

LITTLE HEROES,LLC

FAMILY HANDBOOK FALL 2018

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MISSION:

It is our mission is to provide a safe, fun and thoughtful program that supports the whole child after a busy day of learning. We are committed to supporting your school, creating community, teaching and practicing self-care and healthy choices regarding food, exercise and communication. Our program emphasizes emotional and social skills in children. Emotional Intelligence (EQ) and Social Emotional Learning (SEL) is defined as self-awareness, empathy and intuition.

Our mission is to provide a program that supports the "Whole" child after a busy

PROGRAM OVERVIEW

Little Heroes, LLC is a Social, Emotional Learning Program After School. Children participate in a balanced program of open play and structured activities. We provide free time and high quality supplies that support your child's imagination and encourage fun and learning.

Program components may include but are not limited to recreation, health enhancement, art, nutritional snacks, service learning, character development, social emotional learning, reading, homework assistance, informal dancing and singing. Little Heroes After School staff ensure that children are given the time, freedom and activities that allow friendships, team work, body movement, creativity, coordination, problem solving, sharing, fun, learning and relaxation. Little Heroes After School programs are located on campus in your child's school cafeteria, gym, classrooms, playgrounds and multi-purpose rooms.

HOURS, DAYS AND MONTHS OF OPERATION

Verify your school location hours. School age programs operate from school dismissal until 6:00pm at POE ELEMENTARY OR 6:30pm at WILSON MONTESSORI. Monday through Friday. The program begins Monday August 27, 2018 and ends Friday May 31, 2019. The program will follow the school's calendar and adjust for holidays and early release days based on that calendar. Little Heroes is available on Early Dismissal Days (ED). A link for the HISD 2018-2019 calendar is on the website.

ARRIVAL PROCEDURES

Little Heroes responsibility for your child begins when your school teacher delivers your child to Little Heroes After School program space and your child is Checked In by Little Heroes staff on the Brightwheel app. You will receive a notification on your Brightwheel app when your child is Checked In.

DEPARTURE & RELEASE PROCEDURES

Parent or Guardian must enter the building to Check Out their child on the digital app Brightwheel using their four digit code when you set up your account. This ensures child safety and a photo ID may be required for the release of your child. If you do not have your smart phone to scan our Ipad barcode you can use your ID as long as your name is listed on the child's profile or enter your code in our Ipad. The child will only be released to his/her parent and/or those adults that the parent/guardian specifically designate on your child's account.

If a parent is not allowed to pick up a child Little Heroes must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent/guardian. Little Heroes will only follow what the court order states.

For security your principal requests that all parents wait at the pick up table for your child to be called up. You will need to sign in at our front table and wear a visitors tag if you need to go to the restroom, look in Lost and Found, talk to a teacher or watch an enrichment class. **In addition, your teachers do not allow students in their classrooms after dismissal. If your child forgets their homework, a lunchbox, a jacket etc.. in their classroom; they must wait till the next day to pick it up.**

CUSTODY OR VISITATION CONCERNS/REQUESTS

We require that guardian's who are on high alert due to a situation where a parent or adult has caused harm to you or your child, has been court ordered limited contact or no visitation on your school campus to contact the Directors at 713-505-7519 or email your school. WILSON: littleheroesWilson@gmail.com POE: littleheroesAP@gmail.com to schedule an appointment *before* your student attends Little Heroes. It is imperative that we meet in person and know you and your child. It is your responsibility to inform those whom you have given permission to supervise your child ie: Little Heroes, Tutors, and Enrichment Teachers if there any extenuating circumstances so that we can ensure proper communication and safety procedures for your child.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with Communicable conditions may not return to care without a note from their physician. Weather permitting, children go outside every day.

Children with head lice will not be allowed to attend the Little Heroes after school program. Little Heroes will follow the same guidelines as your child's school in relation to head lice.

If your child becomes ill during the program day, we will contact you through your Brightwheel App and Call to pick him/her up.

