2025-2026

ROCHAMBEAU

THE FRENCH INTERNATIONAL SCHOOL

AUXILIARY PROGRAM

PARENT'S HANDBOOK

TABLE OF CONTENTS

Section 1: Welcome & Philosophy

Bienvenue à nos Programmes Auxiliaires de Rochambeau

Dear Parents,

Welcome to the Auxiliary Programs of Rochambeau, The French International School. We are thrilled to have your child join our vibrant afterschool community, where learning continues beyond the classroom in a space that nurtures curiosity, collaboration, and creativity.

Our programs are designed to support the mission and values of Rochambeau by providing students from GS to Terminale with enriching, engaging, and developmentally appropriate experiences after the school day ends. Whether enrolled in Homework Help, Aftercare, or one of our diverse clubs, students will continue to learn and grow in a safe, inclusive, and joyful environment.

At Rochambeau, we believe that education extends beyond academic instruction. Our Auxiliary Programs aim to cultivate:

- **Lifelong curiosity** through hands-on, student-driven inquiry and exploration.
- **Cultural appreciation** and multilingual engagement in line with our international identity.
- **Social-emotional development** through structured and free-play experiences that foster respect, empathy, and resilience.
- **Creative and physical expression** through arts, movement, and interactive enrichment.
- **21st century** critical thinking, leadership and life skills.

We are excited to offer a wide range of afterschool activities led by our passionate teachers, trusted external partners, and skilled staff. We are committed to supporting families by offering consistent, quality programming that aligns with Rochambeau's high standards and the needs of our diverse community.

This Parent Handbook outlines important information, policies, and expectations for the Auxiliary Programs. We kindly ask that you read it carefully. When registering, families will be asked to confirm that they have read and agreed to the policies outlined in this document.

Thank you for trusting us with your children. We look forward to a joyful and fulfilling school year together.

Warm regards,

The Auxiliary Programs Team

Section 2: Program Overview

Rochambeau's Auxiliary Programs offer a diverse and enriching afterschool experience designed to support our students' development while aligning with the values and structure of our French and international curricula. Our programs are open to students from **TPS to Terminale** and are tailored to complement the academic and cultural foundation they receive during the school day.

Program Hours

All afterschool enrichment club programs at the elementary school begin at the conclusion of the school day and run from **3:45 p.m. to 5:15 p.m.**

Dismissal: takes place at 5:15 p.m. through designated locations.

Pickups after 5:30 PM are subject to a fee (see Section 4).

Program Hours for afterschool activities and sports at the secondary school campus begin at different times and will be communicated via the catalog, Athletic Director, or campus instructors.

Program Categories

1. Aftercare (Garderie)

TPS - GS: 3:30 p.m. - 5:30 p.m. | CP - CM2: 3:45 p.m. - 5:15 p.m

Aftercare is a flexible and nurturing option for families seeking a safe and relaxed environment for their children after school. Students engage in age-appropriate indoor and outdoor activities such as:

- Arts and crafts
- Board games and building materials
- Reading and quiet time
- Free play and recess

2. Homework Help (Étude Dirigée)

Homework Help is available for students who benefit from a structured time to complete their schoolwork with the guidance of a Rochambeau teacher. This is not private tutoring but a supportive environment where students can:

- Begin or complete homework
- Ask questions as needed
- Reinforce skills taught in class through other directed activities
- Practice independent work habits

Students are grouped by grade level to ensure age-appropriate support and a calm, focused environment.

Section 2: Program Overview *cont.*

3. Enrichment Clubs

Our club offerings are designed to expose students to a wide range of experiences and interests. Clubs are run by dedicated Rochambeau faculty, trusted external partners, and skilled instructors. Club options may include:

- Music and Arts (choir, hand or machine sewing, cooking, calligraphy)
- STEM (robotics, coding, financial education)
- Language and culture (Art in Spanish, German Club, Bilingual theater, public speaking)
- Sports and Movement (fencing, judo, dance, soccer, basketball, volleyball, tennis)
- Strategy and Logic (chess, board games)

Each club has specific goals and progression. Some require full-session attendance to attain the best learning outcomes.

