

# Rilke Schule, Inc.

## Rilke Clubs

### Parent Handbook

Welcome to Rilke Schule, Inc. (RSI) a.k.a. Rilke Clubs! We are a before and after school program licensed by the Municipality of Anchorage. We are licensed for students ages 5 to 13 years with a capacity of up to 200 students.

#### Hours

Clubs operate during the Anchorage School District (ASD) school year on the schedule below. Clubs are offered in 45 minute blocks.

- Monday - Friday 7:15 am to 8:00 am and 3:15 pm to 6:00 pm.
- Fridays will also operate from 2:00 pm to 3:15 pm due to school schedule.

We will be closed during ASD holidays and in-service days.

#### Registration and Payments

Registration is online through CampSite available at <https://rsi.campmanagement.com/enroll>. Registration is on a semester basis. You may pick the days of the week and times that you need care; however, the time must be continuous so students are not left unattended.

Payments will be billed on in four monthly installments per each semester registered: August - November for 1<sup>st</sup> semester and January - April for 2<sup>nd</sup> semester. Payments can also be made in full for the semester. The first monthly payment is due upon registration confirmation and must be paid before club start-dates. Failure to make payment is grounds for removing a student from all clubs.

Each club and day selected has separate registration fees. Please refer to the registration form for details on each clubs costs and for refund policy.

#### Refunds

Students who withdraw from Rilke Schule German School of Arts and Sciences qualify for a refund of the any pre-paid monthly fees. Students who are removed from clubs due to violation of Behavior Guidelines or Late Pick-Up violations are NOT eligible for refunds.

There are no refunds for absences or missed days. Extenuating circumstances that result in a student missing an entire month are subject to refund at the Manger and Onsite Supervisor approval.

## **Attendance**

Students will be checked in to clubs upon arrival. If your students is not going to attend clubs, please notify the onsite supervisor via email:

Rikelubs@rilkeschuleinc.org

## **Sign Out**

Students must be signed out by an authorized adult utilizing a unique PIN found on the parent dashboard. Additional adults authorized for pickup need to be added to the parent dashboard under authorized pickups. Students must be signed out EACH day. Adults may be asked to present photo ID at the time of pick-up. Siblings who pick-up must be over the age of 16 years and be on the authorized pickup list. All non-relatives must be over the age of 18 years and be on the authorized pickup list.

Parent Dashboard: <https://rsi.campmanagement.com/campers>

## **Late Pick-Up**

Students must be picked up promptly at the end of the last club registered for the day. The following procedures will be followed when late student pick-up occurs:

- **1st Warning:** The first time a student is picked up later than the end time of the club, you will receive a verbal warning from the Onsite Supervisor.
- **2nd Warning:** The second time a student is picked up later than the end time of the club, you will receive a warning email from the Onsite Supervisor.
- **3rd Warning:** The third time a student is picked up later than the end time of the club, you will receive a final warning email from the Onsite Supervisor.
- **4th Warning:** The fourth time a student is picked up later than the end time of the club, you will receive an email notification by the Onsite Supervisor. Your student will be removed from clubs and no longer allowed to participate for the remainder of the semester. No refunds will be issued. You must pick-up your student immediately after school or make plans for off-site care.

## **Program Structure**

Clubs operate in 45 minute blocks with the club selected by the parent/guardian. Clubs are intended to supplement and support school learning and activities. The structure of each club is based on the description provided at registration. Please review to the registration form for activities for each club.

The use of computers and other electronics is based on the club offered. Screen time is for educational purposes and will be limited to the minimum amount needed to accomplish the intended goal of the club.

Parents/guardians are allowed access and visitation to the clubs with prior approval by the Onsite Coordinator. The intent is to limit the disruption of club activities, not to restrict access by the parent/guardian.

## **Staffing and Supervision**

We ensure that students are under constant supervision during club operations. A staffing plan has been created to ensure compliance with this supervision. Additional staff is onsite to cover instructor breaks and ensure compliance with this supervision.

Substitute Instructors are available on an as-needed basis. These Instructors meet the standards as required by the child care license. Volunteers may participate in clubs subject to background check and other approvals per the Manager or Onsite Supervisor.

Students will be supervised at all times. Student attendance records will also be maintained.

## **Nutrition**

Students are expected to bring their own snacks and drinks from home. Refillable water bottles are encouraged. Sharing of food will not be allowed due to possible food allergies. Snacks will not be provided.

## **Health**

Valid immunization records, or proof of exemption, must be provided upon registration confirmation.

Students who are mildly ill may attend clubs as long as it does not compromise the care of the other students. A student who shows signs of definite illness will not be permitted to attend and must be picked-up. Student will be allowed to return once well.

Emergency medication may be given only with a parent/guardian's written permission. Medication must be provided and medical forms must be completed for each students.

In the event of a medical emergency, 911 will be notified and the parent/guardian contacted.

### **Cold Weather**

Students are expected to have appropriate winter clothing such as coat, hats, gloves, etc. Students will not be expected to go outside for club activities if the temperature is 0 degrees Fahrenheit or below.

### **Off-Site**

Off-site activities will be limited to students walking to the adjacent public park, which is accessed via trail directly from the school to the park.

### **Behavior**

Safety of the students is one of the most important guidelines for behavior. Corporal punishment of students is prohibited, i.e. spanking or other bodily harm.

Students:

- Disruptive conduct which interfere with club operations will be handled by the Instructor and elevated to the Onsite Supervisor as needed. You may be contacted to pick-up your child if the behavior continues.
- Repeated disruptive or out-of-control behavior is grounds for removing student from clubs for the remainder of the semester.
- Aggressive behavior such as fighting will not be tolerated and may result in your student being removed from clubs for the remainder of the semester.

Parents:

Parent/guardian behavior must be appropriate. Offensive or combative verbal or email communications will not be allowed. This may result in your student(s) being removed from clubs for the remainder of the semester.

### **Changes to Parent Handbook**

All changes and updates to this handbook will be distributed via email or other methods to all registered parent/guardians, if it is updated mid-semester cycle. Otherwise, it will be posted during the next cycle of registration.

### ***Nondiscrimination***

*RSI is committed to an environment of nondiscrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, economic status, marital status, age, or physical or mental disability.*