# PARENT HANDBOOK
# 2020-2025

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# General Information

## Message from the Owner

Welcome to K-12 Coders Entrepreneur Workshops. The Parent Handbook will provide you with information about our facility so that you and your child can have a successful year. Please read, and keep handy, the Parent Handbook.

We look forward to a year filled with exciting educational opportunities and growth for your child. We are pleased you have joined our family and hope you are excited to be the parent of a Future Coder!

—Tarsha Weary

## Mission Statement

***The mission of K-12 Coders is to FUEL a child's desire to get involved in business EARLY by increasing their curiosity with simple, engaging, creative activities in a SAFE environment!***

This mission is best accomplished by:

- Providing a curriculum adhering to rigorous standards, informed by current thinking and research on coding and entrepreneurship;

- Fostering a love of learning;

- Embracing a diverse student body in which students experience and learn to respect ethnic, cultural, economic and other differences and to seek and identify common ground;

- Recognizing that personal growth involves responsibility toward others; and

- Facilitating the involvement of parents, teachers, students and the larger business community.

## Statement of Philosophy & Objectives

K-12 Coders begins with a deep respect for children as unique individuals. We are concerned about the development of the whole child—social and emotional, intellectual, and physical.

An underlying purpose of an K-12 Coders education is to aid the child in independence and self-formation by creating an environment that can unlock the inherent potentials and intelligences within each child. We:

- Look to accepted current research to inform our evolving understanding of business development by recognizing the many differences in learning styles;

- Believe in individualizing each child's center experience for the fullest development of his or her potential.

- Value cooperation AND competition and believe that each child's work and behavior should be evaluated on his or her inherent capacity rather than by comparison.

## Diversity Statement

At K-12 Coders, we embrace and celebrate the diversity in our world. Our differences — including those of culture, race, ethnicity, religion, age, family structure, sex, sexual orientation, gender identity and expression, socioeconomics, learning style, and world view, among others — form and inform a rich environment that is a crucial part of educating our children on their path to maturity. Our interactions across our entire community are characterized by guiding principles of respect, equity, justice, humanity, and personal responsibility.

We oppose discrimination and consciously recognize the value of diversity throughout our hiring practices, admission and financial aid processes, classroom composition, professional development, business community and classroom activities.

## Notice of Nondiscriminatory Policy as to Students

K-12 Coders admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the center. K-12 Coders does not discriminate on the basis of race, color, national or ethnic origin gender identity, or sexual orientation in administration of its educational policies, admissions policies, financial aid programs, athletic programs, and other center-administered programs, gender identity, or sexual orientation in administration of its educational policies, admissions policies, financial aid programs, athletic programs, and other center-administered programs.

# Faculty & Staff

K-12 Coders is proud of its-trained classroom faculty and accomplished specialty faculty and administrators. For a full and up-to-date list of all K-12 Coders employees, please see our website. There, you will find names, faces, and titles.

# Educational Programs

## Class Structure

Each class has a capacity of 20-50 children with an SW Design Center-trained instructor and two assistants. Our KidPreneur classrooms have approximately 20-30 students in each class, with a balance of ages and gender to ensure social and emotional development. Each YoungPreneur class is guided by an SW Design Center-trained "guide" (teacher) with an assistant. The FuturePreneur class is guided by an SW Design Center-trained teacher and an assistant. KidPreneur children have support from the foreign language teachers, the librarian and the physical education teacher. In addition to those, the Elementary classes receive support from the art, music and drama teachers and have access to the resources provided by our in-house educational specialist and the center counselor.

While our students often accelerate academically through our curriculum, the center will point out to parents how placement at K-12 Coders compares to placement at neighboring centers.

This is important to understand either upon graduation or if parents apply out to a non- center for their child. The Head of Center welcomes discussion with parents regarding placement within the center, placement to another center, and standardized testing.

## Student Assessment

K-12 Coders  Center's curriculum fosters the development of integrative thinkers who see and make connections within and among the disciplines instead of viewing them as "subjects" in isolation. Here, powerful learning experiences are relevant, rigorous, and coherent. K-12 Coders's program transforms learning by supporting and encouraging self-directed reflection, inquiry, and self-assessment. Teachers evaluate progress on a daily basis, keeping careful record of lessons presented and skills and concepts mastered. K-12 Coders also employs traditional assessments.

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# Requesting Teachers

K-12 Coders is fortunate to have an entire faculty of outstanding and highly accomplished educators. Your child's teacher understands the learning style and personality of each student. When it comes time for a student to join another classroom, teacher assignments are thought out very carefully. As part of the process, teachers observe each other's classrooms. Over a series of meetings, the teachers and the administrative team thoughtfully determine placements.

