



## Rilke Schule, Inc. Rilke Clubs Parent Handbook

Welcome to Rilke Clubs! We are a before and after school program for Rilke Schule students ages 5 to 14 years old. We are operated by Rilke Schule, Inc., one of the non-profit organizations associated with Rilke Schule German Immersion School.

### **Hours**

Clubs operate during the Anchorage School District (ASD) school year on the schedule below. Clubs are offered in 45, 60 and 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 2:00 pm to 3:15 pm due to school schedule, in addition to the regular schedule.
- Jump into German summer camp from 8:00 am to 4:00pm Monday- Friday for two weeks.

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

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## Program Structure

Rilke Clubs intends to support learning by offering quality, enriching before and after school opportunities for students with varying interests and needs. Rilke Clubs offers both Rilke-hosted clubs and specialty clubs, which are provided by outside contractors. Additional details regarding the structure, description and pricing of the clubs can be found at <https://rilkeschuleinc.org/>.

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 and/or 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.

Rilke Clubs operates with permission from Rilke Schule German Immersion 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 outside of club hours. Students will bring all of their belongings to each club, any items forgotten after club 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 supervision compliance. All club staff including contractors must pass background checks.

Specialty club instructors may supply a substitute on an as-needed basis. These substitute instructors are held to the same standards as the specialty instructor. Volunteers may participate in clubs but may be subject to a background check and other approvals per the Club Management Team.

Student attendance records will also be maintained.

### Visitors

Parent and family visits are welcomed at Rilke Clubs. However, please coordinate this with management at least 24 hours in advance in order to limit club interruptions and keep track of who is in the school during operating hours. Parents are also welcome to volunteer in the club program or specific clubs after planning with the club instructor and notifying management. For more information, to arrange a visit or volunteer please contact management at [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org)

## **Parking**

When picking up your student from clubs, please park in the parking lot and come into the building. The school drop-off /pick-up lanes are considered fire lanes and are for emergency vehicles ONLY. Please do not leave unattended vehicles in the fire lane.

## **Off-Site Activities**

On occasion off-site activities will take place at the adjacent Meadow Park, which is accessed via the walking trail directly from the school playground to the park. Students will be supervised by the club instructor and/or club staff at all times during the off-site activity.

## **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 not be a distraction or be out while attending Rilke Clubs. Texting, videotaping, and/or gaming are not permitted anytime during clubs. The students may have air pods/headphones at instructors' discretion and a playlist must be created at home and appropriate for school. 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. 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).

## **Host Families**

Families that host German interns through Rilke Schule are eligible to attend Fun Friday club free of charge in the same semester they are hosting an intern. Please register your student to secure their spot. Families that host middle school exchange students will be able to send the 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 student's name, your student's name, and the duration of time they will be attending clubs to [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

## Registration and Payments

Rilke Clubs offers a variety of clubs each semester. The club list along with registration information can be found on our website at <http://rilkeschuleinc.org>, or you can go directly to our online registration at <https://rsi.campmanagement.com/enroll>. 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.

Note: Returning students must have a zero balance on their account in order for club registration to be approved. You may not register before the registration opening time. If you attempt to register before registration is open, they will automatically be rejected.

### Payments and Deposits

Payments will be billed in four monthly installments and will be processed on the 25th of every month. The billing schedule is as follows: August, September, October and November for the fall semester and January, February, March and April for the spring semester. If the processing date falls on a holiday or weekend the payment will occur the next business day.

A deposit of 20% of the total amount of club fees per semester will be required during registration to reserve your student's spot. This is not an additional fee and is deducted from the final amount owed. A student may withdraw from a club during the withdrawal window (third week of the semester) and the deposit is refunded. However, **if a student withdraws from any club after the 3<sup>rd</sup> week, the deposit is non-refundable.**

### Emergency Care Services

Rilke Clubs is able to provide emergency care services on an as-needed basis for unforeseen events. To receive emergency care your account must be in good standing. The price for extended care will be \$10 per club that you need your student to attend. If your student needs coverage during the first session, until 4:30pm, you will be charged \$10. If you need coverage for both sessions, until 5:30pm, you will be charged \$20 for that day. If you need emergency care, please contact club administrator at: [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org).

