



Enrichment Educational Experiences

# ADMISSIONS AGREEMENT HANDBOOK

LAUSD



# Enrichment Educational Experiences

OUR GOAL IS TO PROVIDE  
ENRICHMENT PROGRAMS THAT SUPPORT  
ACADEMIC ACHIEVEMENT BY INSPIRING  
STUDENTS WITH CURRICULUM THAT  
ENCOURAGES CREATIVITY, INVESTIGATION  
AND DISCOVERY.

**Enrichment Educational Experiences/E3 Inc.**

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**[www.enrichmentkids.com](http://www.enrichmentkids.com)**

**Tax ID #: 01-0563521**

# AFTER-SCHOOL OPTIONS

## ENRICHMENT FOR UTK, TK & KINDERGARTEN

Enrichment for UTK, TK & Kindergarten offers an after-school enrichment session as a continuation of your child's day, Monday through Friday and takes place at school. This program is described as a yearly enrichment program with curriculum that is comprised of monthly themes with an emphasis placed on art, music and science.

Children will explore the worlds of science, art and music by becoming scientists, artists and musicians. They will perform experiments, paint like the masters and be introduced to a variety of musical instruments.

## AFTER-SCHOOL ENRICHMENT (GRADES 1- 8)

Our After-School Program is comprised of 3 components designed to provide students the opportunity to participate in our "Signature" E3 Theme Classes, Study Hall/ "Think Tank" and "It's a Wrap". A positive philosophy of character building is integrated into each of the components. Our program can be custom designed to fit the needs of each individual school we serve.

### **E3 Theme Signature Classes**

The E3 After School Program Theme Class is comprised of themes with an emphasis in art, music, dance, science and physical education.

### **Study Hall / "Think Tank"**

This hour is likened to a library time where the classroom setting is quiet, and the student can get a head start on the day's homework. Our staff is available to assist with homework & check what has been completed.

### **"It's a Wrap!"**

An hour that provides opportunities to finish homework and/or enrichment projects and participate in supervised indoor/outdoor activities. These components make up the period from school dismissal until 6:00 pm, Monday through Friday.

# **POLICIES & PROCEDURES**

## ARRIVAL & DISMISSAL

### Enrichment for TK & Kindergarten

TK and Kindergarten students are picked up from their classrooms daily by our staff when school is dismissed. Students must be picked up from our program by 6:00 PM.

### After-School Enrichment

For the first week of school, students in grades TK - 1<sup>st</sup> grade will be picked up from their classrooms when school is dismissed. Thereafter, students will be assigned a room on campus to go to, where they will check in with the E3 staff and learn about the day's events. Students must be picked up by 6:00 PM

### Sign In/Out Sheets/Pick-up Procedures

- ◆ Staff is responsible for signing your child in/out DAILY.
- ◆ Siblings must be 13 years or older to pick up your child from the program.
- ◆ Any individual who is picking up your child from E3 **must** be authorized to do so in writing. A PHOTO ID will be required from all persons listed on your *Authorized Pick-up List*, which is on file at the E3 Administrative Office, as well as the school site.
- ◆ Sign In/Out sheets are audited monthly. Any additional hours or days attended will incur an additional fee.
- ◆ **For the safety of our students and staff, our staff will not be walking students to cars. Even if you are visible to our staff members, students will not be released to the car. You must be physically at the gate/classroom in order for your child to be released to you or anyone authorized to pick-up.**
- ◆ **E3 does not offer any curbside pick-up services.**

## DISCIPLINE STATEMENT

Corporal punishment is not permitted. E3 staff will not ridicule or harass as a means of punishment. E3 follows and enforces the school code of conduct. If there are behavioral issues that are easily addressed (excessive disruptions, acting out, not sharing, etc.), we have a time out called, "Charm School." When the infraction takes place, the teacher immediately discusses the problem with the child and what he/she can do to change it. All issues are documented for parents in the event a conference is needed. E3 feels it is your responsibility as parents or guardians to teach your child proper behavior. Please instruct your child regarding our policies as they are listed in this handbook. There are times when E3 must dismiss a child due to psychological or emotional issues that precludes the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among parents, the child, Site Supervisor and Directors. Dismissal for the aforementioned reasons will result in a complete refund of any unused days.

On occasion, dismissal may be necessary for disciplinary reasons. This action will take effect only after consultation among parents, the child, Site Supervisor and Directors.

Disciplinary discussions and actions are the responsibility and prerogative of the child's parent/guardian and E3 staff. Please do not discipline another person's child or speak in a threatening or disciplinary manner to another person's child.

