

**Sons and Daughters  
Enrichment Program  
Wednesday**

**2022-2023**

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## General Policies and Procedures

### **Our Mission:**

Sons & Daughters is a Christian based home school drop off program located in the east end 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,  
-**Son**, Jesus Christ, God's one and only Son, my one and only savior and  
-**Holy Spirit** who lives inside every Christian.

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

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

### **Location and Contact Information:**

Classes are held at:

Grace Evangelical Free Church  
13060 Factory Lane  
Louisville, KY 40245

All correspondence is mailed to: S&D Enrichment Program  
3405 Sasse Way  
Louisville KY, 40245

To contact the director, Ashley Raley, you may email: [ashleyrale13@gmail.com](mailto: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](http://sonsanddaughtersenrichmentprogram.com)

### **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 & Winter 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 8<sup>th</sup> grade. High school children may be permitted to take classes if they have been involved in the program, have younger siblings attending or with permission from the director.
- Students may take up to five classes. Families choose which classes/hours they will be participating.
- Classes are held between 10:00 a.m. and 3:30 p.m., with a 35 minute lunch/recess period. Classes are designed for enrichment, neither grades nor credits are provided.
- The registration fee is \$100 per student for the year (maximum \$200 per family).
- Tuition is \$200 per class for the year, which can be paid by semester or in full.
- Registration packets are due no later than August 27. 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.

### **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 5<sup>th</sup> 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 spaghetti strap 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.

**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. This is for enrolled families only.

**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. Please 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.

**Carpool:**

Cars will pull through the left side of the pick up lane so the driver is facing the pick up door. Cars can also pull up into the spots facing the pick up lane (marked by cones).

**Inclement Weather Policy:**

The director will make the call for inclement weather. We will use the school systems around the area to help make decisions. We will try to make the call the night before so everyone can plan however on some occasions the decision will be made the morning of.

**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 Grace Evangelical Free 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 Grace Evangelical Free 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 Grace Evangelical Free 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.

## **Tuition Policy & Payment Schedule:**

### **Fees and Payment Information:**

- Each class is \$200 for the year.
- Payment can be made in one payment with registration or in two payments; one due with registration and the other on or before January 4.
- Please make checks payable to the teacher of the class.
- Registration Fee is \$100 per student per year, with a cap at \$200 per family per year.
  - Registration fee is due with the registration packet no later than August 27 for the year.
  - Please make the registration check payable to the director.
  - This fee covers several costs associated with running the program. These costs include rent to the church, materials associated with running the program, and a small amount to compensate the director for the time associated with running the program.

### **Class Information:**

1. Classes meet from 10:00-3:30 (10 weeks in the Fall and 10 weeks in the Winter).
  - Classes start at 10:00, 11:00, 12:35, 1:35 and 2:35
  - Classes last 55 minutes
1. Lunch/Recess is from 11:55-12:35
  - 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 the sanctuary, entry way, classrooms or outside on the grassy area
1. Classes are filled first come, first serve, with paid registration. Most classes have limits to the number of students they can take.
2. 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.

## 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 27
2. Please include the registration check (payable to the director) and tuition checks (payable to the teachers) in with your registration packet. You may combine checks if you have 1 teacher for multiple classes. **\*The registration checks will be deposited when they are received \*\*The tuition checks will not be passed out to teachers until August. If this causes an issue with your account you can pay with cash or contact the director to arrange something else.**
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 may apply to late registrations (i.e., any registration packet, incomplete packet or tuition/fees received after August 27 and January 4).
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:

Sons and Daughters Enrichment Program  
3405 Sasse Way  
Louisville, KY 40245



**Meet Your Teacher Day**

Come meet your teachers and see the facility from 10:00-12:00 on Wednesday August 24th. This is optional but allows new families a chance to get familiar with the teachers, facility, and director.

**Program is in session**

The days in green are the days that the program meets. We meet 10 straight Wedensdays in the fall and 10 straight Wednesdays.

**Weather Days**

Each semester we build in make up days. These days are built in so that families know when days will be made up if we have to cancel the program dues to weather or unforeseen circumstances. The director makes the call on if the program is canceled.

**End of the year Program**

The end of the year program is the evening of our last day. It is from 6:30-8:00. This give classes a chance to show what they've learned through displays and performances.

Wednesday's

**August 2022**

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**September 2022**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**October 2022**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**November 2022**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**December 2022**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January 2023**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**February 2023**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

**March 2023**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**April 2023**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**May 2023**