It is important that parents trust the judgment inherent in this process. **Therefore, please do not request specific teachers.** Placements will be made at the sole discretion of K-12 Coders Center. Enrollment Contracts entered into with the center are not contingent upon classroom placement or personnel. The center cannot honor enrollment contingent upon a requested teacher.

# Classroom Observations

Parents are invited to visit the classroom in order to see first-hand what their child does during the day. This experience is designed to deepen your understanding of your child's development as well as to affirm the educational choice you have made for him/her. All parents of KidPreneur and YoungPreneur - will receive an invitation to come to center and observe and/or interact with their child(ren) as is age appropriate. Observations last approximately 30 minutes and take place in the weeks prior to or immediately following admission. It is to ensure that your student is adapting well to the entrepreneur environment.

# Center Operations

## Getting to Center

Smooth arrival and dismissal is crucial to the well-being of the K-12 Coders community and to our relationship with the neighborhood. We need your cooperation and understanding! Please explain the Arrival/Dismissal policies and procedures to all caregivers who drop off or pick up your child. **Your signature on the enrollment contract indicates your willingness to follow all of K-12 Coders policies and procedures. Refusal to comply is considered a violation of the K-12 Coders Code of Conduct.**

## Center Hours

**Office hours**: 8:00 AM-6:00 PM
**After Center Program (ASP)**: 12:00-3:00 PM & 3:00-6:00 PM

# Campus Map

Visit website for details. Each location has a different campus map.

# Locations

Please note that while all faculty and most staff at K-12 Coders work on-campus at our main address, several of our administrators work within several local centers to provide services within the center.

# Arrival & Dismissal Procedures

Arrival and Dismissal require that safety and courtesy be in the forefront of everyone's minds. You may drop off and pick up children by car or on foot.

## ON FOOT

You are welcome to walk your child to center from home or the Metro. If you plan to drive to our location and then park before walking your child in, park your car legally: not in front of hydrants, in crosswalks, in no parking zones, nor in back of the facility.

## BY CAR

Please follow the traffic flow and obey the rules outlined below and comply with all requests made by K-12 Coders staff or traffic officers:

- The Car Line forms at the curb lane in front of K-12 Coders entrance and continues down any road.

- Pull over as far to the right as possible while waiting so cars coming down the street can pass.

- Do not get out of your car to chat with other drivers or K-12 Coders staff.

- Do not help your child into or out of the car. K-12 Coders staff will assist your child.

- If the line gets too long, additional cars in line may be asked to circle the block. Please comply.

- After dropping off or picking up, cars must exit the area.

## EARLY ARRIVAL

If your child is not joining the Before Center Program (BSP), you may sit with them in the lobby, not the classroom or hallway, until his or her program starts. If you have not contracted for BSP, and you drop off your child before 2:00 PM which is the scheduled time for the program; they will be sent to BSP, and you will be invoiced $10 for the extra care.

## Late Pick-Up

Families whose children have not been picked up by the end of the program dismissal time at 6 pm will be charged a late fee. This is $10 for the first ten minutes, changing to $35 for pick-ups that are more than 20 minutes late. You will be billed for late fees, so please be sure to pick up your child on time and let your caregivers know that they must do the same.

Children who have not been picked up by the end of their Dismissal window (6 pm) will join the After Center Program (ASP). Please call the facility and leave a message if you are going to be late so we can reassure your child.

## Release Permission

K-12 Coders is authorized to release a child only to his or her parents or guardian, unless we receive in writing the names of other people permitted to pick up your child. If your child is going home with someone not on our list, such as a friend after center, the Center Office must have permission in writing (or fax 866-987-0999) from the parent. Last minute phone calls from a parent for emergency situations are acceptable.

Please do not make playdates at the curb or in the Car Line. If you have not made arrangements in advance, step away from the front of center or pull both vehicles into a legal parking space away from the curb lane and make your arrangements privately so you do not cause any inconvenience to the other drivers or our neighbors.

If you are part of a carpool, be sure to notify the driver who is scheduled to pick up your child in the event your child is ill, that he or she is going home with someone else, or that he or she is bringing home a guest.

Along with Health and Emergency Forms, you are required to sign permissions that allow your child to participate in field trips, and ASP walks or going beyond the center grounds for recess.

The permission waiver information contains details for supervision and notification. (These waivers can be picked up at the front desk or emailed to you. Your child will leave campus and go beyond the center grounds only if these permissions are signed. Going off campus is applicable depending on the age of your child and is at your sole discretion to permit. Recess and physical education is primarily conducted behind the center.

# Before & After Center Programs (BSP/ASP)

The Before and After Center Programs at K-12 Coders (BSP and ASP) are designed to provide a safe, comfortable, and engaging environment for our students before and/or after their regular center day.

