



# Parent Handbook

2017-2018

## **Registration Forms:**

Registration forms must be completed in full and on file with the Gentry's office for the child to be enrolled and attending. New registration forms must be filled out and on file at the start of each school year and at the start of the summer program. Non-refundable registration fees are assessed each school year. State childcare laws require that all students be officially registered in the program in order for service to occur. The Department of Children's Services or Franklin Police Department will be contacted for all students dropped off in the program without registration forms. No student is to be left outside of the program's site. The person who leaves the child unattended will be held responsible and liable for whatever happens to the child. Program staff cannot and will not be responsible for any child who is not officially registered in our program. All parents should receive a copy of the Parent Manual as well as a summary of the State Department of Education rules and regulations.

## **Fee Payment:**

Payment of tuition is due on Monday of each week. We do not take payments based on a daily rate. Tuition for tutoring is \$20 per week regardless of how many days your child attends. Pre-K Aftercare fees follow the same policy at a tuition rate of \$60 per week. Please make sure your payments are in a clearly marked envelope with your child's name and grade level. Payments may be made in the JES office. Please make checks payable to Gentry's Educational Foundation. We accept payment in the form of cash, check or money order. You will receive a notice if we have not received your tuition payments and/or registration fees. Please remit your payments in a timely manner so that your child can remain in the program without interruption.

## **Drop Off and Pick Up of Children:**

When dropping off a child, please escort them inside the building and sign them in. During the summer program or full-day sessions, each child should be signed in as soon as he/she arrives at the school. They should not be dropped off before the program begins. Parents must escort all children into the building and sign them in personally.

All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet. Children will not be released to any person other than the parent or other persons authorized to call for the child as indicated on the registration form, nor will they be released to anyone whose behavior may place the child in immediate risk. Identification will be required for pick up. Children will not be allowed to wait for parents in the parking lot. Notify the front desk or program director in writing if a person other than those authorized will be picking up a child.

After all emergency numbers are contacted and no communication from the parent has been received by 6:30p.m. the local authority and/or Department of Children's Services may be called for assistance with the child. Excessive violation of this policy will result in dismissal from the program.

**Attendance:**

Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in grades, behavior, and state assessment scores. Please make sure your child is here every day!

**Family Involvement:**

Families are a huge part of the Gentry's program! Our program director will keep parents informed about special events in the program through postings and newsletters. Parent suggestions on enrichment offerings and programming are always appreciated.

It would be helpful to keep our program informed of any changes in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations. Also, please let the site director know if any information on your child's registration form changes during the school year. (Ex: address, phone number, etc.) Gentry's will be offering informational parent nights throughout the year. These meetings are intended to help parents understand how to better help their child have a successful school year. Information will come home with your child so make sure to mark your calendars.

**Withdrawal Policy:**

Gentry's reserves the right to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time.
- Failure to provide the program with current emergency/medical information as stipulated by state licensing.
- Continuous disciplinary problems.
- Inappropriate conduct of parent or guardian.

If a child is dismissed from the program; he/she is not eligible for re-enrollment for the duration of the school year.

**Discipline Policy:**

Children enrolled in the program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce Johnson Elementary School rules throughout the program hours. Parents will be notified in writing when a major discipline problem occurs. After three (3) write-ups a child may be suspended from the program for a period of 3-5 days. After two (2) suspensions, the parent may be asked to withdraw the child from the program with no tuition/registration refund.

An exception to the above is when a major incident (deemed by the program director) occurs. This will result in immediate suspension. The Zero Tolerance Policy for the Franklin Special School District applies for all Gentry's programs.

Parents are asked to cooperate with the Gentry's staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with us to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

Parents who demonstrate abusive language or act inappropriately to or around children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

### **Rules of Conduct for Students:**

The following behaviors are considered inappropriate and unacceptable in the program. These behaviors may result in immediate suspension:

1. Possession of weapons, contraband, and other dangerous objects (Zero Tolerance Policy Applies)
2. Fighting, wrestling, spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar language, cursing
6. Disrespectful behavior to other children or staff
7. Climbing on desks, tables, cabinets, etc.
8. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights etc.)
9. Stealing
10. Physical attacks on staff or other students (Zero Tolerance Policy Applies)
11. Improper use of program and school equipment
12. Throwing objects (rocks, sticks, desks, tables, etc.)
13. Leaving group without permission (i.e. running away, hiding, etc.)
14. Behavior deemed inappropriate and unacceptable by the program director.

### **Photo Release:**

Gentry's uses student photos on the Gentry's Educational Foundation website, promotional items (i.e. flyers and thank you notes) and social media sites (i.e. Facebook and Twitter).

We as an organization want to celebrate your child and his/her work, therefore we will only publish photos and limited personally identifiable information (first name only) for current families; no other personally identifiable information (such as a student's full name, residential address, e-mail address, or phone number) will ever be published.

If you, as the parent or guardian, wish to rescind this agreement, you may do so on your child's registration form or at any time in writing by submitting an email to Lindsay Ismailovic ([lindsay@gentryeducationalfoundation.com](mailto:lindsay@gentryeducationalfoundation.com)). Such rescission will take effect upon receipt and all photos and/or images of your child will immediately be removed from our social media outlets.

### **Questions or Concerns:**

All questions concerning policies and procedures of the program should be addressed to the front desk, the site director (Sue Carter-Pre-K, Lindsay Ismailovic-JES, Marie White-FIS) or to Evelyn Hickerson, our program executive director, via email at [hickersoneve@fssd.org](mailto:hickersoneve@fssd.org).

Parent input concerning the program is important to us. We would love to hear your comments and feedback!

**Nondiscrimination Policy:**

Nondiscrimination Notice: It is the policy of the district's Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

**Contact Information:**

Evelyn Hickerson- Executive Director	<a href="mailto:hickersoneve@fssd.org">hickersoneve@fssd.org</a>
Erin Lefkovitz- Assistant Director	<a href="mailto:erin@gentryeducationalfoundation.com">erin@gentryeducationalfoundation.com</a>
Lindsay Ismailovic- JES Site Director	<a href="mailto:lindsay@gentryeducationalfoundation.com">lindsay@gentryeducationalfoundation.com</a>
Julie Duel- JES Enrichment Director	<a href="mailto:dueljul@fssd.org">dueljul@fssd.org</a>
Sue Carter- JES Pre-K Director	<a href="mailto:sue@gentryeducationalfoundation.com">sue@gentryeducationalfoundation.com</a>
Marie White- FIS Site Director	<a href="mailto:whitemar@fssd.org">whitemar@fssd.org</a>
Sheila Albert- FIS Asst. Site Director	<a href="mailto:albertshe@fssd.org">albertshe@fssd.org</a>