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August 21, 2019-June 5, 2020

## 2019-2020 FFNF Afterschool Parent Handbook Agreement

### Purpose

The purpose of FFNF Afterschool Program is designed to keep children healthy in both mind and body, through a structured and fundamental activity based curriculum.

### Flight Fit N Fun Contact Information

If at anytime you have any questions about the program or what your child is doing feel free to give us a call.

### Contact:

Flight Fit N Fun Columbia: 803.360.7300  
Fax: 803.865.9176 (S)

### Dismissal Procedures

FFNF Afterschool parents **MUST** park in the parking spaces and come inside to sign your child in or out. Anyone picking up a student **MUST** present their ID for the student's safety. An employee will call your child over the PA system and your child will come meet you. **Please do not park in the Fire Lane in front of the building when coming inside to pick up your child.**

**Parking in the Fire Lane will lead to a ticket by the Fire Marshal.**

**Fire Marshall will be on sight periodically handing issuing tickets. (\$863.00)**

## **Days/Hours of Operations/School Calendar**

FFNF Afterschool follows the Richland District 2 school calendar and runs Monday through Friday with pick up by **6:00 p.m.** At 6:05 p.m. a \$1 late fee is applied per minute late. Late fee is due at the time of pick-up. All late fees must be paid in order for your child to be picked up by Plex the following day.

## **Payment/Pricing**

**Weekly payments for your child must be made Friday for the upcoming week.**

Payments not made by the close of business Friday, will be assessed a \$10 late fee. ALL payments must be received no later than NOON on Monday to be able to ride the bus. (plus \$10 late fee)

The prices are as follows for the 2019-2020 school year:

\$60/week

\$55/ Military or Siblings (ONLY)

\$70/ Week with ½ day (early dismissal)

\$45/Week of Thanksgiving (Monday-Wednesday)

We do provide a \$5 sibling discount **or** military discount.

**NO REFUNDS GIVEN FOR MISSED DAYS**

**IF YOUR CHILD HAS NOT BEEN PAID BY FRIDAY FOR THE UPCOMING WEEK, A \$10 LATE FEE WILL BE ADDED.**

**ALL payments must be received no later than NOON on Monday to be able to ride the bus that day.**

### **Socks:**

Students are given one pair of Jump Socks at the beginning or first day of Afterschool.

It is the student/parent responsibility to pack Jump Socks each day in order for the student to jump on the trampoline.

If student forgets socks, they can pay \$2 for a new pair or sit out during activity time.

### **Laser Tag:**

Students must wear sneakers to participate in Laser Tag. Students cannot wear sandals or slides.

This is for safety.

### **Transportation/Schools**

FFNF Afterschool currently provides transportation to Flight Fit N Fun from the following schools:  
FFNF requires a minimum of 5 students per school.

Bookman Elementary  
Bridge Creek Elementary  
Catawba Trail  
Center for Inquiry (CFI)  
Center for Knowledge (CFK)  
Killian Elementary  
Lake Carolina Elementary  
Lonnie B Nelson Elementary  
North Springs Elementary  
Polo Road Elementary  
Pontiac Elementary  
Rice Creek Elementary  
Sandlapper Elementary  
EL Wright Middle (6<sup>th</sup> grade only)  
Summit Middle (6<sup>th</sup> grade only)

### **Emergency Procedures for Weather**

School closings due to inclement weather: snow, ice, tornado, or flooding, etc.

**If school closes early for any of the above mentioned, FFNF Afterschool will NOT operate.**

Please be sure that your child knows the appropriate procedure that he or she should follow in case school is dismissed early due to severe weather.

No refund for school closing due to weather.

### **If FFNF Afterschool is already in session during severe weather**

Parents will be notified immediately and need to make arrangements to have their child picked up as soon as possible.

**In the event that Flight Fit N Fun is forced to close due to severe weather, please tune into local media outlets for listings of closings.**

## **Parent/Emergency Contact Information/Alternate Contacts**

Here at Flight Fit N Fun, your child's safety is our number one concern. In the event of an emergency or necessity to contact you **immediately**, it is imperative that we have accurate contact information for you, including current cell, home and direct work phone numbers. If there are any changes to your contact information, please let us know as soon as possible so we can update your child's profile in our system.

It is also important for us to have an up to date list of alternate contacts in case you can not be reached. Please also include the names and phone numbers of anyone who may pick your child up. You can include as many alternate contacts as you like. If anyone else will be picking up your child from Flight Fit N Fun, a signed note, or confirmation call from you, as well as, a valid photo ID from the person picking up your child will be required.

**NO EXCEPTIONS!!!**

## **Absenteeism**

If you know your child will not be attending the FFNF Afterschool program on certain days, please notify us at the **beginning of the day**.