In case of injury, parents will be notified immediately on your app and with a phone call.

MEDICATION POLICY

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication such an Epi-Pen; please place in a clear zip lock bag with your child's name and instructions. Hand deliver this bag to the Site Director so that we can store

it. These instructions and specific dosage should also be listed on your child's Brightwheel account. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

MEDICAL EMERGENCY

In the case of a medical emergency, we will call 911 and contact the child's parents/guardian's. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

PARENTAL COMMUNICATION

AFTER you receive an Invitation from MyBrightWheel.com to set up your account please Download the Free Brightwheel App to your smart phone and turn on Notifications and the camera in your settings. **Check your Brightwheel app in the afternoons. Important parent notifications will primarily be sent through Brightwheel on your smart phone.** Occasionally, messages are sent through direct email, fliers and/or signage at Little Heroes front table on campus. Information may also be communicated by phone or directly in person by site staff. Brightwheel provides improved accessibility for parents. Please ask us to show you how to use your app or you can find videos at www.mybrightwheel.com. Open communication is very important to the success of your child's experience at Little Heroes. Conferences are encouraged and may be requested between 3:00-5:30pm at Poe or 4:00-6:00pm at Wilson Monday-Friday.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among children and adults are expected in our program. The Little Heroes staff use positive guidance, de-escalation and anti-bullying methods including reviewing program rules, distraction, logical consequences, acknowledgement of child's emotions, deep breathing, taking a walk, discussing future solutions, positive reinforcement, respectful communication, and redirection. Self-management skills are taught according to the following guidelines:

- Rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt Others.

Staff help children identify their feelings; emotions are normal and not bad. Discuss & repeat how to handle their feelings and responsible solutions next time.

Parents are informed primarily through Brightwheel if there is a small incident so that parents can follow up with their child at pick up to discuss solutions for the next day.

Parents awareness and involvement is essential to their child's social emotional learning success after school.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior is messaged on your Brightwheel app and/or emailed and a conference will be scheduled with the child's parent. Consequences could include being moved to a different age group or group leader temporarily or permanently, loss of privileges or activities, suspension or removal from the program.

SNACKS

Little Heroes is proud to offer Organic and All Natural snacks to full time students. If you send an after school snack with your child, please ensure that it does not contain any form of Nut or Coconut products. Enrichment Only students can sign up and pay a separate fee for snacks.\$3.00/2 items. Snacks are for LH students only. If your child repeatedly gives snacks to non-LH students after they have been reminded this is not allowed they could lose their snack privilege for set period of time and/or have to pay \$1.50/per item. We remind students daily to use their table manners, to clean up after themselves and to respect school property. If a student is repeatedly playing with or throwing snacks after they have been reminded they could lose snack privilege for a set period of time or have to pay \$1.50 per item. Parents will be notified.

IMMUNIZATIONS, TB Tests, HEARING AND VISION SCREENING

In order to participate in the program, children are required to have been examined within the past year by a licensed physician. Children must be mentally and emotionally able to participate in the program activities. Immunization records, a TB test, hearing and vision screenings must be current and on file at your child's school.

TRANSPORTATION

Little Heroes AP does not currently provide transportation.

WATER ACTIVITIES

Little Heroes AP do not offer water activities..

FIELD TRIPS

Little Heroes After School programs do not provide field trips.

ANIMALS

Little Heroes After School programs do not keep animals.

PROCEDURES FOR PARENT INTERACTION – VISITING, COMMUNICATION AND CONFERENCES

Parents are welcome anytime to visit our program. Signing in at our table and wearing a visitors pass is required. Check daily for Brightwheel messages, emails, posted notices, fliers or other information about program updates and activities. Please direct questions or suggestions to the site the director, email your school program.

WILSON: littleheroeswilson@gmail.com **POE:** littleheroesap@gmail.com or call 713-505-7519. The best time to contact us is in the morning. In the afternoons we are focused on our students on campus.

