



UTOPIAN
ACADEMY FOR THE ARTS

The Eagles Nest

Parent Handbook

The Eagles Nest Telephone No.

470-568-5354 Elementary School
470-446-1070 Middle School
470-500-1937 Trilith

Please read thoroughly and carefully.
All rules are strictly enforced

Revised August 2023

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Dear Parents:

Welcome to *The Eagles Nest*. Choosing us for your child's after school needs will help broaden his/her learning experience. Our program offers a variety of academic, recreational, and social enrichment activities.

Our staff consists of UAFA employees who have background checks and are trained to provide safe services to scholars in a fun, caring environment.

We hope that our program will fulfill your expectations for a quality after school program for your child.

We encourage you to become an active parent in *The Eagles Nest*. Your suggestions and comments are important to the continued growth of the program. You are invited to visit our program to become acquainted with the staff and become familiar with program routines.

Please take time to read the information in this handbook and become familiar with the procedures stated herein.

If you have any questions, please feel free to contact:

Ms. T. Hall 470-236-5802 Ext. 1009. (Elementary)

Ms. J. Hart 470-446-1070 Ext. 1127 (Middle)

Ms. A. Mack 470-500-1937 (Trilith)

We look forward to serving you and your child throughout the year.

Sincerely,

The Eagles Nest Staff

Campus Kids

PROGRAM & ACADEMIC COMPONENTS

The Eagles Nest offers:

- (1) Adult supervision within a group setting
- (2) Academic activities
- (3) Homework time*
- (4) Recreational and social enrichment activities
- (5) Cultural and fine arts programs
- (6) Afternoon snack
- (7) Affordable tuition cost

The Eagles Nest* workers are available to assist students with homework. Individual tutoring is not available in *The Eagles Nest*. Parents desiring individual tutorial sessions must seek those services through other resources. **Homework time is limited to one hour per day to incorporate enrichment activities that enhance instructional day learning. Students may resume homework assignments immediately following the enrichment activity, if necessary.

DATES AND HOURS OF OPERATION

The Eagles Nest will follow the same schedule as the school system calendar and will be open only on days that schools are in session. The program will not operate during the Fall Break, Thanksgiving Break, Semester Break, Winter Break, Spring Break, teacher workdays, and designated holidays. Programs will not operate on days that school is canceled due to inclement weather or other emergency closings.

The programs will operate from 2:30 p.m. - 6:00 p.m. for Elementary (Aftercare) and for middle school the program will operate from 6:45 a.m. - 7:45 a.m. (Before Care) and 4:00 p.m. - 6:00 p.m. (Aftercare) and Trilith from 3:00 p.m. - 6:00 p.m. (Aftercare).

REGISTRATION AND ENROLLMENT

Enrollment in *The Eagles Nest* is subject to acceptance of the registration form and fee. Failure to disclose any information affecting your child's participation in the program may result in his/her dismissal from the program. **A registration form and an enrollment contract must be completed before any child can participate in the program.** Parents' signature of the

enrollment contract shall indicate their reading, understanding, accepting, and complying with the procedures stated herein.

Parents must notify **Ms. T. Hall (Elementary), Ms. J. Hart (Middle), Ms. A. Mack (Trilith) - Site Coordinators** of changes in telephone numbers, addresses, medical histories, guardianships, custody issues, and any pertinent information that may affect the safety and well-being of the child. All changes to the registration form shall be communicated in writing from the parent to the **Site Coordinator**. The **Site Coordinator** will not make any changes based on a verbal message by a child.

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PARENT RESPONSIBILITY

It is the parent's responsibility to fill out all forms accurately and provide changes in phone numbers, addresses, medical information, guardianship, custodial issues, and other pertinent information as they occur. Parents are responsible for notifying their child's classroom teacher and **Site Coordinators in writing** regarding any change in afternoon departure procedures. **VERBAL MESSAGES FROM A CHILD WILL NOT BE ACCEPTED.**

STAFF

The Eagles Nest staff is comprised of a Site Coordinator, teachers, and activity leaders.

