

# **XL School Program Parent Handbook**



[Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com)

**Mt. Laurel: [Xlmtlaurel.com](http://Xlmtlaurel.com) (856) 273-2828**

**Cherry Hill: [XLcherryhill.com](http://XLcherryhill.com) (856) 428-8588**

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## 2020/2021 XL School Program Calendar

### September

14-18

21-25

28-30

### October

1, 2

5-9

12-16

19-23

26-30

### November

2-6

9-13

16-20

23, 24

30

### December

1-4

7-11

14-18

21, 22

28-30

### January

4-8

11-15

18-22

25-29

### February

1-5

8-12

15-19

22-26

March, April, May, and June dates to follow.

## General Program Information

Once you have completed your registration you will receive the following Enrollment Forms:

- Enrollment Contract
- Health and Wellness (2 pages)
- Authorization for Child Release (one per family)
- Behavior Management Policy (one per family)
- School Program Information Form

All forms must be completed prior to your child attending XL School Program. A copy of your child's immunization record and a current photo must be included. Program Enrollment Forms are also available on our website. Forms can be emailed to [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com).

You are responsible for all dates selected on your Enrollment Contract. All forms must be submitted prior to attending the program.

### Contact Information

Phone #: 856-273-2828

Fax #: 856-273-7533

Email: [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com)

Website: [www.xlmtlaurel.com](http://www.xlmtlaurel.com)

Federal Tax ID: 831998620

### Questions/Concerns

If you have any questions or concerns regarding your child, the Administrator, Lynne Prairie, is available during the day and can be reached in person, by phone or email. You may also speak to the Director on duty when dropping off or picking up your child. If you have an urgent matter during the day, please ask to have the Administrator notified immediately.

### Hours

XL School Program hours are 8:00 am – 5:30 pm.

### Office Business Hours

9:00 am – 4:00 pm Monday – Friday

If you have questions about your student's schedule, payments, or your account, please call the office during business hours. You can also email: [Lynne@xlsportsworld.com](mailto:Lynne@xlsportsworld.com).

### Rates

Full Day \$55/day Half Day \$35/day

### Payments

- Payments are due each Wednesday by 9:00 am for the following weeks' scheduled days.
- A credit card on file is required to hold any dates. If you do not wish to leave a credit card on file, payment in full for all scheduled days is required to hold those dates.

- Any cash or check payment received after 9:00 am on Wednesday will be credited to your next scheduled week. Checks should be made payable to: XL Sports World.
- You can pay by cash or check each week. If we do not receive payment by 9:00 am, we will automatically run the credit card on file at 9:00 am on Wednesday for the following week. It is not necessary to call to make a payment unless you are paying with a different credit card than the one on file.
- Payment forms/envelopes are located at the check in desk.
- If you prefer to pay in full or make payments in advance, you may do so at any time.
- 
- We accept all major credit cards.
- A \$30 fee will be charged to your account for all returned checks.
- A \$25 late fee will be charged to your account if payment is not received on Wednesday by 9 am for the following week's tuition. If your credit card payment is denied you will be charged a late fee.
- Please put your child's name on your check, especially if it is different from yours.
- The parent who registers their child is responsible for all tuition payments. If you would like us to split payment between two parents, you are responsible for obtaining the credit card information. If the other parent does not make their payment, the parent that enrolled is responsible for the balance.
- We will accept checks or credit card payments from another parent/party; however, it is the responsibility of the parent that registers their child to obtain this information.
- Call the office during business hours (9:00 am – 4:00 pm) if you have questions regarding payments.

## **Federal Tax ID Number: # 831998620**

### **Child Care Reimbursement Forms**

If you have forms that need to be filled out for tax deductible childcare, please drop them off in the morning so they can be ready for you to pick up at the end of the day. They will be available at the desk in the evening.

### **Receipts/Statements**

If you would like a receipt or statement of any/all monies paid please email the office ([lynne@xlsportsworld.com](mailto:lynne@xlsportsworld.com)). Receipts and statements are not available in the morning during drop off.

### **Discounts**

We are pleased to offer a 10% discount on tuition to all employees of the State of NJ, current Military, and all hospital employees. This is for tuition only and does not include registration. Please submit proof of employment with your completed Enrollment Forms and we will adjust your invoice in DASH.