After center, children enrolled in BSP go straight away to their own rooms and are greeted by their classroom Assistant. They organize the food for snack and otherwise prepare their community for their soon-to-arrive classmates. They can log into the computers, socialize, and begin their entrepreneur projects for the day.

Staff prepares an after-center environment so that children can be independent and enjoy choosing age-appropriate materials, games, art media, etc. Students can eat a snack, and enjoy each other's company in play. Parents can supply snacks. IF it's NOT dark, students are allowed to enjoy the outdoor environment for supervised outdoor relaxation, when weather permits.

## ASP/BSP CONTRACT

ALL Seats are listed on the website and can be purchased on a daily or weekly basis. Parent utilizing vouchers MUST sign a contract approved by the DHS.

## ASP DROP-IN

K-12 Coders offers the use of the Before Center and After Center Programs on an as-needed basis. Staffing requirements and regulatory restrictions limit the number of children in ASP, so reservations must be completed online via www.K-12Coders.com

Payment is due at the time of reservation.

There are two ASP sessions: daily and weekly. The fee for use of part or all of each ASP session is $34 per child. BSP opens at 12:00 PM; the fee for the use of BSP service is $10. It can be paid via PayPal, CashApp, or Venmo at the front desk. We do NOT accept CASH in our building.

## LATE ASP PICK-UP

If a child is picked up from ASP after 6:00pm the family will be billed $10 for the first ten minutes and $35 should the family be more than twenty minutes late. For each child picked up from ASP after 6:20 PM, there is an immediate charge of $35. In addition to the $10 charge, for each child picked up after 6:00 PM, parents will incur charges of $1/minute. Therefore, the charge for one child will be $36 at 6:21 PM, $37 at 6:22 PM, etc. Please text or call 301-310-8175 if you know you will be late so we can reassure your child. A phone call does not absolve you from the fee.

# Attendance & Tardiness

Regular attendance is an important part of the experience and promotes better center performance. Attendance records are kept as part of each child's file.

## TARDINESS

Chronic tardiness has an enormous impact on children. A lesson might be given to the whole class and any child who arrives late may miss part of or the entire lesson.. A child arriving late finds the teacher already giving individual lessons and unable to free herself to make that vital connection. It is important to note that children themselves are uncomfortable when they arrive after the start of the program.

# Snow Days & Inclement Weather

When faced with the complexities produced by inclement weather, please note that we make our own decisions about whether to close or delay the program and do NOT follow the District of Columbia public center system. Any decision to amend a center day is not taken lightly and is always made with consideration for the safety of all members of the K-12 Coders community.

Please make sure your email address is on file and up-to-date. **In the event that K-12 Coders opens on a delayed schedule, we would like to notify you that we are available..**

# Health & Safety

## RECORDS

All records listed below must be submitted to K-12 Coders in order for your child to begin the program. If we do not have this information, we will not allow your child to attend.

1. **Emergency Contact Information:** This should include emergency phone numbers and emails for parents, who is allowed to pick up your child, and any allergy or other important medical conditions. A request for this information will be emailed to you for the summer program as well.

2. **Current DC Medical Forms for Child**: This includes immunization records and must have your doctor's original signature, not a stamped signature. DC also requires K-12 Coders to have the following three forms on file for each student:  DC Emergency Medical Authorization Form, Registration for Child Receiving Care Away from Home Form, and Travel and Activity Authorization Form.
3. **Current DC Dental Assessment Form**: This is required for all children 3 years and older. This form is available at the front desk.

4. **K-12 Coders Consent and Waiver Forms.**

5. **Guardianship, as appropriate**. If necessary for your family situation, please make sure the center knows who has guardianship for your child.

## ABSENCES & ILLNESS

Parents should notify the center when their child is absent by completing the absence form found on the website.

Please indicate if your child has a communicable disease.

In case of an absence due to a communicable disease or an illness of more than five days' duration, a note from your child's physician is required before the child can be readmitted to the classroom. **A child must be free of fever (over 100 degrees Fahrenheit), vomiting, and/or diarrhea for 24 hours before they can return to center.**

Please be considerate of others in your child's class. Do not send your child to center they have a fever or are "coming down with something."  Children with a colored discharge coming from the nose should stay home until the discharge is clear in color. If your child becomes ill at center, we will call you to come and take your child home as soon as possible.

If your child goes home because of illness, they may not return to center.

## LICE

If head lice are discovered on a student, we will send that student home and notify all parents in the class that a child with lice has been in the class. We will carefully check all students in the class where lice were found, as well as the classes of that student's siblings. Upon the student's return to center, they will be carefully checked to be certain there are no live or hatching eggs remaining. K-12 Coders has a "no nits policy;" a child who has nits may not return to the classroom.