Potential Eagles Nest workers must submit to criminal background and reference checks before being actively employed. *The Site Coordinator is certified in First Aid and CPR and participates in ongoing management and professional development meetings.*

TUITION

a. Tuition rates are as follows and must be **prepaid for the upcoming week:**

ELEMENTARY SCHOOL

- o \$50.00 per week per child
- o 2nd sibling: \$45.00 per week per child
- o 3rd sibling: \$40.00 per week per child

MIDDLE SCHOOL

- o Before & After Care \$65.00 per week per child
- o Before Care **ONLY** \$25 per week per child
- o Aftercare **ONLY** \$50 per week per child
- o Daily Drop-in: \$15 per day
- o \$5 Discount per sibling

TRILITH

- o Aftercare **ONLY** \$50 per week per child
- o Daily Drop-in: \$15 per day
- o \$5 Discount per sibling

Aftercare only: (*discount is given on additional child/children for Aftercare only)

Discount is provided for Clayton County Public School employees (With Proof)
Aftercare only: \$25 per week per child

Tuition (including drop-in service) is prepaid on the last scheduled school day of the week by 6:00 p.m. for the upcoming week or in accordance with the attached tuition calendar. Payments cannot be accepted from students.

- b. For tuition not received in accordance with the tuition calendar, a \$10 late fee per child will be added to the tuition rate **(including drop-in service)** and must be paid by 6:00 p.m. the next school day. *No tuition payments will be accepted for the remainder of that week.* Parents will receive written notification of non-payment and student suspension for the rest of the week.
 - c. **Two suspensions due to non-payment of tuition shall constitute dismissal from the program for the rest of the year.**
 - d. Tuition must be up to date before a student may pay for and participate in a special activity.
 - e. It is the **responsibility** of the parent/guardian to ensure tuition payments are kept current. Subsidized childcare payments do not exclude parents/guardians from this responsibility. In cases of dispute with a subsidized childcare employer, the parent/guardian is responsible for the full tuition. The parent/guardian must work out any reimbursement agreement with the employer.
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- f. Tuition must be paid according to the method of payment established by each school Online Only. UAFA will require that tuition be paid Online for the week preceding the Semester Break and during the last month of school.
 - g. **Parents are responsible for keeping up with their receipts for tax purposes. A letter will be provided on the last business day of January for all payments received.**
 - h. UAFA will accept CAPS (Childcare and Parent Services) payments starting in the 2023-2024 school year.
 - i. **Parents are required to make tuition payments online as instructed.** Please refer to the tuition calendar for payment dates. **Any overpayment will be posted as a credit and must be used the following week.**

PAYMENT LINKS

- Middle School: <https://www.infinitecampus.com/audience/parents-students/login-search>
- Elementary School: <https://uafa.revtrak.net/>
- Trilith: <https://www.infinitecampus.com/audience/parents-students/login-search>
- There is a one-time registration fee of \$35 per child (no sibling discounts for this fee)

REFUNDS

Refunds will not be issued without the authorization of the Principal and The Eagles Nest **Site Coordinator**. **Registration fees are not refundable.**

SUSPENSIONS

Students may be suspended from the program due to disciplinary infractions or non-payment of tuition, late fees, and/or late pick-up fees. Parents **must** make alternate arrangements for after school care during a suspension or following a dismissal.

CREDITS

Credit will only be issued if your child missed an entire week of paid service due to illness or family emergency.

No credits will be issued during any type of suspension (disciplinary suspension or suspension as a result of non-payment of tuition, late fees, and/or late pick-up fees).

LATE PICK-UP POLICY

The Eagles Nest will close promptly at 6:00 p.m. each day. Late pick-up fines will be imposed as follows. **The late pickup fine is assessed per child, per day.**

- **For students picked up between 6:01 p.m.–6:15 p.m., the fine is assessed at \$10 per child.**
- **For students picked up at 6:11 p.m. and later, the fine is assessed at \$1 per additional minute.**

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Three (3) violations for late pickup will result in the student being dismissed from the program for the remainder of the school year.

Late pick-up fines must be paid when the child is picked up or no later than the next scheduled day of the program.

Non-payment of the late pick-up fee will result in suspending the child from the program until the fine is paid.

******NOTE: Tuition and other fees will not be accepted for the upcoming week until all outstanding balances are paid.******

ACTIVITIES

The Eagles Nest activities include but are not limited to: academic enhancement in core subject areas; reading enrichment; computer/technology; arts and crafts; organized indoor/outdoor games; physical education; and interpersonal and social enrichment.

DISCIPLINE

The Eagles Nest stresses that a child's discipline must be a collaborative responsibility with the program staff, the student, and the parents. Disciplinary problems will be addressed using one or a combination of the following methods:

- (a) Time Out (15-30 minutes)
- (b) 3-Day Suspension
- (c) 1-Week Suspension
- (d) Dismissal from the program

Disciplinary infractions shall be categorized as minor, serious, severe, and/or a combination of all three.

