



# Gentry's Educational Foundation @ FIS

## Parent Handbook 2021-2022

### **Registration Forms and Fees:**

Registration forms must be completed in full and on file with the Gentry's office for the child to be enrolled and attending. To better serve our families, we are now providing you with the ability to submit your registration form virtually. The link can be found on our website and the form will be submitted directly to the site director. 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 in the amount of \$30 are assessed each school year. State childcare laws require that all students be officially registered in the program in order for service to occur. 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 this Parent Handbook as well as a summary of the State Department of Education rules and regulations. These documents are available on our website and in the front off at FIS.

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 Handbook as well as a summary of the State Department of Education rules and regulations.

### **Fee Payment:**

Payment of tuition is due each week. We do not accept payments based on a daily rate. Tuition is \$10 per week regardless of how many days your child attends. We also offer a family rate of \$20 per week for families with 2 or more children attending. 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 school office or sent to your child's teacher. 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 registration fee. Please remit your payments in a timely manner so that your child can remain in the program without interruption. *The registration fee can be paid in installments of \$5-\$10 each week until paid in full if needed.* Scholarships must be applied for EACH year, regardless of previous scholarships that may have been awarded in the past. An application agreement must be completed and approved to receive all scholarships.

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

When dropping off a child, please escort them inside the building and sign them in. Every 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 in front office. 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 may 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.

\$1 per minute late fee will be assessed for chronic tardiness after 4:30 PM.

After all emergency numbers are contacted and no communication from the parent has been received by 5:30p.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 attends their session every day. If something arises that is preventing your child from attending regularly, please contact the site director as soon as possible. Students must stay at least one hour each day they attend. We are not an after-care program, so if you need childcare please register with MAC.

### **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 social media postings and monthly newsletters. Parent suggestions regarding enrichment offerings and programming are always appreciated. Please make sure to check social media and our website regularly for updated information.

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.)

### **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.
- Non-payment of tuition.
- Poor attendance

If a child is dismissed from the program, he/she may not be 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 Freedom Intermediate School rules throughout the program hours. Parents will be notified 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 and/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 (lismailovic@gentryeducationalfoundation.org). 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 by following the chain of command posted on our parent information board in the lobby.

1. Sheila Albert, Site Coordinator
2. Lindsay Ismailovic, Director of Programming and Site Director JES/FIS
3. Evelyn Hickerson, Executive Director

Parent input concerning the program is important to us. We would love to hear your comments and feedback! Feel free to email, call or send a note anytime!

**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

[ehickerson@gentryeducationalfoundation.org](mailto:ehickerson@gentryeducationalfoundation.org)

Phone: 615-925-1033

Lindsay Ismailovic- JES/FIS Site Director

[lismailovic@gentryeducationalfoundation.org](mailto:lismailovic@gentryeducationalfoundation.org)

Phone: 615-794-4837 Ext. 3241

Sheila Albert- FIS Site Coordinator

[salbert@gentryeducationalfoundation.org](mailto:salbert@gentryeducationalfoundation.org)

Phone: 615-790-4718 Ext. 3610

August 2021



Dear Gentry's Families,

We are beyond grateful to be able to return to our after-school program in-person this year! We have missed interacting with the children face-to-face and look forward to

working with them again in the school setting. We are so grateful for your patience and understanding last year as we pushed through virtually. We couldn't do what we do without you and your continued support.

Please read this handbook carefully and share it with your child(ren).

As always if you ever have any questions or concerns do not hesitate to reach out me.

It is going to be a great year!

Lindsay Ismailovic

Gentry's Director of Programming (JES & FIS)

[lismailovic@gentryeducationalfoundation.org](mailto:lismailovic@gentryeducationalfoundation.org)

615-794-4837 Ext. 3241