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

<b>WEDNESDAY SCHEDULE</b>											
Family Last Name					Student Names						
	<b>Class</b>	<b>Grade</b>	<b>Teacher</b>	<b>Price per year</b>							
	10:00	Math Readiness	PreK-K	Mrs. Kathy Enix	\$200						
	10:00	Lego 1-2 Elementary*	1-2	Mrs. Susan Rehm	\$200						
	10:00	Five in a Row	1-2	Mrs. Lee Harris	\$200						
	10:00	Spanish Elementary	2-5	Mrs. Shani Ramirez	\$200						
	10:00	STEM	3-5	Mrs. Madonna Peterson	\$200						
	10:00	US Government	3-5	Mrs. Noelle Garcia	\$200						
	10:00	Art Middle School	6-8	Mrs. Ginger Hales	\$200						
	10:00	Study Hall		TBD	\$40						
	11:00	Arts and Crafts	PreK-K	Mrs. Kathy Enix	\$200						
	11:00	Theater	1-3	Mrs. Madonna Peterson	\$200						
	11:00	Science 1-2 Elementary	1-2	Mrs. Beka Smith	\$200						
	11:00	Art 1-2 Elementary	1-2	Mrs. Ginger Hales	\$200						
	11:00	People of History	3-5	Mrs. Lee Harris	\$200						
	11:00	Sweet Treats	3-8	Mrs. Laura White	\$200						
	11:00	Sewing	3-8	Mrs. Noelle Garcia	\$200						
	11:00	Advanced Spanish	4-8	Mrs. Shani Ramirez	\$200						
	11:00	Scouting	6-8	Mrs. Susan Rehm	\$200						
	11:00	Study Hall		TBD	\$40						
	12:30	Music and Movement	PreK-K	Mrs. Kathy Enix	\$200						
	12:30	American Explorers	1-2	TBD	\$200						
	12:30	Magic Tree House	1-3	Mrs. Noelle Garcia	\$200						
	12:30	PE	1-4	Mrs. Ashley Raley	\$200						
	12:30	Art	3-5	Mrs. Ginger Hales	\$200						
	12:30	Science	3-5	Mrs. Beka Smith	\$200						
	12:30	Sweet Treats	3-8	Mrs. Laura White	\$200						
	12:30	Sign Language Middle School	6-8	Mrs. Tami Sallade	\$200						
	12:30	Science Middle School	6-8	Mrs. Susan Rehm	\$200						
	12:30	Study Hall		TBD	\$40						
	1:30	Reading Readiness	PreK-K	Mrs. Kathy Enix	\$200						
	1:30	Art 1-2 Elementary	1-2	Mrs. Ginger Hales	\$200						
	1:30	Magic Tree House	1-3	Mrs. Noelle Garcia	\$200						
	1:30	Happy Music	1-5	Mrs. Carol Hicks	\$200						
	1:30	Lego 3-5 Elementary*	3-5	Mrs. Susan Rehm	\$200						
	1:30	Sign Language	3-5	Mrs. Tami Sallade	\$200						
	1:30	PE	5-8	Mrs. Ashley Raley	\$200						
	1:30	Financial Awareness	6-8	Mrs. Laura White	\$200						
	1:30	Study Hall		TBD	\$40						
	2:30	Manipulative Play	PreK-K	Mrs. Kathy Enix	\$200						
	2:30	Science 1-2 Elementary	1-2	Mrs. Beka Smith	\$200						
	2:30	Logic and Board games	1-8	Mrs. Ashley Raley	\$200						
	2:30	Scouting	3-5	Mrs. Susan Rehm	\$200						
	2:30	Piano	3-8	Mrs. Carol Hicks	\$200						
	2:30	Study Hall		TBD	\$40						
	* Middle Schoolers can take Lego during the 1-2 or 3-5 lego classes										

Signature Page for the (last name) \_\_\_\_\_ 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.

Parents please initial:

- I have read and understand/agree with S&D's Statement of Faith \_\_\_\_\_
- I have read and understand/agree S&D's Code of Conduct \_\_\_\_\_
- I have read and understand/agree S&D's Dress Code Policy \_\_\_\_\_
- I have read and understand/agree S&D's Technology Use \_\_\_\_\_
- I have read and understand/agree S&D's Photo Policy \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

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. **Please have child(ren) sign the best they can.**

- 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. If the directory isn't printed I give the director permission to share my information with other enrolled families when asked. Please circle one:    yes    no

Parent/Guardian initials: \_\_\_\_\_

**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 Grace Evangelical Free 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 Grace Evangelical Free 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 Grace Evangelical Free 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* \_\_\_\_\_

## **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Sons and Daughters has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) may be exposed to or infected by COVID-19 by attending Sons and Daughters Enrichment Program and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Sons and Daughters Enrichment Program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, teachers, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that my child(ren) may experience or incur in connection with my child(ren)'s attendance at Sons and Daughters Enrichment Program. On my behalf, and on behalf of my children, I hereby release and hold harmless Sons and Daughters Enrichment Program, its teachers, volunteers, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Sons and Daughters, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

Name of Students \_\_\_\_\_

## Family Information Sheet

Family Last Name: \_\_\_\_\_

Parents First and Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Emails:(moms)\_\_\_\_\_ (dads)\_\_\_\_\_

Phone numbers: moms cell\_\_\_\_\_ Dads cell:\_\_\_\_\_

any work number that is applicable:\_\_\_\_\_

Children may be picked up by (please account for any emergency as I won't let your child leave with anyone not on the list) : \_\_\_\_\_

In Case of Emergency Contact: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Childs Name	Grade Level	Date of Birth	Allergies-Medicines-Health Issues	Special Directions

Registration Checklist:

- Registration Form
- Family Information Sheet
- Family Signature Sheet
- Liability Waiver
- Covid Waiver
- Check payable to Ashley Raley for the registration fee
- Checks payable to teachers for class tuition (will be held until August)
- If paying cash the packet and fees are dropped off at the below address
- Mailed or dropped off in an envelope addressed to

S&D Enrichment Program  
3405 Sasse Way  
Louisville KY 40245