## MEDICATION POLICY

Sometimes it is necessary for a child to take medication during the center day.

**Prescription medication must be brought to the center office by an adult in the original container** (medications may not be sent in a lunch box). A pharmacist will fill the prescription in two containers if requested. The prescription medication must be accompanied by a Medication Authorization Form stating the current date, dosage, and time the medication should be given, dates of administering the medication, and whether the medication should be returned at the end of each day.  The Medication Authorization Form must be signed by the physician and parent. Medication Authorization Forms are available at the front desk.

Non-prescription, "over-the-counter" medications of any kind (which includes but is not limited to fever reducers, pain medications, cough syrup or drops) cannot be taken at center unless accompanied by a Medication Authorization Form signed by the child's physician. The medication (in the original container), and the Medication Authorization Form, as described above, should be given to the Center Office by an adult.

If your child has a medical condition or allergies and requires routine medications, please contact the Director to arrange a specific medical treatment plan for your child.

For a student who is severely allergic and requires an Epi-pen, please provide two Epi-pens and a Medication Authorization Form to K-12 Coders. One Epi-pen will be stored in the child's classroom, and the second Epi-pen will be stored in K-12 Coders Front Office. If the Epi-pen is administered, the parent will be notified, and we will call 911.

When parents disclose an allergy or food sensitivity to the center, we inform the teacher and indicate the allergy on the snack guidelines. We also include this information on the Snack Reminder notices for parents.

K-12 Coders Center requires that families not send in food/snacks containing peanuts or peanut by-products for the safety of children who are severely allergic.  These children may experience life-threatening anaphylactic reactions to peanuts or peanut by-products.  While focusing on making the Center as safe as possible for children, the Center cannot guarantee the total absence of peanuts or peanut products in foods that are brought to campus by every child.  We strongly encourage the family of any child with known peanut allergies to contact us regarding health care plans and practices to promote food safety.

Taking any food allergies into account when providing snacks or celebration foods is extremely important. Some allergies, particularly to nuts, are life threatening. Sending items in their original packaging (containing ingredient lists) or a handwritten ingredient list for homemade items is very useful. If an item containing an allergen is sent in, the allergen needs to be indicated to the teacher so a substitute snack can be provided to an allergic child. When in doubt, please contact your child's teacher.

## FOOD ALLERGIES

K-12 Coders requires that families not send in food/snacks containing peanuts or peanut by-products for the safety of children who are severely allergic. These children may experience life-threatening anaphylactic reactions to peanuts or peanut by-products. Please be sure to check labels and ingredients.

While focusing on making the Center as safe as possible for children, the Center cannot guarantee the total absence of peanuts or peanut products in foods that are brought to campus by every child. We strongly encourage the family of any child with known peanut allergies to contact us regarding allergy action plans and practices to promote food safety. Lists of allergies and food sensitivities will be distributed by class, and severe allergy lists will be distributed to the community for the safety of the children. Please respect these sensitivities when supplying snacks.

Severe Allergy List

At the beginning of the program, the Center will send out a list of severe food allergies prevalent in each specific classroom. We want all parents to be aware of all severe food allergies at the center. Awareness is a HUGE part of our efforts to keep children safe.

Students in classrooms where there are no allergies are still required to not bring in foods with peanuts as an ingredient due to the potential of cross-contamination.

Full Class Snacks

All ingredients or class snacks brought in by parents must be approved by the teachers before they can be brought on campus and given to the children. This requires parents to give their child's teacher a list of all ingredients of whatever foods they are bringing to K-12 Coders at least 48 hours in advance for approval.

# Security

The front door is locked all day and monitored (via camera) by the Security. In order to enter the center, parents, volunteers and visitors must ring the doorbell and be buzzed in after being viewed on a television monitor. Visitors must check in with the Receptionist. The outside gates are kept closed.

As stated in the Arrival/Dismissal Section, K-12 Coders is authorized to release a child only to his or her parents, unless we receive in writing the names of those people permitted to pick up your child. If your child is going home with a friend after center, the Center Office must have permission from the parent—last minute phone calls from a parent for emergency situations are acceptable.

# Emergency Preparedness

### GUIDELINES TO FOLLOW IN THE EVENT OF AN EMERGENCY OR CRISIS

1. **FIRST RESPONSE** – A notice and procedures will be posted on the center's website (www.K-12Coders.com) and emailed if possible. Follow instructions carefully.

2. In some emergencies (a fire, for example) the children may be walked to a safe location where you can pick them up. Information will be posted on the website and disseminated by way of our text notification system.

