

\*Child must be dropped off at 9:00 and picked up at 3:00 **Monday-Thursday**. In order to take part in our theatrical production on **Friday\*\***, child must be dropped off at 9:00 and picked up at the conclusion of the production at 6:00. This schedule is offered as a week-long commitment; therefore daily rates are not available.

\*\* If the production day occurs on any day other than Friday, the Friday drop off and pick up time apply to that day (9:00 until the conclusion of the production at 6:00).

Extended Day Schedule-Your child will get the full experience of our camp including additional flexibility with drop off and pick up times.

This schedule includes the Full Day Schedule with added activities in morning and afternoon

8:00-9:00      Morning Mania

                  Arts and Crafts

                  Games

3:00-6:00      Afternoon Adventures

                  Art and Crafts

                  Games

\*This schedule is offered as a week-long commitment; therefore daily rates are not available

We thank you for considering Right Track Academy for your student's arts enrichment needs. Please feel free to voice any questions or concerns to a member of Right Track Academy management. We look forward to working with your student as strive to do what we do best...

*Building Self-Esteem Through the Arts!*

**Parent Handbook Addendum**

**May 5, 2006**

**AGE REQUIREMENTS**

Effective May 5, 2006, all students must have previously attended kindergarten before attending Right Track Academy. All students must NOT have attended 7<sup>th</sup> grade prior to attending Right Track Academy.

**Parent Handbook Addendum**

**November 28, 2007**

**FULL DAY AND EXTENDED DAY CAMP OPTIONS**

Right Track Academy is happy to offer you more choices in 2008! Starting in January, we will provide Full Day and Extended Day Camps. These two options are sure to fit your family's busy schedule! All holiday and teacher workday 1 day camps follow the extended day schedule. No full day schedule is available.

Full Day Schedule -Your child will get the full experience of our camp with modified drop off and pick up times.

9:00\*            Drop off

9:00-12:00    Morning Drama/Art Session

Mid-morning snack-provided

30 minute lunch-not provided

12:00-3:00    Afternoon Art/ Drama Session

Mid-afternoon snack-provided

3:00\*            Pick-up

## COMMUNICATION WITH PARENTS

Our staff is always available for parent questions, concerns or suggestions at any time. You are encouraged to discuss any questions or concerns you may have during the day with our office manager. If you would like to meet with a teacher or a member of our management, you may speak with either in person as you drop off or pick up your child. If a more formal meeting is desired you may schedule an appointment.

The staff of Right Track Academy reports directly to the owners, which make up Right Track Academy's management team. The owners/management teams have established the policies and procedures of Right Track Academy and are the only persons that may interpret said policies and procedures.

## OPEN DOOR POLICY

Right Track Academy has an open door policy and parents are always welcome! We encourage you to visit the program at any time and see first hand how your student is spending his/her day.

## HEALTH AND SAFETY GUIDELINES

### **No Smoking Policy**

Right Track Academy has a smoke free environment. To ensure the safety and comfort of the students and staff, our no smoking policy is strictly enforced. Smoking is not allowed anywhere on the campus of Right Track Academy. Please extinguish all smoking materials before getting out of your car and dispose of smoking waste properly.

### **Chronic Health Conditions**

Please notify the staff if your child has a chronic health condition. We will maintain careful observation and will work with the parents to ensure a safe environment and a full-filling experience during your student's session.

### **Safe transportation of students**

Should any staff member of Right Track Academy feel at any time that the person picking up a student is under the influence of alcohol or drugs, they are to notify a member of management immediately. An alternate contact will be made for pick up of the child if deemed necessary by the member of management. If no alternate contact is available, a taxi will be called to transport the adult and student home. This is for the safety of the adult, student and others on the roadways. If the adult becomes belligerent, staff will notify the police and the authorities will then take control of the situation.

management, weeks may be exchanged to accommodate unforeseen extreme illness, injury, rescheduling, or emergency situations. This is pending prior approval, availability, and a doctor's note may be required. This service is provided free of charge.

