

# 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 for students ages 5 to 14 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 60-75 minute blocks.

- Monday - Friday 7:00 am to 7:45 am and 3:15 pm to 5:30 pm.
- Fridays will also operate from 2:15 pm to 3:15 pm due to school schedule, in addition to the regular schedule.

We will be closed for regularly scheduled ASD holidays, state released professional development days, and parent teacher conference days. We will also close for all state mandated and ASD directed school and/or club closures.

#### Program Structure

Rilke Clubs operate in 60-75 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 Management Team. The intent is to limit the disruption of club activities, not to restrict access by the parent/guardian.

Rilke Clubs operate with permission from Rilke Schule German Charter school but is not a part of the school. Due to this, club staff do not have access to the classrooms or administrative 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. Students should not enter any classroom not used by their assigned club.

## **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 Management Team.

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

## **Visitors**

All visitors to Rilke Clubs, including parents and guardians, should sign in and out at the Club Front Desk. Visits by parents and guardians are welcomed. To create the least interruption of the teaching process, requests for visits must be arranged through the Club Management Team. Spontaneous visits by parents or public will be kept to a minimum. Parents are welcome to volunteer in the clubs however, visitations to observe would be inappropriate as they are disruptive to the learning environment. You may contact the Club Management Team at [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org) if you have any concerns.

## **Host Families**

Families that host German interns will be eligible to attend Fun Friday free of charge, however, you must register your student(s) during regular registration to obtain a space.

Families that host exchange students will be able to send their exchange student to attend clubs with their student free of charge. Before sending your exchange student to clubs with your student please email your exchange students name, your students name, and the duration of time they will be attending clubs to [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

## **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.

## **Parking**

The school drop-off lanes are considered fire lanes and are 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

## **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.

## **Communication and Electronic devices**

Communication and electronic devices including but not limited to cell phones, smart watches, gaming devices, and video devices may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while attending Rilke Clubs. Texting, videotaping, and/or gaming are not permitted anytime during clubs. Failure to follow these guidelines will result in a behavior report and confiscation of the device. The device may be retrieved by the parent at the end of the day during pick-up. This policy is in effect during all club times. Requests to use the phone or cell phone will be screened and the conversation monitored. Students are to make arrangements to go to friend's home BEFORE they arrive at clubs that day. If there is a need to contact your student during class, you can contact the Rilke Clubs at 907-917-9965 or [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

## **Registration**

Rilke Clubs offers a variety of clubs each semester for registration. Each semester a new club list is posted with the days and times that clubs will be offered. During registration 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. The club list along with registration information can be found on our website at <http://rilkeschuleinc.org/clubs/> or you can go directly to our online registration at <https://rsi.campmanagement.com/enroll>. Returning students must have a zero balance on their account in order for club registration to be approved.

## **Payments and Deposits**

Club fees are priced on an individual basis to cover the cost of your student attending that club on that day at that time for the entire semester. Individual club fees, days, and times can be found on the club list that is updated every semester on our website at <http://rilkeschuleinc.org/clubs/>. Payments will be billed in four monthly installments per each semester registered. They will be processed on the 25th of every month, August – November for Fall semester and January – April for Spring semester. Failure to make payments are grounds for removing a student from all clubs.

A deposit will be required during registration to hold your spot for the semester. The deposit will be 20% of the total amount of club fees due for the semester, this is not an additional fee. The deposit is refundable if you withdraw from clubs before the second week of the semester.

## **Extended Care Services**

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

## **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 challenges, please contact the Club Management Team at: [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

### **Refunds and Discounts**

Full or partial refunds are available for clubs operated directly through Rilke Clubs. However, specialty clubs are only eligible for refunds for the first 2 weeks of the semester, after the first two weeks you will be required to pay the cost of the club for the semester. Refunds will be calculated by week and will not include the 20% administrative fee that is included in the cost of the club. 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 Executive Director's and/or RSI Board approval.

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

Students that attend ASD official competitive teams, like cross country running, will be eligible for a discount based on the days they attended over the period of the semester. Discount is subject to approval by Executive Director and will not include the 20% administrative fee. Jamboree's and outside competitive teams are not eligible for a discount.

In the event that the school building is closed for a period of more than two weeks due to extenuating circumstances, the RSI Board will decide if refunds will be issued and what amount.