3. We have several safe locations. The Church basement next door is our safety location. The basement was built in the 1950's as a bomb shelter. We have complete provisions stored there for three days. The Subway next door is our secondary location.

4. If we are required to "shelter in place" at K-12 Coders, we have provisions and are completely prepared to do so.

5. In some cases, FEMA may tell you not to leave your building or location, or we may be told to allow no one to enter our building. Please know that your child's well-being and safety are our only priority.

6. Your child will never be left without an adult. If you are unable to pick up your child during a crisis or emergency, they will be safely cared for until you can be reunited.

7. **You keeping all records up to date in our office is critical**—including cell phone numbers, email, and those individuals you allow to pick up your child. Consider

carefully your list of those to whom we can release your child in a crisis/emergency.

8. Respond immediately to any requests for items or information related to our emergency plan.

9. Keep the center's telephone number and website handy at home, at work, and in your car.

10. The center has a supply of emergency food, and water for all the children in the center basement and at the church next door. If your child has dietary restrictions or medication requirements, you should supply the center with two bags containing a 3-day supply of special foods or medications.

If you have further questions or concerns, please contact the Director to discuss them.

# Classroom Procedures

## FOOD: LUNCHES, SNACKS AND FOOD ALLERGIES

Lunches

Lunch menus are displayed on the website.

Snack: Administered several times throughout the day.

Sleep Snacks: Sleep sacks are NOT acceptable "appropriate sleep clothing" are NOT needed. However, if your child is between the ages of 5 – 6 years old; we encourage you to bring an extra pair of clothing in case of accidents. (according to Parent Communication Section in DC regulations 127.4)

## FOOD ALLERGIES

K-12 Coders Center requires that families not send in food/snacks containing peanuts or peanut by-products for the safety of children who are severely allergic. These children may experience life-threatening anaphylactic reactions to peanuts or peanut by-products. Please be sure to check labels and ingredients.

Please note that we have updated our center policies around food allergies, we encourage all families to review our "Food Allergies" policy of this Handbook.

## CELEBRATION FOOD GUIDELINES

Birthdays

At K-12 Coders we acknowledge the gift of the life of each person in our community. Along with classmates and parents, we celebrate the child's journey around the sun (i.e., years old) in a special ceremony. Beginning in the Fall, food or treats will no longer be part of the festivities.

Cultural Holidays

K-12 Coders is a non-sectarian and non-denominational center and with all due respect recognizes that, though many holidays cross cultural boundaries, some of our families either do not observe or do not observe in the same way. We acknowledge that understanding these differences and appreciating the richness within our community is paramount to our children's education. We realize that food is integral to the heart of so many celebrations and welcome the chance to have you share your heritage. Please refer to the above guidelines when preparing a menu; check with your child's teacher well in advance. See guidelines for Full Class Snacks under Food Allergies.

## PARTY INVITATIONS

Please do not send invitations to center to be distributed. In a small center, being inclusive is so important. Being left out can be devastating to a child.

It is best if children do not discuss a party that is coming up or a party that they have been to because other children may feel excluded. Please, ask your child to refrain from discussing social events during the center day.

## CELEBRATING HOLIDAYS

K-12 Coders is non-sectarian and non-denominational, including the observance of holidays. Though most holidays are part of the culture and heritage of the majority of our students, we recognize that all do not observe each holiday or do not observe them in the same way. We recognize, however, that understanding a variety of holidays enriches the classroom and cultural awareness of the students so please contact your child's teacher if you would like to share elements of your culture with the class.

## Going Outside in Weather Extremes

All children enrolled at K-12 Coders may be allowed to go outdoors for recess, unless the air temperature and/or the wind-chill factor is below 25° as reported by the National Weather Service for Washington, DC, at the time of said outdoor activity. Plans will be made for age-appropriate indoor movement and play.

Decisions around exposing children to extreme heat and diminished air quality may be made at the discretion of Center leadership in conjunction with recommendations from the local and federal governments.

## Teacher & Staff Gifts

Teachers and staff at K-12 Coders are not permitted to accept cash "tips" or gifts, except for small, personal tokens of appreciation. Even these tokens are unnecessary. If you feel the desire to give a small gift, something made by your child is a particularly charming way to say thank you.

# Code of Conduct

*(Code of Conduct, Grievance and Disciplinary Protocols for Parents and Students)*

## I. Parent Conduct:

Families with a child enrolled at K-12 Coders become part of our K-12 Coders Community. This community thrives because we all agree to treat each other with grace, courtesy, and respect. Your signature on the K-12 Coders Contract indicates your willingness to abide by the following guidelines:

### A. PRIVACY

Please help us maintain the mutual trust and respect we all need to keep our community healthy by safeguarding the privacy of children, parents and staff. Passing on confidential, damaging or hurtful information is not acceptable.