A full catalog with club descriptions, schedules, and pricing will be published prior to each registration period. Club offerings may vary by session.

Section 3: Program Expectations & Student Conduct

At Rochambeau, we believe that after-school time should be joyful, structured, and enriching. Our Auxiliary Programs aim to provide a safe and respectful environment where all students can thrive. To achieve this, we have clear expectations for behavior and engagement.

Our Shared Values

We expect all students to:

- **Be respectful** to peers, teachers, and staff.
- **Listen** and follow instructions from instructors and assistants.
- **Participate actively** in club activities and Homework Help sessions.
- **Take care** of materials and equipment provided for the program.
- Use **kind and inclusive** language and behavior.
- Maintain **appropriate indoor and outdoor behavior**, including during transitions and free time.

These expectations are in alignment with the Rochambeau community values of respect, responsibility, and integrity.

Behavioral Guidelines & Disciplinary Process

Our approach is built on guidance and redirection, with the aim of helping students learn from their mistakes. However, persistent or serious behavioral issues may lead to further action. The general process is as follows:

1. **Verbal Warning**
   The student is reminded of the expectations and given the opportunity to correct their behavior.
2. **Redirection or Time Away**
   If the behavior continues, the student may be temporarily removed from the activity to reset.
3. **Communication with Parents**
   If the behavior persists or there has been a serious altercation with another student, the Auxiliary Programs team will inform parents by email or phone.
4. **Behavioral Meeting or Written Plan**
   In cases of recurring behavior, a meeting with the parents, the student, and program staff may be scheduled to develop a behavior improvement plan.
5. **Temporary or Permanent Dismissal**
   If behavior continues to disrupt the group or jeopardize safety, the student may be removed from the program. No refunds will be issued in this case.

Physical aggression, threats, or serious disruption may result in immediate suspension or dismissal from the program.

Section 3: Program Expectations & Student Conduct *cont.*

Student Safety & Group Ratios

To ensure a safe and enriching environment:

- Our programs maintain age-appropriate student-to-staff ratios
- All staff undergo background checks and receive training in child health and safety and program procedures.
- Staff are equipped with emergency contact information and first-aid supplies during all activities.

We deeply appreciate your support in reinforcing these expectations at home.

Section 4: Dismissal, Pick-up, and Late Policy

Ensuring a safe and smooth dismissal process is one of our highest priorities. We ask for your cooperation in respecting the following procedures and timelines.

Dismissal Time

All Auxiliary Programs (Clubs, Homework Help, and Aftercare) for students in **GS to CM2 end at 5:15 p.m.** If you have another child in Maternelle and are authorized for carpool pick at this time, you may pick up your school-age child from the dismissal area.

Location: Students must be picked up directly from their designated classroom or dismissal area, as communicated by program staff.

Pick-up Authorization and Changes

Only individuals listed on your child's SchoolPass account will be allowed to pick up your child from the program. If someone else will be picking up your child or your pick up method changes (Bus or Carpool), you must update your SchoolPass account or notify the Auxiliary Programs Manager **by email before 1:00 p.m.** on that day.

All adults picking up a child must be prepared to show identification if requested.

Pick-up Procedure

- Please go **directly to the carpool area** at dismissal time.
- Notify the staff present that you are picking up your child.
- If you arrive **before 5:15 p.m.** please wait in the reception area. Please understand that students may still be engaged in programming, and early dismissal should be kept to a minimum.

Late Pick-up Policy

It is important that students are picked up on time. If a child is not picked up by 5:30 p.m., a **late fee of $25** will be charged for **each 15-minute increment.** Late fees will be **charged directly to your CampBrain account**. Repeated late pick-ups may lead to suspension from the program.

We understand that emergencies happen. If you are running late, please call (301) 747-3392 or email (clubs@rochambeau.org) the Auxiliary Programs team as early as possible.

Bus Transportation

If your child is enrolled in the school's bus service, we will ensure that they board the **5:30 p.m. bus** unless otherwise specified in their CampBrain registration or in writing by a parent/guardian.

