

# Landmark L.A.B.S. Parent Guidelines

## Learning Before and After School

2011-2012

### **L.A.B.S. Mission Statement**

L.A.B.S. will provide a safe and nurturing environment for students who are in need of before and/or after school care. Our environment encourages academic excellence, self-esteem building and character development.

### **Description**

L.A.B.S. offers care to children currently enrolled at Landmark Academy, Kindergarten through 12th grade, for a period of time before school and/or after school. This outstanding program offers academic assistance while encouraging character development. L.A.B.S. helps to build self esteem by developing each child's unique gifts, talents, and abilities.

### **Hours**

- Morning: **Elementary** (6:30 am - 8:00 am) will meet in the multipurpose room at the elementary building.
- Morning: **Middle School** (6:30 am – 7:30 am) will meet in the MS/HS café.
- Afternoon: **Middle School** (3:00 pm - 6:00 pm) will meet outside the cafe, then move to Mrs. Welser's classroom.
- Afternoon: **Elementary** (3:30 pm – 6:00 pm) will meet in the multipurpose room.

### **Picking up/ Dropping off**

In the morning parents are to walk their children inside the building. **You may not just drop them off outside and allow them to walk into the building by themselves.** In the afternoon parents are required to walk in to pick up their child(ren) and sign their child(ren) out.

Each family will have a folder that will contain their child(ren) sign out calendar. Please sign out on the date with initials and time. In the folders you will find any notes that are being sent home.

## Fees

Registration Fee: There is a \$20.00 enrollment fee for the first child and a \$10.00 enrollment fee for each additional child. This fee is non refundable and due at the time of registration.

Hourly Rates: First child is \$4.00 per hour and each additional child is \$3.50 per hour. Rates are charged to the hour.

Non-Schedule Fee: A \$15.00 fee will be applied to your bill if your schedule is not turned in the Thursday before service is used.

Late Pick-Up Fee: A \$5.00 fee is due to staff upon pick up if you are past 6:05 pm.

Non - Payment Fee: If billing is necessary at the end of the month there will be a \$15.00 fee added to your total amount for the month.

## Late Pick-up Fee

The LABS program closes at 6:00 p.m.

In the event that you might be late please call (810) 982-7210 extension 271. We understand that occasionally emergencies arise and you cannot pick up your child on time, therefore, you will be given a 5 minute grace period. However, after 5 minutes you are responsible to pay a late fee of \$5.00 if you are past 6:05 p.m. Parents will sign a late fee statement, acknowledging the late fee. If your child is not picked up by 6:15 p.m. we will begin to call others listed on the emergency card. If we do not hear from you and or if your child (ren) are not picked-up by 6:30 p.m. We have the right to call local authorities. If late pick-ups become a problem, you may be asked to leave the program.

## Schedules

Schedules are due on a weekly or monthly basis. You may fill out a paper schedule or if you prefer, email them weekly or monthly to [shawm@landmarkacademy.net](mailto:shawm@landmarkacademy.net). Schedules are due on Thursdays before the end of the school day. The L.A.B.S. program follows the school calendar and is closed on professional development days, conference days, and holidays. Again, there will be a \$15.00 fee added to your bill if your schedule is not turned in the Thursday before the service is given. **It is very important that schedules are turned in. Having schedules in advance, allows for us to plan accordingly for staffing, snacks and projects.**

## Billing

- You may pay on a weekly basis.
- Every two weeks.
- Monthly- Payment and schedules are due the first Monday of the month. **We will no longer bill at the end of the month. If you need to be billed there will be a \$15.00 fee added to your account total.**
- Yearly- You will receive a 10% discount if you wish to pay in advance for the whole school year. Payment is due in full by the second week of school. **No credits for snow days will be given as we are giving you a discounted rate.**

## Payment Options

- You may pay on a weekly basis. Payments are to be made the Thursday before services are preformed.
- You may pay monthly. This is due the First Monday of each month. You can pay by check only at the hospitality office before or after school.
- You may also drop your payment in the drop box located by the hospitality office under the clock.
- Payments are also accepted through our PayPal account. See instructions below:
  - Go to [www.landmarkacademy.net](http://www.landmarkacademy.net)
  - Click on *Latchkey program* at the top of the page
  - Click on the *Make a Payment* button at the bottom of the page. This will take you to the payment page.
  - Enter the amount you want to pay on the left hand side.
  - If you already have a PayPal account, enter your Email and PayPal password on the right hand side, then click the *Log in* button.
  - If you don't have a PayPal account, click on *Don't have a PayPal account?* to pay with your debit or credit card as PayPal guest
  - Follow the PayPal instructions to make a payment.
- PayPal accepts Visa, MasterCard, American Express or Discover. LABS payment can also be directly paid from your bank account or your PayPal account, using this service. PayPal is completely secure and free and you don't even need to create an account to send your payment.