Concerns and complaints should be discussed with the Site Supervisor and/or Program Coordinator in the E3 Administrative Office. *We will make every effort to ensure that your child's experience is a positive one, however, we are under no obligation to keep a child in the program. If a determination is reached that behavioral needs exceed the services/staff we provide, your child will be asked to leave the program.*

***Children that have a one-on-one aide during the school day are required to have one in the afterschool setting as well.***

## STUDENT'S RULES

- All children will refrain from fighting, stealing, swearing or use of other inappropriate language or actions.
- All children are to report to E3 directly after school and remain with their E3 teacher(s).
- Willful destruction of another child's or E3 property will require the replacement of the destroyed property by the parent/guardian.
- Electronic devices such as tablets, phones, toys, games or other valuables should not be used after school. E3 is not responsible for any lost or stolen personal items.
- Cell phones are not to be used during E3 hours. If cell phones are seen being used, they will be taken away and released by the parent/guardian at the end of the day. (If you need to contact your child, please call our site phone).
- All children are expected to respect the authority of all E3 staff members.
- All children in E3 need to be toilet-trained as our teachers cannot help a child use the restroom or change pull-ups. No pull-ups allowed. On any occasion where the child has a potty accident, they will be immediately sent home.

## STUDENT'S CODE OF CONDUCT

The staff of the Enrichment Educational Experiences/E3 Afterschool Program is committed to providing a safe and enjoyable experience for your child. With that said, your child has a responsibility to contribute in these efforts. Students, parents and E3 staff members are subject to the same code of conduct. The Code of Conduct must be signed by the **student and parent** on the last page of this handbook.

**PARENTS ARE RESPONSIBLE TO MAKE SURE THEIR CHILD UNDERSTANDS THE FOLLOWING GUIDELINES.**

## **CODE OF CONDUCT**

### **BEHAVIOR**

1. Students must respect each other.
2. Students must respect others and their property. Students will refrain from touching others in any harmful or inappropriate manner.
3. Students will not tease each other for any reason.
4. Students will not use foul language or profanity.
5. Students will follow directions the first time they are given. The directions are for the safety of the students.
6. Students must listen to all enrichment staff, which includes visiting staff members and substitute teachers.
7. Students must respect and protect school property.

### **DISCIPLINE**

1. The student will be given a verbal warning for inappropriate behavior.
2. If the inappropriate behavior continues, the student will be issued a documented INCIDENT REPORT form. The staff member will explain to the student the reason for the INCIDENT REPORT and work with the student to come up with ways to redirect the inappropriate behavior.
3. Repeated violation of the **CODE OF CONDUCT** with documented INCIDENT REPORTS may be grounds for dismissal.
4. The student and parent(s)/guardian(s) must meet with the Directors, Site Supervisor and E3 teachers to determine the conditions for reinstatement into the program.

### **SAFETY**

1. When traveling through the school facility, an adult and/or classmate must accompany students in 2<sup>nd</sup>- 5<sup>th</sup> Grade. Kindergarteners and 1<sup>st</sup> Grade students are **never** to walk throughout the campus on their own and must always be supervised by an adult.
2. Students should make every effort to pay attention to their surroundings and practice caution in all activities.
3. Students must adhere to all safety rules and regulations given for each activity he/she participates in while at E3.

### **GENERAL**

1. Students should inform E3 staff if they are experiencing issues while at E3, especially if it involves another student. If E3 staff remains uninformed, it will be challenging to come to the student's aid.
2. E3 would like all students to have FUN in the Afterschool Program, but not at the expense of others.



## Homework Policy

Homework time is offered at the elementary level. Although staff is available to assist the students, we are unable to offer one-on-one tutoring services. It is the student's responsibility to be forthcoming about their homework duties and what assignments may need to be completed.

## BULLYING PREVENTION

E3 believes that all students have a right to a safe and healthy environment. We have an obligation to promote mutual respect, tolerance and acceptance.

E3 will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or action. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

E3 expects students and/or staff to immediately report incidents of bullying to the Site Supervisor. E3 staff will immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated.