Section 5: Enrollment & Registration

To ensure smooth and equitable access to our Auxiliary Programs, all registrations must be completed through our dedicated online platform: **CampBrain.**

Registration Process

1. **Create or Log Into Your CampBrain Account**
   Families must first create a household account in CampBrain. Once the account is created, you can register your child(ren) for available programs.

   A direct link to the CampBrain portal is: https://rochambeau.campbrainregistration.com

   You can also find step-by-step instructions available on our school website: rochambeau.org/auxiliary

2. **Browse Available Programs**
   - Athletics
   - Enrichment Clubs

3. **Complete Required Forms**
   At the time of registration, parents/guardians must complete:
   - Acknowledgement of this Auxiliary Programs **Parent Handbook.**

4. **Payment**
   - Payment is required at the time of registration via credit card. Installment plans are also available.
   - If a club is cancelled due to low enrollment, families will be given the option to transfer to another club or receive a full refund for that specific club.
   - Please see **Section 6** for refund and cancellation policies.

Enrollment Deadlines

- Registration for each session opens **weeks prior to the session start date**.
- Enrollment remains open until the week **before the session begins**, or until capacity is reached.
- Some programs may have limited availability and fill quickly. Early registration is strongly encouraged.

Waitlists

If a program is full, you will have the option to join the **waitlist** in CampBrain. If a spot opens, you will be contacted by email. You will have **24 hours** to accept before we move to the next family on the waiting list.

Section 5: Enrollment & Registration *cont.*

Minimum Enrollment

All clubs are based on enrollment and clubs may be cancelled if they do not reach the minimum number of participants required to run. Affected families will be contacted and invited to register for another club of their choosing or be refunded the cost of the club. A full refund will be provided for the cancelled club at the time of cancellation.

Session Structure

The majority of our Auxiliary Programs at the elementary school are run in **semester-based sessions.** Some clubs may run for a **full year** depending on the nature of the activity. At the secondary level, club lengths vary depending on the nature of the program and may require an application, try-out, or audition. Details are provided in the club catalog published before each registration period.

Section 6: Attendance, Absences, and Refunds

Clear and consistent communication between families and our Auxiliary Programs team helps us create a safe and organized environment for all students.

Daily Attendance

Attendance is taken daily at the start of each Auxiliary Program session (Clubs, Homework Help, and Aftercare). Students in GS–CM2 are escorted to their programs by school staff and checked in by our Auxiliary Programs team.

If your child is not present when expected, we will take immediate steps to confirm their whereabouts by:

1. Checking with classroom teachers, transportation team, or school administrators.
2. Calling the parent/guardian if needed.

Since we work to ensure accountability for all of our students, it's essential that you inform us of any absences in advance.

Reporting an Absence

If your child will be absent from their afterschool program, please make the changes in SchoolPass at the latest by 1:00 p.m. on the day of the absence.

Early Dismissals from School

If your child is picked up early from school and will not attend their afterschool program that day, please make sure to change SchoolPass to Early Dismissal for your child.

Missed Days, Withdrawals, Transfers & Refunds

Auxiliary Programs operate on a scheduled basis. If your child misses a day of their club or program due to illness, travel, or personal reasons, we cannot offer make-up sessions or prorated refunds.

In the case of teacher absence or class cancellation on our part, we will provide aftercare/ garderie service for that day. Should classes be cancelled due to inclement weather, no refund will be given.

Families may withdraw from any Auxiliary Program service without penalty by notifying Auxiliary Programs within 3 business days after the first class. Refunds will not be provided for withdrawals after the 3 business days have passed, as commitments have already been made to partners, vendors, and instructors. Exceptions may be considered for documented medical issues or family relocation.

Section 6: Attendance, Absences, and Refunds *cont.*

Requesting Changes and Transfers

Families can request changes to their registrations without penalty during the open registration period.

After the eligible withdrawal date (3 business days after the first class),

- Transfers may be granted **only if space is available** in the desired club.
- If the new club has a **higher fee**, families will be asked to pay the difference.
- No refunds are given if transferring to a lower-cost club.

Students are expected to commit for the full semester, which ensures continuity for group projects or performances, and fairness for instructors.

Exceptions may be considered for documented medical issues or family relocation.