PARENT PARTICIPATION IN PROGRAM AND VOLUNTEERING

Parents are welcome to visit their student and meet our group leaders.

Volunteers are required by HISD and Texas Law to clear criminal background, fingerprinting, and FBI checks in order to volunteer in a Little Heroes after school program. Parents and volunteers are not left alone with a group of children and will have a staff member with them at all times.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (Floods, Tornados, Hurricanes, and Intruders) Fire escape routes are addressed in staff training. Periodic Fire Drills are conducted on site. In the event of a gas leak, your child will be relocated and you will be notified immediately to come and get him/her. At all times, we will place an emphasis on keeping children safe.

In cases of inclement weather, the Little Heroes program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are cancelled due to weather, the Little Heroes after school program is also closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff members may get home safely.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES

1. Sign and return the last page of this Parent Handbook to begin registration which is also available online at www.littleheroesap.com.
2. You will receive an email invitation to set up your Brightwheel account on the website not your phone app Please fill in all requested information for your Brightwheel account, the parent handbook, Set up Auto Pay and pay your Registration fee by Wednesday August 15, 2018. Account information must be completed entirely before your child attends our program. You do not need a 10 digit code. For security reasons we email BW invitations once we receive your registration form/last page of the parent handbook. After receiving your Brightwheel invitation please download the Free App to your smart phone in order to connect to your child's profile and BW account.
3. For questions regarding billing and credit card set up you can email help@mybrightwheel.com.
4. A 2.9% processing fee is added to your invoice for all credit card payments. To avoid this fee you can set up your bank account or drop off cash or check.

Physician and hospital information are required and it is strongly recommended that you list three emergency contacts.

Please note that it may take up to 48 hours for your enrollment to be processed.

Enrollment must be processed entirely before your child may begin the program.

Any policy changes will be provided to parents and guardians in writing through the BrightWheel App. The Parent Handbook is updated each semester.

BILLING POLICIES AND PROCEDURES

Monthly fees are based on your individual school district calendar year. *Services are paid on the 1st of each month.* The fees in August, November, December, January, and March are prorated. However, the year is divided into the total fees so that each month is the same payment. Payments are due by the first of each month. An annual, non-refundable registration fee of \$50.00 is due at the time of enrollment. Set up Auto Draft with your Credit Card through www.MyBrightWheel.com. There are 2 steps. 1) Approve Auto Draft 2) Select the Child's Name. An email with 30 days notice is necessary to request in writing if you are withdrawing from our program. No refunds will be issued to anyone withdrawing after the first day of the month. Checks and Cash are accepted. There is a 2.9% processing fee for credit cards. You can pay with check, cash or set up your bank account to avoid to these fees.

[Program registration](#)

We are working with the free phone app called www.myBrightWheel.com for registration, billing, daily digital check in and check out and parent communication. In addition, you will be able to connect to your child through pictures on your smart phone and receive important parent notifications and announcements.

1. Sign and return this Parent Handbook which is also available online at www.littleheroesap.com.
2. You will receive an email Invitation from MyBrightWheel to complete your child's profile and set up Auto Pay. Please fill in all requested information for your Brightwheel account, set up Auto Pay and pay your Registration fee by Wednesday August 13, 2018 to avoid the late enrollment fee of \$50.00.
3. AFTER you receive your invitation Download the FREE App from the Apple Store or Google Play. Turn on camera and Notifications in Settings for BW. Then Edit Profile, Manage check in code & Create a 4 digit pin you will remember. This is your electronic signature to check out your child on our Ipad at school. Add a photo of your child; only staff see your child's photo.