### Late/Delinquent Payments

Monthly payments must be paid by the 25th of each month. A reminder and monthly statement will be sent out a week prior to each payment. Payments are delinquent if they are not made within 5 business days. 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 and Scholarships**

Rilke Clubs offers limited scholarships prior to the start of each semester. More information on scholarships and to access the application can be found at. <https://rilkeschuleinc.org/>. If you are experiencing financial challenges outside the scholarship application period, please contact the RSI board at: [rsi@rilkeschuleinc.org](mailto:rsi@rilkeschuleinc.org).

## **Refunds**

Full or partial refunds are available for the first 3 weeks of the semester. After the first three 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. Students who are removed from clubs due to violation of Behavior Guidelines or Late Pick-Up violations are NOT eligible for refunds.

## **Prorate for ASD Sports' Teams**

Students that attend ASD official competitive teams, like cross country running, will be prorated based on the days they attended over the period of the semester. The 20% administrative fee is not subject to the prorate. Jamborees and outside competitive teams are not eligible for a prorate.

## Attendance and Pick-up

To ensure student safety, Rilke Clubs uses an electronic attendance platform. Students are checked into clubs by staff and must be checked out by an authorized person.

Since Rilke Clubs operates separately from Rilke Schule, we do not have access to daily attendance records. We ask that if your student is absent, please call the club staff at 907-917-9965 or email [rikelubs@rilkeschuleinc.org](mailto:rikelubs@rilkeschuleinc.org).

### Pick-up Procedure

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 and staff as we can be aware of adults in the building.

### Authorized Adult(s)

*\*Students will only be released to persons on the authorized pick-up list\**

Students **must** be signed out by an authorized adult utilizing a unique PIN found on the parent dashboard. Multiple adults can be added. Students must be signed out EACH day. Adults may be asked to present a photo ID at the time of pick-up. Note: Siblings over the age of 16 may pick-up and must be on the authorized list. If students are going to a friend's house after clubs, the arrangements must be made BEFORE they arrive at clubs that day.

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

### Unauthorized Persons

Please be aware that the Rilke Clubs database is not linked to the ASD database. If you have any court orders, restraining orders, or similar circumstances, please notify the Club Management Team so that it can be documented on your account.

### Authorized Student Self-Checkout

Parents may authorize students to walk home or to a designated location without an authorized adult pick-up. Parents must receive approval from Management, sign a waiver, and add the student to the authorized pick-up list. Students must check out with the Front Desk and sign out with their authorized PIN before leaving the school grounds.

### Late Pick-Up and 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 manager via email: [rikelubs@rilkeschuleinc.org](mailto:rikelubs@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 late fee followed by an additional \$1 for every minute after. For example, if you are 18 minutes late you will be charged the \$10 late fee plus \$2 for the 2 additional minutes, totaling a late fee of \$12.
- 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 under the weather may attend clubs, as long as it does not compromise the care and/or health 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's written permission. Medication must be provided, and medical forms must be completed for each student. Please note that club personnel do not have access to the Nurse's office. Any medications must be provided to Management for club use.

**\*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 contacted.

## Outside Gear

During the winter, 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.

At all times of the year, students should be equipped with appropriate clothing to protect them from the elements, such as jackets, rain boots, raincoats, etc.

## Nutrition and Snack

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.

# 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 Management 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 Management for behavior violations, the Manager or Club Director will speak to the student about their behavior and determine if the behavior requires further behavior management. Behavior Management is as follows:

1. Verbal warning
2. Written warning
3. Suspension
4. Expulsion

Parents will be notified via campsite email. If the management team determines the behavior requires management and what step their student is on. Depending on the severity of the behavior violation, Management may deem it fit to skip steps and jump to suspension or expulsion.

Example of Behavior Violations: Fighting, intentional injury to staff or another student, noncompliance (after repeated warnings), theft, inappropriate language, unprovoked violence/actions, vandalism, and bullying.

**Note:** If an incident of intentionally hurting or fighting another student occurs, staff has the right to immediately remove the involved student from Clubs, in which the parents 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.

## Parents

Parent behavior must be appropriate. Offensive or combative verbal or written communications will not be tolerated. This may result in your student(s) being removed from Clubs for the remainder of the semester.

## **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.