### B. CONFLICTS

Conflicts between parents or parents and staff should be addressed in a calm and private manner, preferably in person or with a respectful note. Phone calls and emails should not be used to express anger, frustration or criticism. Meetings are to be held by appointment or at a mutually convenient time.

### C. Etiquette

K-12 Coders teachers, staff and parents are all expected to strive for high standards of etiquette and behavior. Commitments should be honored, criticism should be constructive and genial, and "thank you" should be frequent. Parking and traffic laws must be followed, and K-12 Coders neighbors should be treated with the utmost respect. Using proper etiquette is good for our community and for our children – we should model the very best behavior for them.

### D. Communication

When a parent has a question, concern or grievance, he or she should make every effort to bring their issue to the appropriate person, as outlined below:

Who to Contact:

**For Program, Student and Classroom issues:**
> *First*: Child's teacher
> *Second*: Director.
> *Third*: Head of Center/Owner

## II. Zero Tolerance

Some behavior is grounds for immediate withdrawal from the K-12 Coders community, including:

### Sexual Abuse/Assault

Sexual abuse/assault is illegal and will not be tolerated. Allegations of abuse or assault will be thoroughly investigated and offenders will be dealt with appropriately. This applies to all employees, parents, students, volunteers, and subcontractors.

### Discrimination

Discrimination or harassment of any person in the K-12 Coders community on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, and place of residence or business is counter to our values and will not be tolerated. Allegations of discrimination will be thoroughly investigated and violators of K-12 Coders Non-Discrimination Policy, found in the Parent Handbook, will be dealt with appropriately. This applies to all employees, parents, volunteers, and subcontractors.

Parents who stray from the above guidelines are subject to possible probation after a review by the Director and the Owner of Center. Parents on probation will be barred from participating in center volunteer activities for a specified period of time. Parents who are put on probation more than three times during a center year will be asked to withdraw their child from K-12 Coders beginning the following year. However, the Center is not required to allow for three probationary periods before terminating an enrollment contract. Parental behavior determined by the Center to be particularly egregious may result in immediate termination of the enrollment contract(s), or non-renewal of enrollment(s) at the sole discretion of the

Center. NO Refunds will be granted.

# III. For Students:

Our community expects students to:

- Respect themselves.

- Respect others.

- Respect the environment, the property of the center, and the property of others.

At K-12 Coders we teach grace and courtesy beginning at the earliest ages. This is a continuing process, and children demonstrate respect in different ways depending on their age and social development.

Occasional aggression is normal throughout early and middle childhood (the span of ages of K-12 Coders student population). Some children have a more difficult time self-regulating. In these situations, the Center and parents should avoid labeling children. It is the job of the teacher and the K-12 Coders community to support the child as he or she learns self-control.

The Zero Tolerance Policy stated in the Code of Conduct for Parents also applies to students as developmentally appropriate.[1]

There are times when a student may exhibit repeated behavior that is troubling or harmful to him- or herself, other students, the center's physical environment, or other members of the K-12 Coders community. Although the center must retain the right to address issues in accordance with professional discretion and on the particular facts of a matter, below is the general course of action the center will follow in working with a child and his/her parents:

- Immediate verbal correction and/or redirection of behavior in a developmentally appropriate manner

- Call to parents

- Student visit to administrator with teacher

- Conferences with parents between teacher(s), parents and administrator

- Individual Behavior Plan developed with the Center

- May include requirement of seeking counseling, specific diagnostic testing, or full evaluation at the parents' expense.

- Timeline for assessing the success of the Individual Behavior Plan

- Student Contract (Elementary age only)

- Probation (Elementary age only) - A student's continued enrollment will be contingent upon his or her adherence to the Individual Behavior Plan and the K-12 Coders Code of Conduct for Students

- Suspension (Elementary age only) - A student will be temporarily removed from the classroom either within the center building or at home

- Expulsion (Elementary age only) - A student will leave the K-12 Coders community permanently

Allowing the process to take place in private without interference by other parties is vital. Parents who are concerned about the impact of another student's behavior on their child should follow the procedure outlined under "Communication" above, and speak first to the teacher. The Center (teachers, administrators, staff) will address the concerns brought forward, but in most cases will not share the personal situation of the child with other parties including the parent expressing the concern.

## Volunteering at K-12 Coders

K-12 Coders volunteers are vital to the success of our programs and to the children. Each year, K-12 Coders is fortunate to receive many gifts of time, talent, and treasure, which are essential to our success. When you agree to perform a service for the center, the entire community is counting on you to fulfill your promise. If you cannot, please contact Leadership right away.

ALL Volunteers MUST be fingerprinted before allowed to interact with K-12 Coders student population.