### **Scheduling/Registration**

To register for the XL School Program, you need to create a DASH account on our website. You will then add your child and complete the registration. You must select at least one day, and you will be required to pay and \$50 Registration Fee and a \$50 deposit. This will hold a place for your child in our program. The deadline to complete your schedule is the 20<sup>th</sup> of the month. October dates must be selected by September 20.

## **Staff**

Our staff includes a strong team of teachers, college, and graduate students. All staff members are certified in CPR for the Professional Rescuer, go through an extensive orientation, and have had background checks completed by the State of NJ. 75% of our staff have worked at the XL for more than five years.

## **Staff to Student Ratios: 1:10**

### **Grades K-7th**

Our program is available for children that are currently in grades K-7<sup>th</sup>. Students will be placed in groups by grade. They will remain with their grade for the day.

### **Absence Policy**

It is not necessary to notify us if your child will be absent. Please be aware that if your child is absent for any reason, there are no opportunities to make that time up. There are no refunds, credits, cancellations, or substitutions for missed days due to illness, injury or for any reason.

### **Check-in Procedures**

Check-in will be done right inside the front door. The tables have been moved closer to the front door to limit entry into the building. Parents are not permitted past the desk for any reason. Only one parent may enter to check-in a student. Once the parent exits, the next students can come in.

- Parents have been instructed to take their student's temperature before coming to the facility.
- Parents will then be asked to complete the Daily Health Screening with a Director. The Director will then look for signs of illness in the student.

### **Daily Health Screening**

All students and staff will undergo a health screening prior to the start of each day. All students **must be given a temperature check before coming to XL. A parent or guardian must verify that the check was completed.** If any of the below circumstances is true for a student, that students must stay home. In the past 3 days, the student has reported:

- Child has a fever of 99.9°F or higher
- A cough
- Shortness of breath or difficulty breathing
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion or running nose not related to seasonal allergies
- Unusual fatigue
- Someone living in the household with the student has reported any of the above symptoms
- The student has been in close contact with someone with suspected or confirmed COVID-19
- The student has taken medication to reduce a fever prior to coming to XL.
- Please do not bring your child to XL if they or anyone in your home has any of these symptoms.

Additionally, staff will check the child for other signs of illness, including but not limited to flushed cheeks

or tiredness. All students and staff members will be required to wear a mask.

### **Check-Out Procedures**

- Parents will come to the desk to check-out one at a time and then immediately exit the building. They will be directed to an "X" where they will wait to be picked up. Student will be escorted outside to the parent by our staff.
- We have installed a plastic shield on the desk for the protection of our check-out staff.
- **Parents must wear a mask to check out their student.**
- **Must have ID to pick up a student.**

### **Parking Lot Safety**

- Mt. Laurel Fire Department prohibits anyone from parking in front of the building and will ticket any cars parked in front of the building.
- Please remember to be patient and cautious in the parking lot during drop off and pick up.
- The front spots are reserved for handicapped people and parents with infants in car seats.
- All other parents must park in one of the designated parking spots in our lot.

### **Triage - Injury/Illness**

If your child receives a minor injury (i.e. scrape, cut, bruise, bump, etc.) while at XL he/she will be taken to the triage. The triage counselor on duty will assess the situation and take care of any minor incidents. If the triage counselor feels the incident warrants further attention, he/she will notify one of the Directors who will determine whether the parents need to be contacted. We cannot call every parent for every minor bump or bruise, but we will contact you if we deem necessary. Every illness/injury is written up on an incident report which a director reviews, signs, and sends to the front desk so that you will receive this at check-out. You will probably get more of these than you would like, but we want you to know as much as possible about your child's day.

If your child becomes seriously ill or injured, a Director will contact you immediately. If we feel it is necessary, we will contact 911 first. If we are unable to wait until you arrive, a Director will accompany your child to the hospital and will stay with them until you arrive. Once at the hospital, our staff will not authorize any medical treatment. All injured students will be taken to Virtua Memorial Hospital in Mt. Holly unless you request otherwise.

