell	11:00	6-up	\$85	\$10					
Study Hall		11:00		\$20	\$-					
12:30pm Class Options										
Arts and Crafts	Kathy Enix	12:30	Prek/k	\$85	\$15					
Elem Art	Mary Margaret Trinkle	12:30	1-2	\$85	\$15					
Magic Tree House 101	Toby Gerdis	12:30	1-3	\$85	\$15					
Creative Writing	Michelle Becker	12:30	3-5	\$85	\$5					
Elem. PE	Ashley Raley	12:30	1-5	\$85	\$5					
Drum Circles	Paula Seekell	12:30	3-8	\$85	\$-					
MS Science	Susan Rehm	12:30	6-8	\$85	\$15					
MS Board Games	Stacey Main	12:30	6-8	\$85	\$15					
Study Hall		12:30		\$20	\$-					
1:30pm Class Options										
Math Readiness	Kathy Enix	1:30	Prek/k	\$85	\$5					
Steam	Lainey Kemp	1:30	3-5	\$85	\$15					
Magic Tree House 201	Toby Gerdis	1:30	1-3	\$85	\$15					
Lego Engineering	Susan Rehm	1:30	1-2	\$85	\$15					
Elem. Art	Mary Margaret Trinkle	1:30	3-5	\$85	\$15					
MS PE	Ashley Raley	1:30	6-8	\$85	\$5					
MS Research Papers	Michelle Becker	1:30	6-8	\$85	\$5					
Creative Art	Stacey Main	1:30	4-up	\$85	\$15					
Study Hall		1:30		\$20	\$-					
2:30pm Class Options										
Manipulative Play	Kathy Enix	2:30	Prek/k	\$85	\$-					
Elem Lego Robotics	Susan Rehm	2:30	3-5	\$85	\$15					
Adventure	Lainey Kemp	2:30	1-2	\$85	\$15					
Drama	Madonna Peterson	2:30	1-3	\$85	\$10					
Cupcake, Candy, Con	Paula Seekell	2:30	3-up	\$85	\$15					
Sewing	Stacey Main	2:30	6-up	\$85	\$15					
Route 66 Bible Class	Michelle Becker	2:30	6-8	\$85	\$-					
Beg. Mech. Arts/shop	Perry Lyons	2:30	6-up	\$85	\$15					
Study Hall		2:30		\$20	\$-					

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Signature Page for the _____ Family

Please carefully read the registration packet in its entirety and sign/initial below that you have read and agree to abide by S&D policies and procedures. Please also discuss the rules with your children and have them sign below (to the best of their ability) that they will respect the program rules and understand the consequences.

Please initial:

I have read/understand/agree with S&D's Statement of Faith _____

I have read and understand S&D's Code of Conduct _____

I have read and understand S&D's Dress Code Policy _____

I have read and understand S&D's Technology Use _____

I have read and understand S&D's Photo Policy _____

I have talked to my parent(s) about the rules at S&D and I understand how I need to behave and how I need to dress.

Parent/Guardian

Signature: _____ **Date** _____

1st Child Signature: _____

2nd Child Signature: _____

3rd Child Signature: _____

4th Child Signature: _____

5th Child Signature: _____

Directory Release:

I am okay with my email and phone number being published in the SandD directory both digitally on our private facebook page and in print form to be handed out to each our enrolled family.

Parent/Guardian initials: _____

Sons & Daughters Enrichment Program

Medical Release:

In the event that I cannot be reached, I hereby give my consent for the administration of any treatment deemed necessary by a licensed medical professional and for my child to be transferred to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed medical professionals concur in the necessity for such surgery are obtained prior to performance of such surgery. In addition to the aforementioned information, I give my permission for any and all medical information to be shared with all school personnel that interact with my child.

Parent/Guardian

Signature: _____ **Date** _____

Release of Claim for Damages & Injuries:

I release, indemnify and hold harmless Hurstbourne Christian Church and Sons & Daughters Enrichment Program, its directors, teachers, and volunteers from and against any claim(s) for damages and/or injury of any nature (except intentional misconduct) arising from, during or pertaining to participation of myself and my family in any activity sponsored or sanctioned by Sons & Daughters Enrichment Program.

This indemnification and hold harmless includes any claim(s) by any visitors whom I request be allowed to participate in and/or observe any activity sponsored or sanctioned by S&D Enrichment Program. If this Waiver of Liability involves the release of any claim(s) for injury suffered or sustained by a minor, which claim(s) the minor (or minor's guardian, heirs successors or assigns) subsequently assert(s) against S&D Enrichment Program, its directors, teachers and/or volunteers, then and in that event, I personally agree to defend (pay all attorney fees and costs reasonably associated with the defense) of such claim(s) and I personally agree to indemnify and hold harmless Hurstbourne Christian Church and S&D Enrichment Program its directors, instructors, and volunteers from and against any such claim(s) by said minor for damages. If I, my family, my child(ren), or guests, cause damage to Hurstbourne Christian Church buildings or property, or my child's Instructor's personal property, during the use of, or as a result of such use, I agree to accept responsibility for any damage occurring and will bear the full cost of repair, including replacement, if necessary.

By signing below, I am stating I have read, understand, and agree to the conditions of the S&D Enrichment Program Waiver of Liability.

Parent/Guardian Name: _____

Parent/Guardian

Signature: _____ **Date** _____

Sons & Daughters Enrichment Program

Family Information Sheet

Family Last Name: _____

Parents First and Last Name: _____

Address: _____

Emails: (moms) _____ (dads) _____

Phone numbers: home: _____ moms cell _____

Dads cell: _____ any work that is applicable: _____

Children may be picked up by : _____

In Case of Emergency Contact:

Name: _____ Phone #: _____

Child's Name and Grade	DOB	Allergies-Medicines-Health Issues	Special Directions

Sons & Daughters Enrichment Program

Registration Checklist

- Registration Form
- Family Information Sheet
- Family Signature Sheets (2 pages)
- Check payable to Ashley Raley for registration fee
- Checks payable to teachers for class tuition and supply fees
- Mailed in an envelope addressed to

S&D Enrichment Program
 12517 Farmbrook Drive
 Louisville KY 40243

Tuition Calculator:

	Fall Semester Tuition		Class Supply fee		Total for fall semester		Total for the year
10:00	\$85	+		=		_____ x 2	
11:00	\$85	+		=		_____ x 2	
12:30	\$85	+		=		_____ x 2	
1:30	\$85	+		=		_____ x 2	
2:30	\$85	+		=		_____ x 2	