Program Fees for Students	
REGISTER by WEDNESDAY AUGUST 13, 2018	
POE (P) pick up choices 4:30 Or 6:00pm	Kinder - 5th grade
Wilson Montessori (W) pick up choices 5:30 Or 6:30pm / 7:00-8:00am	PreK-8th gr
Late Registration Fee: After August 15th	\$50.00/per child
Annual Registration Fee: \$50.00/per child	*non-refundable
Wilson Before School AutoPay: \$115/mo 1st child \$100.00/mo 2nd \$75.00/mo 3rd *August will be included w/September invoice	
Wilson Before School Drop In: \$10.00	*Advance Email & Payment is Required
Pay In Full Fall'18 & Sp'19 P6:00/ W6:30 pick up:	\$2,560.00 Sibling Disc: \$2,303.18
Pay In Full Fall semester P6:00/ W6:30 pick up:	\$1,136.84
Pay In Full Spring Semester P6:00/W6:30 pick up:	\$1,422.28
Pay In Full Fall P 4:30/ W 5:30 pick up:	\$770.10
Pay In Full Spring P 4:30/ W 5:30 pick up:	\$963.47

Pay In Full 10% 2nd Sibling Discount:	Fall \$1,023.07	Spring \$1,280.11
Pay In Full 15% 3rd, 4th Sibling Discount	Fall \$966.31	Spring \$1,208.94
P 6:00/ W 6:30 pick up: \$256.00/month	1st Child	Includes snack
P 6:00/ W 6:30 2nd Sibling 10% \$230.00/mo. 3rd Sibling 15% \$218.00/mo. Snack		
P 4:30/ W 5:30 Pick Up: \$173.00/month		Includes snack
Late Pick up: \$3.00/ per minute	*Applies 4:30,5:30,6:00,6:30 pick up & Enrichment	
Poe Early Dismissal: 5 Days Included Full time students	9/21,10/19,11/9,1/18,2/15	
Poe Drop In Early Dismissal: non LH students 12:30-3:50pm		\$25.00/day
Wilson Early Dismissal: \$25.00/per day	Dates: 9/21, 10/19, 11/19, 1/18, 2/15	
Monthly Late Fee: \$25.00		*Payment is due the 1 st
Enrichment Student Only: \$50.00		*Annual non-refundable fee
Enrichment Snack Only: \$3.00/a day		*organic/all natural snack per child
Enrichment Student Stay & Play till 6:00/6:30: \$20.00/day		*Includes Music Lessons
StaynPlay for Wilson 5:30 students staying late till 6:30pm		\$10.00/day
StaynPlay for Poe 4:30 students staying late till 6:00pm		\$15.00/day
DropIn/Playdate P 6:00 W 6:30: 30\$/day W 7:00am 15\$/day *Advance Email Required		
Credit Card service charge 2.9%	* avoid this fee; set up ACH bank account	

Please complete the signature page and email to your school.

POE: littleheroesAP@gmail.com or WILSON: littleheroesWilson@gmail.com to begin registration. The signature page of the parent handbook and payment must be received along with your child's Brightwheel profile set up before your child can attend Little Heroes after school program.

Enrichment Student Only

Enrichment students do not stay after school with Little Heroes full time. Parents pay separate fees for specialized classes taught by outside professionals and experts. For ex: Yoga, Spanish, Computer... **POE Classes (Kinder-5th gr) start at 3:15 and 4:15.**

WILSON Classes start at 4:15 and end 5:15 (Kinder-8th gr). These teachers are independent contractors and you pay them directly. Students are picked up by a parent, babysitter, grandparent or nanny directly after class. Little Heroes coordinates the teachers, rooms, schedule, maintains rosters, attendance, students location and we require parent contact numbers in case a class is cancelled, your child is sick, injured or if a parent is running late; we are here to supervise your child. **There is an annual non-refundable registration fee of \$50.00 paid to Little Heroes regardless of how many classes enrolled. This fee is required in order to participate in Little Heroes Enrichment program.** The Enrichment schedule for Your school and vendor contact information is updated each semester and is available online under the Enrichment Tab at www.littleheroesap.com. **Full time Little Heroes students do not pay an extra registration fee to participate in enrichment activities.**