## Refunds of payments

There will be no refunds given for sickness, suspensions, vacation, etc. The only exception is if the school closes for building issues or in climate weather.

## **Weather**

The children go outside on a daily basis if the weather permits. Please make sure that your child is dressed appropriately for the weather. No child will be allowed to stay inside while LABS is outside.

Winter- We will go outside for recess if the weather is 20 degrees and above.

## **Toys, Video games, cell phones**

Toys, video games and cell phones are not allowed at LABS. We have many items for our children to play with. If a child brings in items from home they will be asked to put them in their backpacks. If the child continues to bring items from home, LABS staff may take the item and hold on to it until parents arrive.

## **Snacks**

A snack will be provided on a daily basis. A morning and afternoon snack menu will be provided each month or visit the posting in the LABS showcase located in the main corridor of the elementary building. **If your child cannot eat the snack that day due to allergies, it is then your responsibility to send in a snack for them. You may send in snacks with their names on the snack and we can keep them in our snack cupboard.**

## **Homework/Tutor time**

We will offer a time each day for your child to do their homework. If your child does not have homework, then they will spend the time playing educational games and reading with the teachers.

## **Medication**

Medication will be given only as directed and as listed in our parent/student handbook.

## **Allergies**

If your child has food or environmental allergies, it is your responsibility to fill out an allergy form (attached). This is used to let the staff know your child's allergies, their reactions and what needs to be done if your child has a reaction.

## **Behavior**

We follow Landmark Academy's Positive Behavior Support (PBS) philosophy (located in the parent/student handbook).

During LABS, students are expected to be:

- Respectful to staff and other students.
- Make safe choices.
- Follow our LABS group agreement.
- Have fun.

It is understood from time to time students may have an off day and need redirection. If there are on going behavior concerns, they will be addressed in one of the following ways:

1. Verbal warning to the child and notification to parent when behavior is unacceptable.
2. Written warning given to parent.
3. Parent/Student conference at the program site is scheduled in order to establish a mutually agreed upon plan for correction.

After multiple incidents with no resolution the student may no longer be able to attend the LABS program.

## **Special Camps**

From time to time LABS will offer special camps for the students during conferences. Lunch and snack will be provided. There will be a sign up sheet given two weeks before the camp. If the student enrollment is low, then we may have to cancel the camp.

## **Emergency Cards**

Each child will need to have an emergency card on file. Only authorized persons listed on the card will be able to pick up your child. It is very important to keep the information on the emergency card current.

## Parent Communication board

Up-to-date parent information will be posted outside the Multi-purpose room in the Elementary building. This posting will include the monthly snack menu and lesson plan, so you will know what your child(ren) is doing in LABS.

### If you have any questions

If you have any questions or concerns regarding LABS please contact **Melissa Shaw** directly at 810 982-7210 or email at [shawm@landmarkacademy.net](mailto:shawm@landmarkacademy.net) for questions regarding the L.A.B.S. program.

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I have read and understand the handbook

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Parent Signature

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Student signature

# LABS Enrollment Form 2011-2012



Child's Name \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_

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Parent's Name(s) \_\_\_\_\_

Parent's Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's Work Number \_\_\_\_\_ Mother's Work Number \_\_\_\_\_

### My child will need:

\_\_\_ Morning LABS **Circle** Days to Attend:

**Monday   Tuesday   Wednesday   Thursday   Friday**

\_\_\_ Afterschool LABS **Circle** Days to Attend:

**Monday   Tuesday   Wednesday   Thursday   Friday**

\_\_\_ Occasional use ONLY

Does your child have any know allergies? Yes ( ) No ( ) if yes, what are they and what are your child's reactions: \_\_\_\_\_

Does your child take any medication on a regular basis? Yes ( ) No ( ) If yes, please list the name of the medication(s) and the medical condition for which it is taken: \_\_\_\_\_

An enrollment fee for EACH child must accompany this registration form.

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Allergies & Medical Conditions Form**

All allergies and medical conditions must be noted on the Allergies & Medical Conditions Form. It is important to inform the site staff any new allergies or medical changes.

Child's Name \_\_\_\_\_

Please list all allergies

\_\_\_\_\_  
\_\_\_\_\_

Reactions to look for

\_\_\_\_\_  
\_\_\_\_\_

Medications to be given if there is a reaction

Note: Landmark Academy must have medical documentation a (Dr's. Note) on file.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to contact for reaction

Name \_\_\_\_\_ Phone Number \_\_\_\_\_