### Respect for the Child

A positive, optimistic attitude about children, a cooperative spirit, a nurturing of independence, a recognition of unique individuality, trust in the child's work, providing the right activity, and listening to and observing in order to follow the child. One should avoid pride and anger, touching the child unless invited, speaking ill of the child, sarcasm, teasing, overreacting to misbehavior, and implied reward and punishment. Phrasing of instructions should be direct and to the point. When communicating with the child, speak to the child at his/her eye level.

### Confidentiality

Includes personal information about children and families, organizational problems, and individual staff matters. All records, files, conversations, and conferences are held for the benefit of the child and are strictly confidential. Being present in the classroom requires confidentiality regarding what is observed or heard. Problems or concerns should be addressed to the teacher present.

### Good Staff Relations

Includes working cooperatively and non-judgmentally with our staff in a trusting manner. Direct communication with teachers and staff is important. Negative comments, gossip, and other harmful behaviors are violations of the Center's Code.

### Professional Conduct

Includes keeping private matters outside of the center, maintaining agreements at all levels regarding performance of duties, and meeting the needs of individual children and staff.

### Parents & The Faculty & Administration

Parents play an essential and positive role in the life of an independent center. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities.

The relationship between parents and the faculty and administration is formally governed by the center's written enrollment contract and handbook, in which the center's procedures are spelled out. When parents choose to enroll their child in an independent center, they agree to subscribe to the center's mission, follow the center's rules, and abide by the center's decisions.

However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

- K-12 Coders encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the center. Thoughtful questions and suggestions should be welcomed by the center.

  Incumbent upon the center, is providing parents with timely and pertinent information.

- Parents best support a center climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the center as counterproductive.

- While parents may not agree with every decision by the center, in most cases the parent and center will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the center should consider whether another center would be a better match for the family.

# Communication

## Emails

### REGULAR COMMUNICATIONS

Our policy is to communicate with families via email whenever possible, but as sparingly as possible. The following is a list of emails that families can expect from K-12 Coders:

- Weekly emails are sent every Sunday evening with a food menu for the upcoming week

- Center Notes: Our monthly newsletter that is sent on the first Wednesday of every month. **Please make certain that you read this email carefully**, particularly through the section with the yellow background, as it is used to communicate important information without overwhelming you with separate emails for each item of note at center. This newsletter will include such content as notes on events, photos from around K-12 Coders, and articles on events and parent support from our faculty.

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In addition to communication about events affecting your child, you can expect to receive periodic classroom updates with photos.

We will also send home important medical/health notices and emails about certain events. Having correct email addresses for each family is very important. Please make every effort to read all K-12 Coders emails for important information. Items that cannot go home via email are mailed or occasionally placed in children's backpacks.

### EMAIL DEADLINES

In order to be sure that we do not send out conflicting information, and that our activities reflect K-12 Coders cohesively and correctly, submissions for the Center Notes newsletter must be approved (and edited, if necessary) by the Director of the center as appropriate. As such, please consult with the Director about any content you would like to submit to Center Notes at least one week before it is scheduled to go out - typically the last Wednesday of the month during the center year.

# K-12 Coders Website

Parents are encouraged to visit K-12 Coders website, www.K-12Coders.com for general information, calendar details, emergency updates, and more.

# Consistency and Honoring Privacy Preferences

K-12 Coders is fortunate to have a community that is rich in events and talented volunteers, and it benefits tremendously from having such energy and creativity in our corner. All communications created on the behalf of the center by any member of the community must be checked by the Director before being distributed to the K-12 Coders community. This helps us to ensure that family privacy preferences are being respected and that the center is being represented consistently and accurately.

## Social & Digital Media

K-12 Coders is officially represented on various social networks. These sites are managed by the Director. Links are available on the homepage of the K-12 Coders website.

# Admission & Transition

## Sibling Policy

We provide sibling discounts. Please contact the office for a special link to pay.

# Business & Finances

The Business Office is responsible for preparing and sending out invoices. Here are some guidelines for interacting with the Business Office:

- Please refer all questions regarding billing for enrollment contracts, tuition and BSP/ASP to our Director.

- In order to post payments correctly from DSH, all timecards must be completed and signed. In order to ensure your child (ren) are reoccurring, please make sure the documents are completed as required.

## Tuition Payment Plans

All seats are available online. Families paying via employer, voucher, etc, must follow the guideline of those payment requirements to ensure a seat for your child (ren)

### PAYMENT METHODS

K-12 Coders does not accept cash payments. All Families paying cash MUST pay online.