Section 7: Health, Safety, and Medication

At Rochambeau, the health and safety of every student in our Auxiliary Programs is a top priority. We follow procedures aligned with school-wide standards to ensure that your child's well-being is safeguarded during every club, aftercare, and homework help session.

Illness and Injury

- Students who appear unwell (fever, vomiting, persistent cough, or other symptoms) will not be allowed to participate in programs and must be picked up promptly.
- In case of illness or injury during an Auxiliary Program, families will be contacted immediately. If we are unable to reach a parent or guardian, emergency contacts listed in CampBrain will be called.
- For minor injuries (scrapes, bruises), basic first aid will be administered by trained staff.
- For more serious injuries, our school nurse or trained first responders on site will assist, and emergency services will be contacted if needed.

Medication Administration

- Only authorized, trained staff may administer medication, and only with appropriate documentation on file.

Communicable Diseases

- In the event of a known communicable disease exposure (e.g., COVID-19, measles), we will follow the school and Montgomery County Health Department protocols.
- Families will be informed if their child has been in close contact with a confirmed case.

Section 8: Emergencies and Inclement Weather

Rochambeau's Auxiliary Programs follow established school-wide safety procedures and protocols to ensure the protection and well-being of all students and staff in case of emergencies, including severe weather and unexpected closures.

Emergency Preparedness

- All staff members are trained in the school's emergency protocols, including fire drills, shelter-in-place, lockdown procedures, and evacuation.
- Emergency drills are practiced throughout the year, and students are guided through them calmly and clearly.
- In the event of an emergency, families will be contacted via the school's emergency communication system (email, text, or phone) with updates and instructions.

Emergency Contact Information

- It is the responsibility of the family to ensure that all contact details and authorized pick-up persons are up-to-date in SchoolPass.
- In case of an emergency, we will first contact parents or guardians. If unreachable, we will call the designated emergency contacts.

Inclement Weather and Unexpected Closures

- Auxiliary Programs follow all school-wide decisions regarding closures or delays due to inclement weather.
- If Rochambeau closes due to snow, ice, or other emergencies, all clubs, homework help sessions, and aftercare programs are canceled. Refunds will not be provided should classes be canceled due to inclement weather.
- If school opens on a delayed schedule, **before care (if applicable)** will be canceled, and other programs will proceed if school is in session at dismissal time.
- If school closes early due to weather or emergency conditions, Auxiliary Programs will not operate, and students must be picked up or ride home on the bus at the earlier dismissal time.

Families are encouraged to monitor emails and the school website for real-time updates during inclement weather or emergencies.

Section 9: Communication with Families

Clear, consistent, and respectful communication between families and the Auxiliary Programs team is essential to ensure the best possible experience for each child. We strive to build trust and transparency with families while maintaining the high standards and collaborative spirit that define the Rochambeau community.

Primary Communication Channels

- **Email**: Our primary form of communication is email. Families should ensure their contact information is always up to date in CampBrain to receive important announcements and updates. Program reminders, changes, newsletters, and notifications are sent by email.
- **CampBrain Portal**: CampBrain is the official registration and account management platform for all Auxiliary Programs. Families may view their schedule, payment history, invoices, and update personal information. A user guide to CampBrain is available on our website.
- **Updates in SeeSaw:** Club-specific updates and photos will be shared via SeeSaw to enrolled families including information on highlights, upcoming events, and other helpful reminders.
- **School Website**: Key information, such as calendars, program descriptions, and policy documents, will be posted at: www.rochambeau.org
- **In-Person & Phone**: For urgent or sensitive matters, families may speak with Auxiliary Programs leadership or staff on-site or by calling (301) 747-3392 or the school's main line and requesting to be directed to the Auxiliary Programs office.

Daily Notes and Observations

If an issue arises during a club, homework help, or aftercare session (such as a behavioral concern, injury, or emotional difficulty), a staff member will contact the family by phone or email. We believe in open, timely, and empathetic communication, especially when addressing matters that affect student wellbeing.

Feedback and Questions

We welcome your feedback and questions at any time as we continue to grow and improve our programs. Our goal is to provide high-quality, enriching, and joyful experiences that reflect the values of Rochambeau. Please do not hesitate to contact us at **clubs@rochambeau.org**.