### **If any of the following symptoms occur, you will be contacted to pick up your child within the hour:**

- Temperature over 99.9°F.
- Severe cold with fever, coughing, or bronchitis
- Difficulty/ rapid breathing
- Severe pain or discomfort, including ear or throat
- Vomiting or diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye, ring worm or impetigo (we would appreciate a call notifying us so we can pass the information concerning potential exposure on to the other students)
- Ear or throat infections

- Unusual behavior (i.e. extreme lethargy, refusing food or drink)
- Any infected skin area (i.e. ring worm)
- Detection of Head Lice
- **Upon notification, we require that your child be picked up within one hour.** Students that are sent home because of illness may not return until they are:
  - Free of symptoms for 24 hours
  - On the appropriate medication for 24 hours
  - Students must have a physician's note stating that they are cleared to return.

### **Policy on Illness and the Management of Communicable Diseases**

- We are concerned with the health and welfare of every child. To prevent illness from spreading to other students please do not send your child when they are ill or possibly contagious.
- No refund/credits/substitutions will be made if your child is sent home sick.
- If your child becomes sick or injured, he/she will be taken to the triage. We do not have a nurse on duty; however, our entire staff completes a course in CPR for the Professional Rescuer and First Aid. All illness/injuries are reviewed by the Administrator or a Director.

### **Medication**

**\*\*VERY IMPORTANT** - Please do not send your child with medicine in their bag or pocket. This includes Tylenol, cough drops, inhalers and EpiPen's. This can be dangerous to your child and other children if the medication falls out of their pocket or bag. Please hand it in at the front desk so we can put it in our triage, in a safe place, and make sure it is available for your child. If a child has their inhaler or EpiPen in their bag, our staff will not know they have one with them and this can be extremely dangerous in the event of an emergency.

- A Medication Form must be filled out and submitted when the medication is turned in at the desk. Medication must be labeled and stored in the original container.
- Parents must provide any precautionary information specific to the medication.
- Medications will be stored in a secure area that is not accessible to students.
- If you want us to dispense Tylenol to your child for headaches/minor ailments, please indicate this on the Health & Wellness Form.
- You will always be contacted by a director **before** Tylenol is administered to your child.

### **Lunch and Snack**

Lunch and snack time will be determined based on the student's school schedule. We will have a break in the morning and one in the afternoon for a snack. Water will be available throughout the facility for students to fill their water bottles.

### **Face Masks**

All students are required to wear a face mask to XL. Students will be required to wear them when they are not able to socially distance.

### **Food Allergies**

On the Health and Wellness form, we ask you to list any foods that your child is allergic to. *We take these allergies very seriously.* Your child will be given a wristband that must be kept on all day. **All students with food allergies are seated at a separate table during lunch.** Please do not feel that your child will be



sitting alone as we have many students with food allergies. This is for the safety of your child. If your child has a food allergy that requires an EpiPen, we request that you have one that we can keep on site for the duration of the time they are scheduled to attend the School Program weeks. **If your child has a SEVERE allergy, please contact the Administrator directly to discuss any special needs. If at any time during the summer anything changes with their allergy, we ask you to inform us in writing of the change.**

### **Discipline Policy**

It is the XL School Program's goal to provide a healthy, safe, and secure environment. Students are expected to follow the rules and to interact appropriately in a group setting. A discipline report is written for almost every incident. We do this so that you are aware of the incident and can speak to your child. We cannot call every parent every time a child is disciplined, however we will contact you during the day or ask to speak to you at the end of the day for more serious incidents. We try to keep the lines of communication open so we can work together to help your child have a good day

### **Program Rules**

- Keep hands, feet, all objects, and all other body parts to yourself.
- Be respectful to yourself, others, and XL School Program property.
- Listen and follow directions.
- Foul language/name calling is not permitted.
- Treat everyone with kindness and respect.
- Always tell a staff member if something is wrong or if you are upset.
- Be responsible for your personal belongings always.
- Play fair and have fun!!

### **If your child disobeys the XL School Program rules, we will take the following actions**

- Staff will redirect the students to a more appropriate behavior and remind him/her of the rules.
- If the behavior persists, the student will be placed in time-out.
- The staff will document the situation by filling out a discipline report. All discipline reports are reviewed by the Administrator or a Director and a copy is sent home.
- If a child's behavior at any time threatens the immediate safety of them, other children or staff, the parent will be notified and expected to pick up the child immediately.
- If your child is suspended from the program, you are still responsible to pay for those days.
- Continuous disruptive behavior may result in a suspension or expulsion from the program.
- If your child is expelled from the program your financial responsibility will end at the end of that week. You will not receive a refund for any days in that week.