## Enrollment Contracts

The enrollment contract that the parent signs is a legal agreement between parents/guardians and K-12 Coders Center. The center requires predictable tuition revenue in order to effectively provide the services contracted. Re-enrollment contracts for current parents are distributed in early January, and are due with the re-enrollment fee in June for summer programs. They are binding upon signature. Contracts offered to new families also become binding in June. Some important points:

- **Tuition is nonrefundable**. **After the June binding date parents/guardians are responsible in full for this obligation.** To defray this cost, K-12 Coders uses Dewar's Tuition Refund Plan. This plan is automatically included for students selecting plans B or C. For Plan A families desiring the coverage, the cost is 1.7% of tuition and must be paid in full by June 1st (or within 10 days of signing an enrollment agreement for post June enrollees). The center offers this for the  program only, not ASP, BSP, or Discovery. More detailed information about this plan is provided with re-enrollment materials.

- **Grace period**. The center provides a grace period of four calendar days after the stated due date. Checks are logged in and dated as soon as they are received (whether by hand or mail).

- **Late fee**. A late fee of 1.0% per month will be applied on all balances due over 30 days. In addition, you may incur a $35 late fee and bank fees from Smart Tuition.

- **NSF checks**. A $50 charge will be assessed for a non-sufficient funds check. If a family presents a 2nd NSF check in the center year, then all future payments plus fees must be paid by money order, certified check, or cashier's check.

- **Good financial standing**. All tuition and fees must be paid in full by the June binding date prior to the start of the center year to be considered in good financial standing. Good financial standing is required for a child to start a new center year or for center records to be released to other centers.

## Receipts/Statements

Many families participate in tuition reimbursement plans and therefore request receipts. Please submit your request in writing—specifying exactly what information should be included. The Business Office will prepare these statements once a month so please consider this when timing your request.

## Financial Aid

K-12 Coders recognizes the importance of a strong financial aid program. Each year, the Board of Trustees designates a portion of the center's budget to assist families whose resources would not otherwise allow them to enroll their children in the Center. The Board has authorized the proceeds from our annual Auction to be used for this purpose.

The goals of the program are twofold: (1) to attract a diverse socioeconomic student body, and (2) to provide tuition payment assistance to families within the center who require financial assistance and meet the established criteria. Priority in financial assistance goes to families already within the Center.

Children are accepted to the Center without regard to financial need. The Center makes an effort to offer tuition payment assistance in all cases of demonstrated need as determined by the Financial Aid Committee.

Currently, K-12 Coders uses the Center and Student Services (SSS) in Princeton, New Jersey. SSS analyzes financial data provided by the applicant family and provides a need-based financial aid report to the Center. Final review of tuition assistance requests is made by the Financial Aid Committee, and funds are awarded through the Head of Center. K-12 Coders holds all financial information regarding K-12 Coders families, including financial aid awards strictly in confidence; K-12 Coders appreciates families treating financial aid awards in confidence also.

The deadline for Financial Aid forms to be submitted to SSS is December 15 for current families and early February for first-time applying families. Applications for Financial Aid are processed in early January for current families and mid-February for applying families for the following academic year; decisions are announced by the end of March. Applications must be submitted to SSS each year Financial Aid is requested.

## Employing K-12 Coders Staff Outside of Center

Any financial arrangement between an K-12 Coders employee and an K-12 Coders family must be requested by the employee to the Head of Center, who will approve such arrangements on a case-by-case basis. If the arrangement is approved, the employee must have the family sign a waiver and return it to the Center. This employment is between the individual faculty/staff and the family. Any and all such services shall be provided outside the center premises. K-12 Coders is not a party to such arrangements and, therefore, is not responsible for the actions of any of the parties. K-12 Coders will not be liable or responsible for any damages, injury or loss, consequential or otherwise, resulting from such employment.

The faculty/staff and the employer shall hold K-12 Coders harmless with regard to any and all damages, injuries and liability arising therefrom or related thereto. Financial arrangements between center employees and center families that are not initially approved by the Head of Center are considered serious breaches of employment. donate an item, help as a volunteer, bid during the auction, attend the live auction, raise your paddle during our Fund-A-Student appeal, or all of the above. The Auction provides a fun, social atmosphere for the K-12 Coders community to provide philanthropic support for the center.

# Background Information

## A History of K-12 Coders Center

K-12 Coders started in 2015 when it conducted its first workshop in four (4) Detroit Public Schools. In 2017, we received a grant from AirForce STEM which lead to training 80 students in our Glen Burnie location.

In 2018, we received another grant which allowed K-12 Coders to fund a one day workshop for over 250 students in Prince George's County. After numerous request from parents, we were asked to partner with schools to offer our coding program after-school; which we applied.

In 2019, we partnered with five DC schools to provide after-school programs for students in grades K-12.

Our mission is to provide our coding and entrepreneur workshops around the world.