Enrichment Only Student/ Music & Tennis Lesson Stay & Play

Parents can opt for their child to stay until Poe 6:00/ Wilson 6:30pm to play with friends after enrichment class or before and after a Music or Tennis Lesson. This student is not signed up to stay every day with Little Heroes. Email advance notice is required to schedule StaynPlay. StaynPlay can also apply to Little Heroes students who are Poe 4:30/ Wilson 5:30 pick up and occasionally need to stay till Poe 6:00 or Wilson 6:30pm. Music lesson students who do not sign up for StaynPlay must be picked up at dismissal and brought back to school for their scheduled lesson. **Poe students can stay till 6:00pm. Wilson students can stay till 6:30pm.** StaynPlay Fee: \$20.00/day + snack

Drop Ins

For students who occasionally want to stay and play with friends after school or for the parent who needs the same 1 or 2 days every week. This student is not signed up full time. **Email advance notice with dates listed is required for EACH Drop In. Drop Ins must be PAID the same day or before.**

Fee: \$30.00/day till Poe 6:00 Wilson 6:30 Includes Organic/All natural Snacks

Non-Payment

Payments that have Failed or been Returned will be charged a \$30.00 fee. If payment is not reconciled within 3 business days, your child could be removed from the Little Heroes after school program. This includes non-payment of late fees. If your account is over 30 days past due you could be turned over to a Collection's Agency.

Receipt Request

Your monthly invoices are available to view and print on your Brightwheel account. A summary is also available to print for tax purposes. The Little Heroes Tax ID number 47-510130

Discounts Available

Monthly Auto Pay is required to qualify. Full time students 6:00/6:30 pick up receive a 10% 2nd sibling discount and 15% 3rd,4th sibling discount. If you are needing financial assistance email your school program POE:littleheroesap@gmail.com. WILSON:littleheroeswilson@gmail.com

Late Pick-Up

Please message through your Brightwheel phone app and call the site director at 713-505-7519 if an unexpected emergency will cause you to be late picking up your child. There is a late fee of \$3.00/for every 1 minute. In the event that a child is repeatedly left past the closing hour, Little Heroes reserves the right to cancel the child’s enrollment in the program. There are no refunds. Late fees apply to Poe 4:30/ Wilson 5:30 pick up, Enrichment students or School Club students who stay past the ending time of their class, Full time students who stay past Poe 6:00/ Wilson 6:30pm. Arrange back up friends or family who can pick up your child to avoid late pick up fees. List these authorized persons on your child’s Brightwheel profile. **Good Option: avoid Late Fees by emailing a request to StaynPlay till closing for 20\$/day.**

Billing Schedule

DATES OF SERVICE 6:00/6:30 pick up	AMOUNT	DUE DATE
Pay in Full Fall ‘18- Sp’19 8/27-5/31	2,560.00	August 13, 2018
Pay In Full Fall Semester	\$1,136.84	August 13,2018
Pay In Full Spring Semester	\$1,423.16	December 12, 2018
Monthly (Total Divided Equally)	\$256.00	August-May
**Reference Chart Below	Prorated	Amounts
August	\$70.50	August 1, 2018
September	\$310.00	August 1, 2018
October	\$310.00	September 1,2018
November	\$239.70	October 1, 2018
December	\$206.64	November 1, 2018
January	\$256.56	December 1, 2018
February	\$310.00	January 1,2019

March	\$236.60	February 1, 2019
April	\$310.00	March 1, 2019
May	\$310.00	April 1, 2019

