



DIXIE ENRICHMENT ACADEMY
PARENT HANDBOOK
DIXIE ELEMENTARY MAGNET
2022-2023

The Dixie Enrichment Academy

An after-school enrichment program

DIXIE ELEMENTARY SCHOOL'S COMMITMENT TO QUALITY:

At Dixie Elementary Magnet School, each student's success is a reflection of an investment in the success of the community. Valued members of our learning community will intentionally model for each student's desired behaviors and attitudes in our after school enrichment program. These include:

- A genuine appreciation for children and their unique talents, stages of development, life experiences, and ways of learning.
- A sincere interest in the valuable insights and ideas of both children and adults.
- A genuine love for teaching and learning.
- A dedication to continuous improvement, the implementation of current, research-based best practices, and quality initiatives.
- A commitment to high standards and clearly communicated expectations.
- A strong belief in the value of goal-setting and the careful monitoring of progress.
- A commitment to collaboration and collegiality, working positively, supportively, and productively together with students, staff and parents.

As a result, students will value learning and will be able to work effectively with others to accomplish a task while respecting individual differences. Our students will hold high standards for themselves and will gain a sense of internal accountability, enabling them to become valuable contributors to society and responsible community members.

FAYETTE COUNTY PUBLIC SCHOOLS AND DIXIE ELEMENTARY DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, AND/OR HANDICAP IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH IT OPERATES.

STUDENT PICK-UP

- The Dixie Enrichment Academy phone number is 859-381-3118 and may be used for emergency communication use only. This number is not available to ensure that students are ready for pick up.

Please enter the building through the doors at the rear of the building just outside of the Cafeteria.

Please do not be offended if you are asked to show a photo ID. Please notify anyone picking up your student that they will also be asked to show ID. **Your child WILL NOT be released to anyone not in the SmartCare system!!!! NO EXCEPTIONS!!!!**

All changes to the student profile must be done by an authorized parent. If someone new is picking up your child then they need to be added to Smart Care prior to picking up and they must have their ID. Please email ashlee.mullins@fayette.kyschools.us to notify of the change.

IF YOU ARE LATER THAN 6:00 P.M. PICKING UP YOUR STUDENT, YOU WILL BE CHARGED AND ADDITIONAL \$2.00 PER MINUTE. PLEASE BE PREPARED TO PAY THIS AMOUNT TO THE DIRECTOR AT THE TIME OF PICK UP. Not paying will forfeit your child's position in the Dixie Enrichment program.

BEHAVIOR MANAGEMENT

In order to provide your child with a safe and comfortable after school environment, there will be a basic behavior management system in place. Any infractions during the school day will NOT be carried from the school day or vice versa.

Children attending the Enrichment Academy will be expected to abide by the same basic rules they follow during the school day. Those rules are as follows:

- 1). Follow staff directions.
- 2). Show respect for people and property.
- 3). Use hands and feet appropriately.
- 4). Use appropriate voice levels within the school building.

Bullying and physical aggression **WILL NOT** be tolerated and will result in IMMEDIATE dismissal of your student from this program.

BEHAVIOR SLIPS

An incident report will be issued for serious infractions. In the event that your child endangers another student or staff member, becomes physically or verbally aggressive, is destructive to property, or disrespectful to staff, the director on duty will be notified of the situation immediately and you will be contacted to come pick up your student immediately. **The director will discuss the incident with you when you pick up your child on the day of the incident and you will be expected to review and sign an incident report at that time.**

Three incident reports in a school year will result in your student being removed from the program. Removal from the program is at the discretion of the principal.

****students who receive 3 disciplinary notes will be suspended one day from DEA. If students are suspended for 3 days during the school year, they will be asked to leave the program.**

EMERGENCIES

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same disaster and emergency plans as used during the school day. Should there be a need to evacuate the building parents will be contacted of the relocation area and normal pick up procedure will be followed.

STUDENT EDUCATIONAL ASSISTANCE

The Dixie Enrichment program will provide an environment for your K – 5th grade child to work on their homework assignments. Homework rotation is not optional in The Enrichment Academy. Each student will attend their allotted time in the Homework rotation with assistance available. This does not replace parent involvement in the homework process. We feel that homework allows students to develop responsibility and it also keeps parents involved in what their children are learning at school each day. If your child uses this time wisely, they will have the opportunity to complete their daily homework assignments. That way, when they arrive home, they will be free to engage in other activities! We do not have the staffing to check individual homework assignments or tutor, so you will need to look over homework for corrections and completion each evening at home.

Dixie Magnet After-School DEA Dolphins Club Charge Requirements 2022-23

\$30 per child or \$40 per household. *Registration fee is required at the time of enrollment. Registration fees are non-refundable.

Charges

\$55/week - Full Time (4-5 Days Week) \$36/week - Part Time (3 Days or Less)

**Part time schedule that rotates between two weeks will be considered full time.*

***Once part time days of the week are selected, you are locked into those days. If there is a need to change the days a week that a student attends, it will be based upon notification and availability.*

Charges for participation in the DEA After-School Program cover the cost of snacks, art supplies, crafts, and staffing. By signing this contract, you are agreeing to pay Dixie Magnet Elementary for After-School care for the 2022-23 school year. The following guidelines will be used when evaluating your good standing in the program:

- Fees will only be collected by automatic withdrawal via the SmartCare software system. All charges will be withdrawn on the **1ST AND 15TH** of the month for the current monthly tuition. Personal checks and/or cash will only be accepted for monthly payments with prior arrangement.
- Parents may make financial account changes via the SmartCare website or phone app.
- Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, or other school activities.
- If school is dismissed early by the district, DEA will NOT be open.
- Severe weather/ early dismissal/ NTI days – credit will be issued for any student scheduled to attend that day. If the day is made up at a later time, the charge will be reapplied if the student is scheduled to attend.
- A late charge of \$2.00 per minute will be charged for any child picked up later than 6:00 pm. The charge is due at the time of pick up.
- In the event an automatic withdrawal is returned for insufficient funds or a closed account, contact SmartCare will charge a \$30 fee. We reserve the right to rerun the automatic withdrawal again during the month to collect the NSF charge. If the funds are not paid within 3 business days, your student will be withdrawn from the program. The student can return to the program once payment is made and provided that there is space available.