## **STUDENTS WITH SPECIAL NEEDS**

Right Track Academy accepts students with special needs and will work with parents in providing the best track-out care possible for these students.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

We at Right Track Academy feel that praise and positive reinforcement are effective methods of behavior management for elementary students. We understand that when students receive positive and non-threatening physical interactions from our staff, they develop good self-discipline, problem solving skills, and self-control. Right Track Academy will strive to maintain a consistent balance of praise and positive reinforcement as an effective means of classroom management.

All students are treated as unique individuals and we at Right Track Academy will respect their feelings, wants and needs. Please feel free to discuss any situations in which you feel the staff of Right Track Academy failed to consider your student's individuality with a member of our management team.

**In order to maximize your child's drama and art experience please ensure that your child keep all toys and electronic games at home.**

## **CHILD ABUSE AND NEGLECT**

By North Carolina law, all staff members are required to report suspected cases of child abuse/neglect. If such cases arise, the alerted staff member will report to a member of Right Track Academy management. A member of management will then notify the Protective Services Unit of the Department of Social Services.

## **STAFF REQUIREMENTS**

All Right Track Academy staff members, even those not directly working with children, have had criminal record checks done by a private agency and are subject to random drug testing. All staff that work in direct contact with students have extensive arts education training and experience teaching children.

**Failure to comply with all established policies of Right Track Academy may result in dismissal from the program.**

**Right Track Academy reserves the right to dismiss a child from the program at any time.**

## **ENROLLMENT**

A registration form with the session's tuition is due prior to the start of each student's session. For commitments of 3 or more weeks of camp, parents may pay in equal monthly installments based upon written agreement at the time of enrollment. All money must be collected in full before the last day of the student's camp. Upon acceptance, a "parent pack" of information forms (see below), provided by Right Track Academy must be completed by the parent prior to the attendance of the child in the program. An orientation for new participants and their families consisting of a tour and visitation during program hours may be scheduled at a time that is convenient for the families.

The packet of information forms for the child's file include the following:

**Registration Form**  
**Emergency Information Form**  
**Authorization to Release Child**  
**Immunization History**  
**Permission to Photograph/Video**  
**Permission for Movies**  
**Right Track Academy Policy Agreement**

Each family will receive a copy of the Parent Handbook. Please read this and use it for future reference.

**There will be a \$25 processing fee for any checks returned for insufficient funds.** Payment to cover the NSF check must be in cash and after the second returned check, all future payments and any other fees must be **PAID IN CASH.**

## **CANCELLATION AND REFUND POLICY**

Parents are required to provide a 30 day written notice of cancellation in order to receive a tuition refund. Based on a 30 day written notice tuition will be refunded minus \$50 cancellation fee. Any cancellation and request for refund without a 30 day written notice will be subject to management's review and approval. Upon the approval of the Right Track Academy

clearly marked with his/her name. Our snack schedule is provided at the start of the week. Please make sure that you make our staff aware of any food allergies so that a substitution may be made for your child. If your student's lunch requires refrigeration or the use of a microwave, please make a staff member aware of this need.

**Parents must come into the building to pick up their children.** We ask that you speak with an employee so we are aware of your child's departure. You may be asked to show a picture ID as these sessions are week-long and the staff may not have sufficient time to develop a close relationship with all those authorized to pick up your student. Do not send siblings under 18 years of age to pick up your child. Only an authorized adult is allowed to do so. Your child's safety is very important to us and this will be strictly enforced. If your student is to be picked up by someone other than the persons authorized by you in your registration information, a written note must be given to a staff member in advance and proper identification will be required. A telephone call to give authorization for another party to pick up is not permitted.

**Children must be picked up by 6:00 PM** each day. A mandatory late pick up fee will be charged at the rate of \$5 after 6:00 PM with an additional \$5 charge per child for each 5 minutes you are late. Starting at 6:05 pm the fee will be \$10; at 6:15 the fee will be \$20. This late fee must be paid before your student is allowed to return the next day or prior to pick-up if this occurs on the last day of a session. Repeated tardiness at pick up time will result in dismissal from the program. Please call if you are expecting to be after 6:00pm when picking up your student. A late fee will be charged even if you call.