DATES OF SERVICE 10% Sibling Discounts 6:00/6:30 pick up Student Only	AMOUNT	DUE DATE
Pay In Full 8/27/18-5/31/19	\$2,303.18	August 13, 2018
Pay In Full Fall Semester	\$1,023.07	August 13, 2018
Pay In Full Spring Semester	\$1,279.80	August 13, 2018
Monthly (Total Divided Equally)	\$230.00	August-May
3rd, 4th Sibling Discount Monthly	\$218.00	August-May
***Reference Chart Below	Prorated	Amounts
August	\$63.45	August 13, 2018
September	\$279.00	September 1, 2018
October	\$279.00	October 1, 2018
November	\$215.56	November 1, 2018
December	\$186.06	December 1, 2018
January	\$230.47	January 1, 2018
February	\$279.00	February 1, 2019
March	\$212.33	March 1, 2019
April	\$279.00	April 1, 2019
May	\$279.00	May 1, 2019

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DATES OF SERVICE 4:30/5:30 pick up	AMOUNT	DUE DATE
Pay In Full 8/27/18-5/31/19	\$1,733.57	August 13 2018
Pay In Full Fall Semester	\$770.10	August 13, 2018
Pay In Full Spring Semester	\$963.12	August 13, 2018
Monthly (Total Divided Equally)	\$173.00	August-May
***Reference Chart Below	Prorated	Amounts
August	\$47.75	August 13, 2018
September	\$210.00	September 1, 2018
October	\$210.00	October 1, 2018
November	\$162.00	November 1,2018
December	\$140.00	December 1, 2018
January	\$173.47	January 1, 2019
February	\$210.00	February 1, 2019
March	\$160.00	March 1, 2019
April	\$210.00	April 1, 2019
May	\$210.00	May 1, 2019

LITTLE HEROES STAFF

The Little Heroes believes that staff training, a large team, daily staff meetings and engaging supplies and age appropriate activities are essential to providing a quality program. Little Heroes staff members maintain current CPR certifications. Each staff member participates in Little Heroes training on policies, procedures, communication, being a role model, engaging children in thoughtful activities and more. All staff are required to apply for a criminal background screening and FBI fingerprinting. Little Heroes staff members are not permitted to have outside contact with parents or children enrolled in our programs including babysitting or carpooling your child. Our team is consistently supported and guided to be their best everyday in our program.

We teach and practice self-care and social emotional skills with our staff daily to encourage a healthy and a positive role model for our students.

STAFF/CHILDREN RATIOS

Little Heroes is committed to providing plenty of attention and support for your child. Therefore, Little Heroes maintains ratios 1:8 PreK/1:10 Kinder/ 1:12 1st-5th

CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is Recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games, iPods,iPads,cell phones and anything not allowed by your child's school district (ie: toys guns, dart guns, make-up) at home. Little Heroes cannot credit or compensate for lost, damaged or stolen items. **ELECTRONIC DEVICES ARE ONLY ALLOWED ON FRIDAYS.** Students are not allowed to take photos or videos of any staff. If a student is not following LH rules or not listening to their group leader repeatedly due to this distraction he or she could lose the Friday electronic privilege temporarily or permanently. Parents will be notified.

LITTLE HEROES POLICY ON HOMEWORK

Little Heroes policy on homework is to remind and encourage students to take out their work. Students have approximately 45 minutes Monday through Thursday for homework. Remaining homework will need to be worked on during free time or at home. At the request from the child; Little Heroes staff will assist with homework by explaining directions, giving examples and checking an answer. If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school or sign up for enrichment tutoring (fee based) after school when available. Parents can request in writing through email or message Brightwheel for their child not to complete homework at school if they prefer to assist their child at home. If a full time child is enrolled in an enrichment club, they can complete their homework upon returning.

LITTLE HEROES SCHOOL-AGE DISCIPLINARY ACTION PLAN

All children are entitled to a positive, caring and safe environment while participating in our program. Values of Respect, Responsibility, Honesty, Patience, Gratitude, Courage and Forgiveness will be Honored in the after school program.

We expect children to behave as follows:

- Be responsible for personal belongings
- Participate in activities offered.
- Be responsible for one's own emotions and actions. Make an effort to be patient, grateful, polite and honest.