E3 will discuss this policy with all students and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

## RIGHT TO REFUSE SERVICE POLICY

E3 reserves the right to refuse service for the following reasons:

- ♦ Failure of parents/guardians or child(ren) to follow E3 policies and procedures.
- ♦ Parents/guardians or child(ren) are verbally or physically abusive to staff and/or other children.
- ♦ Parents/guardians who make threats towards children/staff/office.
- ♦ Disruptive behavior that cannot be redirected after conferencing with parents/guardians.
- ♦ Failure to pay fees as scheduled. (Nonpayment of fees after two notices).
- ♦ Failure to provide updated information and records.
- ♦ Failure to adhere to site closing time. (Late pick up after 6pm, after three times).
- ♦ Failure/refusal to sign CCRC attendance sheets in a timely manner (1<sup>st</sup> week of next calendar month)
- ♦ Children that are not toilet-trained and have three or more accidents within a two-week span. If accidents become a consistent problem with your child, it will be necessary to terminate your child's enrollment in E3.

## FINANCIAL INFORMATION

### Registration

An annual registration fee is due and payable at the time of registration whether your child is new or returning to our program. Please contact the E3 Administrative Office for the registration fee amount/tuition rates.

### Payments/Tuition

The tuition can be paid in full, one payment for each semester, or **11 equal payments** that are due on the 1<sup>st</sup> day (or next business day) of each of the following months: August, September, October, November, December, January, February, March, April, May and June.

***Each month's payment will be exactly the same regardless of your child's attendance or school holiday schedule.*** You further understand that there is an administrative processing fee for any payment returned by your bank or credit card.

A 10% sibling discount is given to each additional sibling.

Acceptable methods of payment include credit card (Visa or MasterCard) personal check, cash or money order. A valid credit card must be on file for all participants.

**If payment is not received within 5 business days of the due date, the card on file will be charged for the appropriate amount including applicable late fee of \$50.**

Program participation requires an annual or monthly tuition and nonpayment will result in your child losing the privilege of participating in the program.

### Checks

When paying by check, you must also provide a valid credit card to have on file in the event your check is returned for non-sufficient funds (NSF). There will be a \$20 charge added to the amount owed. After one check has been returned for NSF, the account will become a "credit card only" account. Should your credit card decline, the account becomes a "cash only" account.

### Credit Cards

You are required to provide both a primary and secondary credit card. If the primary credit card is declined, the secondary card on file will be charged. Should both cards decline, cash, check or money order will be required. We are not responsible for bank charges due to a decline or overdraft. If you need to change the credit card on file, you must complete a new CC Authorization form by the 1st of the month. We cannot accept credit card information over the phone. A stolen or lost credit card must be reported to the Administrative Office, and a new card with new payment information provided.

### **Receipts/Statements**

We do not distribute automatic statements. Receipts/Statements are available upon request only.

### **Late Pick-Up Fee**

Our after-school program ends at 6:00 PM. Your credit card will be charged \$5 a minute for every minute after 6:00 PM.

### **One-Hour CLASS ONLY students:**

An additional fee of \$30 for any portion of an hour will apply if the child is picked up after the designated hour. Please refer to the E3 session flyer and/or website for class times and schedule.

### **Splitting Tuition**

When paying by credit card, all parties involved must fill out a Credit Card Authorization Form. When paying by check or cash, the parties involved are responsible for submitting payments in a timely manner.

**The Administrative Office is not a mediation service and will not intervene or speak on behalf of one parent/guardian or another. All financial obligations need to be worked out between the parent(s)/guardian(s).**

## **Refunds/Credits**

- ◆ Are determined on a case-by-case basis.
- ◆ Are not given for sickness, absences or family vacations.
- ◆ Are not given if you fail to notify the Administrative Office of your child leaving the program and/or any changes in their schedule before the 1st of the month. This includes all forms of payment. (Please communicate changes to our Administrative Office directly. While informing our staff is appreciated, we ask that you inform the Administrative Office first). Failure to do so can result in no credit or refund given.
- ◆ A 30 day's notice must be given for dropping a program, changing the form of tuition payment or changing a class.

## **Monthly Schedule**

Notice of any changes to your child's schedule (attendance or classes) **must** be given to the E3 Administrative Office prior to the 5<sup>th</sup> of the month in order to adjust monthly rates. *Failure to do so can result in no credit/refund given.*

## **DROP IN / EMERGENCY CARE**

Please notify the E3 Administrative Office as soon as you know our services are needed for the day. If no one is available to answer your call, please leave your name, child's name, contact information and what day you are requesting childcare on the E3 Administrative Office voicemail. You may also email us at: [info@enrichmentkids.com](mailto:info@enrichmentkids.com). You must receive confirmation from the E3 Administrative Office before your child can attend.

A current credit card must be on file for use of Drop-In Care, with payment due on the date of service.

Sign In/Out sheets are audited monthly, therefore, if you do not inform the E3 Administrative Office your need for care, E3 will charge your credit card accordingly.

