

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 300 students.

Hours

Clubs operate during the Anchorage School District (ASD) school year on the schedule below. Clubs are offered in 45-90 minute blocks.

- Monday - Friday 7:00 am to 7:45 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, in addition to the regular schedule.

We will be closed during ASD holidays, in-service days, parent teacher conference days, and ASD directed closures due to weather.

Registration

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 clubs must be continuous, so students are not left unattended. Student account must be at a zero balance in order for club registration to be approved.

Payments

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.

Payments will be billed in four monthly installments per each semester registered. Automatic payments will be processed on the 25th of every month, August – November for 1st semester and January – April for 2nd semester. Payments can also be made in full for the semester during registration. Failure to make payments are grounds for removing a student from all clubs.

Late/Delinquent Payments

Monthly payments are to be paid by the 25th of each month. A reminder with a monthly statement included will be sent out a week prior to each payment. If a payment is not made by the 25th, a late notice will be sent via email on the 2nd following business day as a reminder. Payments are considered delinquent if they are not made within 5 business days after the 25th. On the 5th business day, a delinquent notice will be sent with a required payment day, if a payment is not received by the designated date the student may be removed from clubs.

Financial Aid

If you are dealing with financial conflict, please contact the club administrator at: rilkeclubs@rilkeschuleinc.org.

Emergency Services

Rilke Clubs is able to provide emergency services on a as needed basis. To receive emergency care your club account must be in good standing. The price for emergency care will be determined based on the number of clubs and length of time the care is needed. If you need emergency care, please contact club administrator at: rilkeclubs@rilkeschuleinc.org.

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 manager and onsite supervisor approval.

*The club fee that is requested to be refunded will be divided by the number of months in the semester. Students are only eligible for refunds for the months that were not attended.

Attendance

Students will be checked in to clubs upon arrival. If your students is not going to attend clubs, please call the club front desk at 907-917-9486 or notify the manger via email:

Rilkelubs@rilkeschuleinc.org

Authorized Pick-up *Students will only be released to personnel on the authorized pick-up list*

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>

Unauthorized Personnel

Please be aware that the RSI club database is not linked to the ASD database. If you have any court orders, restraining orders, or unauthorized personnel preferences, please notify the club Director or manager so that it can be documented on your account.

Authorized Student self-checkout

Parents/guardians may authorize eligible students to walk home or to a designated location without an authorized adult pick-up. Parents must receive approval from club manager, sign a waiver, and add student to the authorized pick-up list. Eligible students are 7th and 8th grade only and must receive approval from the manager. Eligible students must check out with the club instructor and sign out with their authorized pin before leaving the school grounds.

Late Pick-Up

Students must be picked up promptly at the end of the last club registered for the day. If you are going to be late please call the club front desk at 907-917-9486 or notify the manger via email: Rilkelubs@rilkeschuleinc.org

The following procedures will be followed when unnotified late student pick-up occurs:

- 1st Warning: The first time a student is picked up later than 10 minutes after club dismissal time, you will receive a verbal warning from the club management.
- 2nd Warning: The second time a student is picked up later than 10 minutes after club dismissal you will receive a written notice, signed off by the club director.
- 3rd Warning: The third time a student is picked up later than 10 minutes after club dismissal, you will receive a written notice and email notification by the club director explaining that 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.

*Reoccurring notified late pick-ups are also subject to verbal reminders and removal from clubs.

Program Structure

Rilke Clubs operate in 45-90 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 the registration form for activities in 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 Club Manager. The intent is to limit the disruption of club activities, not to restrict access by the parent/guardian.

Rilke Clubs operate separately from Rilke Schule German Charter school, because of this, clubs do not have access to unauthorized school areas. Students will bring all of their belongings to each club, any items forgotten after school hours will not be accessible until the next school day.

Staffing and Supervision

We ensure that students are under constant supervision during club operations and a staffing plan has been created to ensure compliance with this supervision. Additional staff will be 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 policy and procedures. Volunteers may participate in clubs but will be subject to background check and other approvals per the Club Director or Manager.

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

Cold Weather

Students are expected to have a coat, hats, gloves, boots and snow-pants. Students will not be expected to go outside for club activities if the temperature is below -10°F.

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 playground to the park.

Parking

The area in front of the school is considered a fire lane and is for emergency vehicles ONLY. Unattended vehicles are not allowed to be left in the fire lane. If you are exiting your vehicle to pick up your student, please park in the parking lot.

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.

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 student.

All allergy documentation MUST be submitted and documented on the student profile

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

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.

Behavior

Safety of the students is the most important guideline for behavior. Corporal punishment of students is prohibited. Disruptive conduct which interferes with club operations will be handled by the instructor and elevated to the manager 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 students from clubs for the remainder of the semester without a refund. Aggressive behavior such as fighting, or biting will not be tolerated and may result in your student being removed from clubs for the remainder of the semester without a refund.

Behavior Management Plan:

- When a student is sent to the manager for behavior, the manager will speak to the student about their behavior and document it on the student's profile. The manager will also speak to the parent upon pick-up about the student's behavior.
- After the 3rd time a student has been sent to the manager, the student will receive a referral.
- If a student receives 4 referrals in one semester, they will be removed from clubs for that 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 parents/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.

Visitors

All visitors to the school, including parents and guardians should sign in at the main office and collect a visitor's ID badge to wear while visiting the building.

Classroom visits by parents and guardians are welcomed. To create the least interruption of the teaching process, requests for classroom visits must be arranged through the school or club management. Spontaneous visits by parents or public will be kept to a minimum.

ASD encourages parents to volunteer in the school however, visitations to observe would be inappropriate as they are disruptive to the learning environment and could violate teacher-student confidentiality. You may contact the club supervisor or Frau Novotney if you have any concerns.

Rilke Schule utilizes best practices of an immersion setting when allowing volunteers into the learning environment, however, we refrain from having parents come to the classroom strictly to observe student behaviors. This is a practice that Rilke Schule has utilized since the beginning of the school's creation and supported by ASD.

You can find the school board policy/AEA teacher contract information below:

**School Board Policy 1260 does allow for classroom visits to be kept at a minimum to reduce classroom disruption.*

***According to the ASD/AEA teaching contract pertaining to classroom visits by parents/guardians: -To create the least interruption of the teaching process, requests for classroom visits should be arranged through the school and approved by the principal.*