- **Program Withdrawal**

You have the option of withdrawing from the Dixie Enrichment Academies After-School program at any time during the school year. We must receive notice by the 20th of the prior month in order to stop the ACH auto-debit. Readmission to the program is not guaranteed once you have withdrawn. The registration fee will be charged each time a family enrolls in the after-school program.

- **Tax Information/Receipts**

Monthly payment receipts and yearly tax statements will be issued upon request.

- I, _____, agree to abide by the above guidelines. Failure to abide by the guidelines will result in your child's suspension/dismissal from the program.

Parent/Guardian

Signature _____ Date _____

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Children are entitled to a pleasant, safe and an enriched environment while in our program. Please ensure that both you and your child(ren) are completely familiar with the following policies by signing below. The Dixie Enrichment Academy may suspend or terminate participation in The Academy for the following misconducts.

REFUSAL TO REMAIN WITH THE GROUP

REFUSING TO FOLLOW SAFETY RULES

INTENTIONALLY INJURING ANOTHER CHILD OR STAFF MEMBER

BEING RUDE OR DISRESPECTFUL TO STAFF OR ANOTHER ACADEMY MEMBER

BULLYING IN ANY FORM

REPEATED BEHAVIOR INFRACTIONS

DEFACING PROPERTY OR STEALING

USE OF INAPPROPRIATE LANGUAGE

I HAVE READ AND UNDERSTAND THAT TO STAY IN THE PROGRAM; MY ACADEMY STUDENT WILL COMPLY WITH THESE PROCEDURES. THE ACADEMY STAFF MAY REQUIRE PARENT CONFERENCES TO ADDRESS ANY PROBLEMS. ANY RECOMMENDATIONS FOR SUSPENSION OR TERMINATION WILL BE REFERRED TO THE PRINCIPAL.

ACADEMY STUDENT MEMBER _____

PARENT/GUARDIAN SIGNATURE _____

DATE SIGNED _____

*****PLEASE SIGN AND RETURN*****



_____ STUDENT NAME

THE STATE OF KENTUCKY REQUIRES THAT WE HAVE A SIGNATURE ON FILE FOR EACH STUDENT STATING THAT THEIR PARENT/GUARDIAN HAS RECEIVED A DIXIE ENRICHMENT ACADEMY HANDBOOK AND UNDERSTANDS THE PROGRAM GUIDELINES.

I, _____ (printed guardian's name) have read and understand the Dixie Enrichment Academy Handbook guidelines.

____ I have read and understand the Dixie Enrichment Academy Behavior Management and financial agreement section of the handbook.

____ I understand that I will be charged \$2.00 per minute if my child is picked up after 6:00 p.m.

Parent/Guardian Signature

Date

Level 1 Behaviors

These misbehaviors can be adequately corrected by the observing staff member in the setting. A staff member observing a Level 1 infraction should not expect any other staff member to take additional action

Respect People and Property

- hitting/touching hallway displays
- pouting
- lying
- tattling
- teasing
- minor stealing
- minor pushing
- leaving trash on the floor
- messy or unorganized work area
- sticking tongue out at peer

- writing on desk
- talking back to staff member
- breaking pencils
- chewing on erasers

- slapping/slamming items across the table instead of handing them to the person

Use an Appropriate Voice Level

- talking out
- talking too loud
- not whispering

Stay on task

- playing with items on the table
- not participating in group work

Listen and Follow Directions

- not following oral directions
- chewing gum
- no "bubble" in line
- no "dolphin tails" in line
- improper time-out
- not sitting in chair/on floor properly

Sample Staff Responses

- redirection
- gentle verbal reprimand
- proximity correction
- planned ignoring
- time-out at student's desk
- time-out with director
- family contact
- positive practice- Having student do behaviors the correct way
- praise a responsibly behaving student
- discussion with student
- Response cost (i.e. loss of points)

Exercise Self-Control

- talking out
- playing in the bathroom
- running in hallway/cafeteria/complex
- "hanging out" in the hallway while on bathroom break
- touching others
- walking out of the line in the hallway
- fidgeting
- "moving around" incessantly
- interrupting
- "horse play"
- not waiting your turn
- grabbing for supplies/materials
- slamming a door
- cutting in line
- not sharing
- staying in restroom too long
- wearing a hat in class

Level 2 Behaviors

These behaviors do not require immediate director involvement, but do require documentation because the staff member wants/needs director input/clarification about the situation or believes the director should be aware of the situation. This may result if the Director or staff member sees fit to make a phone call home to parents.

- Bullying
- Cheating
- Damaging Property
- Disruptive Behavior
- Harassment
- Falsifying Note
- Inappropriate Sexual Behavior
- Stealing
- Threat/Intimidation
- Disrespect
- Violation of Technology Policy
- Noncompliance
- Verbal Peer Conflict
- Profanity or Vulgarity

Level 3 Behaviors

Require student write up and director assistance. Three write-ups results in a suspension from DEA. Three suspensions result in dismissal from DEA.

- Bullying
- Dangerous Instrument
- Flagrant Disrespect of Staff
- Fight
- Inappropriate Sexual Behavior
- Damaging Property
- Stealing
- Physical Aggression
- Noncompliance