Follow proper safety procedures at all times, including:

- Keeping school doors and gates closed

- No Leaving school without a guardian
- No taking photos or videos on a student's device.
- No fighting or using foul language
- No Lying or Stealing from students, teachers or staff.
- No running in school
- No playing in the restrooms
- No playing on or under the tables or chairs
- Using good table manners at snack time
- No playing with or wasting snacks
- No giving snacks to non-Little Heroes students
- Throwing away trash and clean up after oneself
- No bringing or sharing make-up
- No toy guns, toy knives, dart/nerf guns
- No outside pets
- Respect for fellow students and staff
- Stay with your group & listen to your Little Heroes Leader or Director at all times.
- No wandering halls or entering a teacher's class without permission and supervision.

Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by a staff member and the site director will be reminded of Little Heroes expectations for student behavior and an email, telephone call or MyBrightwheel message detailing the incident will be sent to their parent or guardian. There are no refunds if a student is suspended or removed from the program..

Unacceptable Behavior from Students or Parents (includes but is not limited to)

- Foul language from students or parents.
- Watching violent or inappropriate material on electronic devices.
- Disrespect for another child, staff, or director in person, on phone or in an email
- Fighting or throwing sand or dirt onto another person
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Lying and Stealing

1st Incident-Parent will be notified verbally and or in writing on Brightwheel.

2nd Incident-Parent will be notified in writing on Brightwheel and/or in person. Student could be moved to a different group or groups temporarily or permanently. Privileges could be suspended temporarily.

3rd Incident-The action taken is at the discretion of the site director after a conference and/or email with the parent. This may result in 1-3 days of suspension or removal from the program.

There are no refunds if your child is removed from the program.

We reserve the right to refuse service to any parent or child who chooses to not follow Little Heroes policies.

LITTLE HEROES FAMILY HANDBOOK & REGISTRATION F2018-Sp2019

SIGNATURE/ACKNOWLEDGEMENT FORM *Type or Print Clearly

I agree to enroll my child(ren) into the Little Heroes After School Program (LHAP). I have read the Parent Handbook. I agree to the terms and conditions as stated above in the LHAP Parent Handbook in order to be enrolled in the LHAP. I agree to pay with a Credit Card (2.9% svc)_____ OR my Bank Account ACH (No Fee) _____ on the due date for the following services that I **Circle** or mark with an **X** :

New Student _____ **Current Student Renewal** _____

I will Pay In Full for the Semester _____ **OR I will Pay Monthly Due on the 1st** _____

POE 6:00pm Pick up _____ **6:00pm 2nd Sibling Discount** _____ **3rd/4th Sibling**_____

POE 4:30pm Pick up _____ ***Late fees apply if I pick up after 4:30pm**

POE Enrichment Only *pick up 4:15 _____ **Snack 3\$/day** _____ **StaynPlay till 6:00pm** _____

*Enrichment Vendors will provide rosters to LH before classes begin.

Wilson Before school 7:00-8:00am 1st child_____ **2nd sibling**_____ **3rd/4th sibling** _____

Wilson 6:30pm Pick up _____ **6:30pm 2nd Sibling Discount** _____ **3rd/4th Sibling**_____

Wilson 5:30pm Pick up _____ ***Late fees apply if I pick up after 5:30pm**

Wilson Enrichment Only *pick up 5:15 _____ **Snack 3\$/day** _____ **StaynPlay till 6:30**_____

*Enrichment Vendors will provide rosters to LH before classes begin.

Drop In Only:30\$/day_____ **Monday/ Tuesday/Wednesday/Thursday/Friday** **Occasionally or Weekly**

LH may use student photos for website, brochure or resource material. YES / NO

Child's Full Name : _____

Name of School: _____ Grade _____

Guardian 1. Name: _____ Phone: _____

Email: _____

Address: _____ Zipcode _____

Guardian 2. Name: _____ Phone: _____

Email: _____

Allergies: _____ Emergency Contact: _____

Parent/Guardian

Signature: _____ Date _____