## MEDICAL

- ♦ Children must be fever-free/vomit-free for 24 hours before returning to school.
- ♦ Staff will not accept children who show any signs of COVID-19 symptoms, which include but are not limited to fever (100.4 +), productive cough, nausea, or shortness of breath.
- ♦ If a child is diagnosed with lice or conjunctivitis ("pink eye"), they **MUST** be picked up from the E3 program and cleared before they can return to our program. Children may not attend E3 with head lice. If a child contracts head lice, they will need to be lice and nit free before returning to the program.

### **Medications**

Children will not be given any over the counter or prescription medication by our staff. Parents/Guardians must make necessary arrangements to administer prescribed and/or over the counter medications themselves.

### **Allergies**

We make every effort to address specific allergies, however, we cannot be responsible for what other families pack for snack. Please be sure to indicate any allergies on your child's enrollment/medical history forms.

### **Communicable Disease Prevention Policy**

- ♦ Temporary exclusion of a student from the E3 program generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), respiratory illness (coronavirus, strep throat), chicken pox, measles, scabies, head lice and pertussis ("whooping cough"). If a child is diagnosed with any of these conditions and the parent or guardian is called to pick up their child, they must make every effort to pick up their child from the E3 program. If you cannot pick up your child before the end of the school day, they will be sent to the school office where they will await your pick up. This policy is in place to prevent further spread of the above issues to the other children who participate in E3.
- ♦ If a child is diagnosed with any of the above conditions, the child must be medically cleared by a health provider before they can return to our program. If a child contracts head lice, they will need to be lice and nit free before returning to the program.

## EMERGENCY PROCEDURES

The “Child’s Medical History form included in your registration packet gives us permission to seek medical attention for your child in case of an emergency. In case of an accident or emergency, the following procedures will be used:

- ◆ A staff member will carry out immediate first aid.
- ◆ A staff member will contact the parent to pick up the child if medical care is necessary.
- ◆ An Incident Report (if necessary) will be completed and a copy will be given to the parent/guardian and E3 Administrative Office.

Our staff always has emergency information on hand. We coordinate with each school on all fire/earthquake drills and how to proceed in the event of a disaster. Emergency drills are practiced monthly and staff members undergo safety training.

## COMMUNICATION

Open communication will make our programs a success and we encourage parents to call us anytime with questions or concerns. Questions about program activities, policies and child behavior should be brought to the Site Supervisor on site. (please refer to the site phone number) Questions about enrollment, schedules, billing and the wait list should be addressed to the Administrative Office. Feel free to contact the Program Coordinator in the Administrative Office with any questions, concerns or suggestions that cannot be answered by your Site Supervisor.

We make every effort to accommodate the needs of each family and child we serve. Our site and administrative staff looks for opportunities that will create a win/win outcome when faced with circumstances of all kinds, and do so in a respectful and compassionate manner. We ask that our site and administrative staff are treated with the same respect we provide our families.

## INFORMATION CHANGES

It is the Parent/Guardian’s responsibility to notify the E3 Administrative Office if any of the following changes:

- ◆ Phone numbers, home address, workplace, doctor and emergency contact(s).
- ◆ Individuals authorized to pick up your child.
- ◆ Court orders (custody documents, restraining orders)
- ◆ Child’s health status or allergy update.
- ◆ The date or times your child will participate in E3.
- ◆ Form of payment/or updated credit card numbers and/or expiration dates.
- ◆ If child participates in another after-school program/class offered on campus.

E3 is not a mediation service and **will not** intervene, settle personal differences or speak on behalf of one parent/guardian to another. All parenting issues need to be settled amongst the parties involved. Any student pick-up arrangements must be sorted out by time of arrival.

## CHILD'S PERSONAL BELONGINGS

E3 Inc. reserves the right to look inside your child's backpack, clothing, items, books and folders for: homework, teacher notes, parental notes, lost or misplaced items or electronic devices. Parents who do not approve of the E3 staff doing so will be required to contact our Administrative Office at (818) 989-7509. In addition, if a child refuses a backpack search, our staff will wait for parent's consent unless the safety of children is at risk. Enrichment Educational Experiences/E3, Inc. adheres to all policies and procedures set forth by all the schools we serve: public, charter and private.

## TRANSPORTATION/FIELD TRIPS

Transportation is not provided, as all programs are held on campus. If field trips are held, special field trip forms will need to be filled out.

Any Parent/Guardian employing an E3 staff member for transportation of their children before or after the E3 Program must sign a Transportation Waiver. Please call the E3 Administrative Office to obtain that form.