**Please pack an extra set of clothing for your child.** The clothing may be stored at the academy through the week. We do a great deal of painting, gluing, etc. We provide an art smock, however, clothes may accidentally become soiled. The clothing will only be used in times of necessity.

## **SICK STUDENTS**

Sick children should not attend the program and will be sent home. Your child must be without a fever, diarrhea, and vomiting for 24 hours prior to returning.

## **MEDICATION**

Children are never to have medication in their possession. All medications must be brought in by the parent and given to a staff member. If a child is to receive medication while at Right Track Academy, the parent must fill out a medication administration form. All medications must be clearly labeled with the child's name, physician's name, name of medication and instructions for administration. No medications will be given without these written instructions.

Hours of operation are Monday – Friday, 8:00AM-6:00 PM. The bulk of classroom instruction will take place between the hours of 9:00AM-3:00PM. The time before and after instructional time will consist of structured and unstructured activities.

## SCHOOL HOLIDAYS

Right Track Academy **will** be open for student care on the following holidays:

November 11, 2008	November 26, 2008
December 22-23, 2008	January 19, 2009
April 10, 2009	

\*If the holiday falls during your student’s regular track-out session, your student may participate on this holiday as part of their weekly tuition. If your student does not participate during these holidays, your week’s tuition will be discounted by fee to reflect the day(s) missed. All modified sessions will still include a full-scale dramatic production on the last day (excluding holiday(s)).

The hours for holiday care are 8:00 AM - 6:00 PM. Parents **MUST** sign up and pay in advance for holiday care for your student.

From time-to-time our sessions will include special guests and/or activities from outside sources. These “specials” are to enhance our program and at no additional cost to you. Right Track Academy students will never participate in field trips.

## CLOSING DATES

Right Track Academy will be **CLOSED** the following days:

September 1, 2008, November 27-28, 2008, December 24-31, 2008, January 1-2, 2009, July 3, 2009, September 7, 2009, November 26-27, 2009, December 24-January 1, 2010, May 31, 2010

Should inclement weather arise, our management will close Right Track Academy. Please contact us directly and/or watch WRAL news. Our school’s name will appear as Right Track Academy and may not directly follow the WCPSS schedule. Our management will base their decision on the weather around our school and will make such decision in a timely manner.

Should an emergency situation arise and Right Track Academy early or delay the start time, you will be notified directly via the telephone.

## Procedures

**Parents must provide their child with a lunch and drink daily.** A healthy snack and drink will be provided as a morning and afternoon snack. Please make sure that your student’s lunch is

# **Right Track Academy**

Right Track Academy is a new track-out and arts enrichment provider. We are a one-of-a-kind service provider in the Wake County area. Right Track Academy is a family owned and operated business. Our owners, Craig and Leane Cahoon both have a passion for the arts and are fixtures in the arts community. Leane has served as a theater-arts, dance and public speaking teacher with the Wake County and Lenoir County public school systems. She holds a BS in Theatre Arts Education and a BFA in Professional Acting from East Carolina University. It is the Cahoon's desire to enhance the Wake County Public Schools' arts programs and those of home-schooled individuals while providing quality student care.

## **MISSION STATEMENT**

To provide quality student care and help students build their self-esteem through the visual and performing arts.

## **PHILOSOPHY**

- Students will be provided with a loving atmosphere in which to embrace the study of visual and performing arts. There will not be exclusion or discrimination due to race, creed, or culture. Enhancement and protection of a child's self esteem and the building of self esteem will be matters of continuing concern for all Right Track Academy staff members.
- Discipline, when necessary, will **NEVER** be harsh, physical or consist of psychological measures. The teacher who witnesses the inappropriate behavior will deal with inappropriate behavior immediately. It is our goal to avoid inappropriate behavior through effective classroom management as well as well-structured activities. All disciplinary matters will be discussed with parents at the end of the student's day.
- Staff will be provided with a professional work environment. Teachers will continue to grow professionally through the continued education opportunities provided by Right Track Academy. It is our desire to have happy, healthy staff that enjoy working for Right Track Academy and take pride and ownership in the success of every student.

## **POLICIES**

All Right Track Academy sessions follow the Wake County Public School System traditional and year-round calendars, serving students in grades kindergarten through Sixth.