### **Attendance**

Students will be checked in to Clubs upon arrival. If your student is not going to attend Clubs, please call the club front desk at 907-917-9965 or notify the manger via email: [rilkelubs@rilkeschuleinc.org](mailto:rilkelubs@rilkeschuleinc.org). **When picking up your student, please remain in the lobby and your student will be called from their club to the lobby after being signed out.** This procedure contributes to the safety of our students as we can be aware of adults in the building.

**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 Rilke Clubs database is not linked to the ASD database. If you have any court orders, restraining orders, or unauthorized personnel preferences, please notify the Club Management Team 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 Management Team, sign a waiver, and add student to the authorized pick-up list. Eligible students are 7th and 8th grade only. Eligible students must check out with the Club Instructor and sign out with their authorized pin before leaving the school grounds.

### **Late Pick-Up & Fees**

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 907-917-9965 or notify the manger via email: [rilkelubs@rilkeschuleinc.org](mailto:rilkelubs@rilkeschuleinc.org)

The fees for late student pick-up are as follows:

- Parents will have a 15-minute grace period after clubs have ended to pick up their student.
- After the 15-minute grace period has ended, parents will be charged an initial \$10.00 late fee followed by an additional \$1.00 for every minute after. For example, if you are 18 minutes late you will be charged the \$10.00 late fee plus \$2.00 for the 2 additional minutes, totaling a late fee of \$12.00.
  - 1-15 Minutes late = Grace Period
  - 16 Minutes late = \$10.00 Late Fee
  - 17 Minutes late = \$11.00 Late Fee (\$10 + \$1 for 1 additional minute)
  - 18 Minutes late = \$12.00 Late Fee (\$10 + \$2 for 2 additional minutes)
- All late pick-up fees will be added to your account. For any questions or concerns about late pick-up fees, please contact us at [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

### **Health**

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 clubs and must be picked-up. Definite signs of illness include: fever over 100 F, constant coughing or

runny nose, diarrhea, sore throat, vomiting/nausea, severe rash, and pain, swelling, drainage, or discoloration of the eyes or ears.

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.

### **COVID – 19 Guidelines**

Rilke Clubs considers the health and well-being of our families and staff our highest priority. To aid in protecting our community health we will be following the COVID guidelines set forth by the Academic Policy Committee (APC) and Anchorage School District (ASD) (below). New COVID-19 guidelines set forth by APC and ASD will supersede these guidelines until such a time as this document can be updated. For updates and current COVID -19 policies please visit: <https://www.asdk12.org/domain/5368>.

1. **Universal masking** will be required for all individuals while inside any ASD school or building. Some exceptions will apply. Masking while outside is optional.
2. **Keep ASD Symptom Free.** We must all do our part to minimize viral spread. Please stay home and get tested if you are experiencing ANY symptoms.
3. **Cleaning and Disinfecting.** Regular cleaning of classrooms and offices will continue. Hand sanitizer will be readily available and frequent handwashing will be encouraged.
4. **Keeping students and staff in the learning environment.** The District will continue to make COVID-19 vaccine clinics available to eligible students (with parental consent), staff, and community members through a contracted provider. Additionally, following new guidance from the CDC, properly masked students and fully vaccinated individuals will not be required to quarantine if deemed a close contact unless they are showing symptoms.

### **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 Club Management Team 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.

### Behavior Management Plan:

When a student is sent to the Club Management Team for behavior violations, the On-Site Manager or Executive Director will speak to the student about their behavior and document it on a Behavior Report. The Club Management Team will also speak to the parent or guardian upon pick-up regarding the incident of the student's behavior violation.

- After a student has received 3 Behavior Reports, the next incident will automatically result in a Referral.
- If a student receives 3 Referrals in one semester, they will be removed from Clubs for the remainder of that semester.
- If an incident of intentionally hurting or fighting another student occurs, the club staff has the right to immediately remove the involved students from Clubs in which the parents or guardians will be immediately contacted to pick up those involved students. This situation will result in suspension from Clubs for a determined period of time based on the severity of the instance.
- Aggressive behavior such as fighting, biting, or injuring an instructor, staff, student, and/or property will not be tolerated and will result in an immediate referral or other disciplinary actions, up to and including a student being removed from Clubs for the remainder of the semester without a refund.

### Parent/Guardian(s):

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.

### ***Non-discrimination***

*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.*