Please contact 360.7300 (Sandhills)

CREDITS WILL NOT BE GIVEN FOR DAYS MISSED OR TRANSFERRED TO FUTURE WEEKS.

## **Registration Form/ Online Waiver/School Release Form**

Whenever your child participates in any program at Flight Fit N Fun, a registration form, online waiver, and school release must be filled out.

The registration form contains all the information we will need for you and your child.

The online waiver must be completed and signed before your child may participate at Flight Fit N Fun and the school release form must be filled out and returned to your child's school. Without the school release form, your child's school will not be able to release your child to FFNF Afterschool program. All these forms can be obtained either at our front desk or online at [www.plexhiwire.com](http://www.plexhiwire.com).

## **Online Waiver**

As of July 1, 2019, all attending FFNF students must have an **NEW** online waiver; the online waiver must be completed prior to registering your child. [www.plexhiwire.com](http://www.plexhiwire.com).

## **Lost and Found**

If your child has lost or forgotten something here, please notify staff as soon as possible. The sooner that we are notified, the more likely we are to locate the missing item. You will have the opportunity to look through our Lost and Found box. Flight Fit N Fun is not responsible for any personal property lost. Lost/found items not picked up will be donated every 2 weeks.

## **Medication/Allergies**

If your child has a doctor's prescription that he or she needs to take during after-school hours, please send medication with written instructions and drop it off. Flight Fit N Fun can only give medication that is prescribed by a physician and that has been provided by the parent, including asthma medication/inhalers. Your child's medication will be given at the appropriate times.

Please be sure to make us aware of allergies your child may have so that arrangements can be made if necessary.

## **Study Hall/Homework Procedure/Policy**

Here at Flight Fit N Fun we understand how important it is for the children to get their homework done. However, we **do not require** our counselors to check agendas, or check over student's homework. Students are **not required** to do homework during our study hall period. All students during this time **must** be silent and respectful of others completing homework during this time.

### **Sample Schedule**

3:30pm-4:00pm Snack

4:00pm-4:30pm Study Hall

4:30pm-5:00pm Rotation 1

5:00pm-5:30pm Rotation 2

5:30pm-6pm Free Play (Field)

## **Discipline Procedures**

Our goal is to make sure that your child has a great time while at FFNF Afterschool and a big part of that is feeling safe with counselors and other children. We will ensure that your child understands what we consider acceptable and unacceptable behavior at Flight Fit N Fun.

### **Flight Fit N Fun does not condone:**

- Teasing, threatening, using inappropriate tone of voice
- Leaving their program area without permission
- Use of profanity
- Fighting

### **EXPECTED**

- Respect and cooperate with staff
- Respect other children, equipment and facilities
- Stay in program areas
- Use appropriate language

### **Our Discipline Policy:**

- Students will sit out of all or part of an activity due to any small behavioral infractions.
- If a child does not follow the behavior expectations listed above, a written notice **will** be given to parent at sign out.
- If the behavior continues the second infraction **will** result in your child being sent home for the remainder of the day
- Further infractions will be dealt with on a case by case basis and may include removal from the program
- \*Depending on the nature or the severity of the infraction, FFNF Afterschool reserves the right to immediately remove any child from Flight Fit N Fun programs\*

**\*\*SOME ACTIONS THAT WILL RESULT IN DISCIPLINARY STEPS BEING SKIPPED ARE: FIGHTING, POSSESSION OF WEAPONS, SEXUAL MISCONDUCT, THREATENING ACTS TOWARDS STAFF, CAMPER OR THEMSELVES, OR LEAVING THE PREMESIS, etc. \*\***

If dismissal of your child from the program occurs, you unfortunately will NOT receive a refund.

Sandhill: 741 Fashion Drive, Columbia, SC (803) 360.7300

[www.PlexIndoorSports.com](http://www.PlexIndoorSports.com)

# Study Hall/ Homework Time

## Procedures

Here at FFNF Afterschool, we understand the importance for children to do their homework. Homework time is scheduled right after snack and the children are given 30 minutes to work. However, we **do not** require our counselors to check agendas, or check over the children's homework. Furthermore it is **not** mandatory that the children do their homework, but rather an option. During study hall all students **will** remain silent and not distract those choosing to do their homework. Students **must** use their own materials for their assignments.

### **Just to reiterate:**

- A 30 minute study hall is offered Monday- Thursday after snack. It will take place on the mezzanine. Our counselors are not tutors and will be limited in the amount of assistance offered. After study hall, students will move on to their daily activities.



Detach next page

## **FFNF Afterschool PARENT HANDBOOK AGREEMENT**

I, \_\_\_\_\_, have read the Parent Handbook and understand all policies and procedures.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Youth Director Signature: \_\_\_\_\_