We will make every effort to calm your child, redirect them and diffuse every situation, as we do understand that children occasionally become upset and can act out. However, if we feel that we cannot control your child, we have no other alternative than to remove them from the program. If your child is being sent home because they are not following the rules or they are being disruptive to the rest of the students, they will be placed in time-out in the office and you will be asked to pick them up immediately. Please note that if you are contacted to pick up your child from the program due to behavior issues, you will not receive a credit/refund for that day.

If we decide to suspend or terminate your child's program enrollment due to any behavioral issues, you will not receive a credit/refund for the week that the student was suspended or expelled from the program. We will terminate his/her enrollment at the end of that week, and you will not be charged for any future week(s). If your child is expelled from XL School Program, siblings of that child may continue to attend; however, if you decide to remove your other children, you are still responsible for paying for all days/weeks the siblings were originally enrolled.

### **What should students wear to?**

- Students should dress in comfortable lightweight clothing so that they are ready to participate in all activities.
- All students should be prepared to play outside each day (weather permitting)
- Students are not permitted to wear clothing that is too tight or too revealing.
- Socks are required when skating and playing in the Funzone, and Adventure Alley.

### **What should students bring?**

- **Laptop or tablet, headphones, and a charger**
- **All supplies needed to complete their schoolwork**
- **A copy of your child's schedule from their teacher**
- **All login information for the tablet or laptop**
- **All Zoom information**
- **Lunch, water bottle and two snacks**
- **All students must wear a mask**

Please be sure all items brought to XL are clearly labeled with your child's full name and please remind your child to keep close track of all items. Each grade is designated a cubby area to store their belongings. Except for K students, it is your child's responsibility to keep track of all his/her belongings including their shoes!

### **What students ARE NOT permitted to bring?**

- Gum
- Glass bottles
- Medicine in their bags

We prefer that your child does not bring cell phones, expensive toys, or games to the School Program. If you choose to allow your child to bring any expensive item and it is lost, damaged or stolen, please do not contact the staff about this, as we are not responsible. The XL staff will, under no circumstances, be held responsible for the loss, damage, or theft of these or any other valuable items.

### **Virtual Learning**

Students will be grouped by grade during their virtual learning times and will be supervised by our staff during their required school times to keep them on task and to assist if needed. Their lessons will be taught by their teacher from their individual school. Please remember we are not able to offer individual tutoring.

During the morning, the students will be doing their virtual school. Some will have a longer day than others. We will communicate with you any trouble your child is having with their school lessons.

### **Homework**

Any homework that they have not finished by the end of their school day will need to be completed at home so that the students have time to play after school.

### **After School**

Once your child's virtual school day is finished, they will participate in organized games, skating, art, dance, and free play. When your child is given a break by their teacher, we will allow them to play and relax. There will be time each day to play outside (weather permitting).

### **Photo Release**

Any photos or video footage taken while your child is at XL may be used for promotional purposes in print media and/or internet promotion. No financial compensation is available should such a picture/video be used.

### **Lost and Found**

Students are required to keep track of their belongings including their shoes. Even with our staff reminding them, they may lose their shoes and belongings. Please put your child's name on everything they wear or bring to XL including their shoes. A Lost and Found area is located near the front desk. At the end of each day, our maintenance staff will place any items that have been found in our building in the Lost and Found, so please check it periodically for any missing items. If your child is missing their shoes, jacket, hat, etc. chances are it will turn up during clean up and it will be placed in the Lost and Found.

### **Fire Drills**

Our staff conducts a fire drill every week on a different day and time. This is for the safety of the students. These drills ensure that we can get all our students out of the building and accounted for very quickly in the event of an emergency. Please be advised that you will not be permitted to check-in or check-out your child during a fire drill.

### **One Final Note**

This program is designed to offer parents an option so that they can continue to go to work. Since all of this is very new to you, the children, and us - we ask that you are patient as we figure it out together. Once we have all the school schedules (the time that they are required to be virtual learning) we will be able to work out our daily schedules.

Our staff works extremely hard to get to know all our students and to ensure that every student feels safe and cared for while they are in our care. Please always treat our staff with respect. We will always make the time to speak with you about your concerns and address every situation in a timely manner. If you have any issue you would like to discuss, please do not hesitate to bring it to our attention.