Minor Disciplinary Problems:

Minor disciplinary problems are defined as behavior that creates disorderly conduct without injury to persons or damage to property.

Corrective measures shall include verbal warnings, the use of "time out" and/or written notification to parents. Two written notifications may result in a three-day suspension from the program. **No credit or refund will be allowed.** Repeated suspensions may result in a lengthier suspension or dismissal from the program.

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Serious Disciplinary Problems:

Serious disciplinary problems are defined as behavior that creates disorderly conduct with unintentional harm to persons and/or to property, foul and/or profane language, and/or inappropriate language toward *The Eagles Nest* staff.

Corrective measures shall include student removal from the activity for the rest of the day and written notification to parents. Two written notifications may result in a one-week suspension from the program. **No credit or refund will be allowed.** A parent conference will be conducted in person or on the telephone before the child can return to the program. Two suspensions will result in dismissal from the program.

Severe Disciplinary Infractions:

Severe disciplinary problems are defined as behavior that endangers the health, safety, and well-being of others; intentional harm to others and/or to property; and violation of school policies regarding the possession and/or distribution of drugs, alcohol, or weapons.

Corrective measures may result in a written notification to parents and dismissal from the program. **No credit or refund will be allowed.** In cases of possible criminal activity, the local police authorities will be notified.

All cases involving suspensions and dismissals are subject to review by The Eagles Nest **Site Coordinator** and the Principal of the Academy.

Suspension and/or dismissal from the program will depend upon the severity of the infraction; however, intentional harm to an Eagles Nest worker, another student, or school property is justification for immediate and permanent removal from the program.

Parents shall be notified of all discipline problems. Parents will be asked to attend a parent conference in discipline-related suspensions.

CHILDREN'S SAFETY AND WELFARE

- a. Any change in a student's afternoon departure procedure must be communicated from the parent **in writing** to the classroom teacher and **Site Coordinator** respectively.
- b. Children shall be supervised by an adult during The Eagles Nest hours.
- c. **The recommended adult/child ratio is 1:20.**
- d. All medicines shall be administered by an adult employee. Medication shall be administered in accordance with **the School Board Policy**. Only medicines in a **labeled** container and **prescribed** by a doctor may be administered, if prescribed to take 4 or more times daily. Containers must provide instructions regarding dosage and times to administer. The **Site Coordinator** must have written permission from the parent authorizing administration of medication.
- e. A person certified in CPR and First Aid shall be accessible during program hours.
- f. Parents shall be informed of all accidents upon pick-up of their child. In case of an emergency, parent/guardian will be called.
- g. If a student becomes ill while attending *The Eagles Nest*, the parent/guardian will be contacted to pick up the child from the program. Until the parent arrives, the child shall rest in a quiet area under the supervision of a *The Eagles Nest* employee.
- h. In the event of a medical emergency, the parent/guardian will be notified. If parents cannot be reached, the emergency person on the registration form will be contacted. If the parent and emergency contact cannot be reached, the **Site Coordinator** shall take the necessary actions to ensure proper medical attention for the child.

- i. In situations perceived as life threatening or dangerous, the **Site Coordinator** shall call 911 for immediate assistance.
- j. The **Site Coordinator** shall complete an accident/medical emergency form for all situations requiring first-aid treatment and/or emergency medical services.
- k. Parents shall receive a copy of all accident/medical emergency forms.
- l. Visitation of non-program areas is prohibited. In such cases, visitors shall be advised to contact the principal during normal school hours.

LIABILITY

Liability for personal injury is not accepted by *The Eagles Nest*, in addition *The Eagles Nest* will not accept responsibility for personal effects that may be lost, stolen, or traded.

TRANSPORTATION

Transportation is not available, and all activities will be restricted to the school campus.

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DAILY SIGN-OUT

A student will only be released to a parent who has custodial rights or to an authorized adult listed on the registration form. A child cannot sign out from the program and walk home. **Site Coordinators** are to be notified in writing of any change to routine school departure procedures.

Children must be signed out daily from *The Eagles Nest* center. If a parent is not allowed to visit or pick up a child, the guardian must note this on the registration form or direct to the appropriate **Site Coordinator** in writing as circumstances change. **Parents whose students will be participating in a school-related evening event must sign out their students from The Eagles program prior to the event. Otherwise, a late fee will be assessed for signing out after 6:00 p.m.**

Attachments:

- Discipline Form
- Enrollment Contract

- Separate Document
- Tuition Calendar

Guidelines stated herein are subject to additions, revisions, and/or deletions as deemed necessary during the school year.

