



Right Track Academy

Building Self-Esteem Through the Arts!

Drama and Art Track-Out Camps, Summer Sessions, & Holiday Care

PARENT HANDBOOK

Right Track Academy

Right Track Academy is a track-out and arts enrichment provider for students in kindergarten through sixth grade. 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 fifth grades. All students must have previously attended kindergarten or currently be enrolled in kindergarten before attending Right Track Academy. All students must NOT have attended 6th grade prior to attending Right Track Academy.

Hours of operation are Monday – Friday, 8:00 AM - 6:00 PM. The bulk of classroom instruction will take place between the hours of 9:00 AM - 3:00 PM. The time before and after instruction will consist of structured and unstructured activities. The tuition is \$220 per week.

PROCEDURES

Parents must provide their child with two snacks and a lunch and drink daily. Please make sure that your student's lunch and snacks are clearly marked with his/her name. Also make sure that you make our staff aware of any food allergies or special dietary restrictions by filling out the appropriate information on the Emergency Form as well as discussing your child's restrictions with a staff member. We do allow students to bring snacks and/or lunches that contain peanuts for their own consumption. If your student's lunch requires refrigeration or the use of a microwave, please make a staff member aware of this need. We will provide cups for water during the morning and afternoon snack time.

Parents must come into the building to drop off and 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 PM 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.

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 first day of the student's last week of 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. Students will not be allowed to stay at camp any part of their first day without completed paperwork. Drop-off on Monday morning will move much faster if you bring your forms in completed. 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 and Right Track Academy.

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

- Registration Form**
- Emergency Information Form**
- Authorization to Release Child**
- Immunization History**
- Permission to Photograph/Video**
- 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 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. Failure to provide prior notice will result in the loss of tuition and/or credit AND may affect your ability to purchase/book future weeks at Right Track Academy.

STUDENTS WITH SPECIAL NEEDS

Right Track Academy will do everything possible to accept students with special needs and will work with parents in providing the best track-out care possible for these students. Students with special needs must be able to function independently within the confines of Right Track Academy's staff to student ratio. Parents of students with special needs must tour the facility and meet with staff prior to enrolling their student.

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. However, RTA will ensure the safety and well-being of ALL students. If your child's behavior is consistently disrespectful, threatening or harmful, he/she will not be allowed to remain in our program.

Cell Phones

Students are encouraged to leave cell phones at home. Right Track Academy cannot and will not be responsible for any cell phones. Right Track Academy will also not allow students to make or receive cell phone calls or text messages while at camp, nor will students be allowed to play games, watch videos, take pictures or listen to music on their cell phones. If you, the parent, still feel that it is imperative that your student have a cell phone while at Right Track Academy, you may entrust the cell phone to your student. However, if the student breaks any of the above listed rules, he/she will have the cell phone confiscated for the remainder of the day and the student will not allowed to return to Right Track Academy with the cell phone. We thank you in advance for your cooperation.

Toys and Electronics

In order to maximize your child's drama and art experience, please ensure that your child keeps 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.

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 them 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 management team/owners 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. During this time, however, we ask that you limit your interaction with other students. Parents visiting our program are always supervised and are never left alone with students.

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 fulfilling 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.

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 we strive to do what we do best...

Building Self-Esteem Through the Arts!

SCHOOL HOLIDAYS

Right Track Academy **will be OPEN** for student care on the following holidays/workdays for the 2011/2012 academic year:

September 30, 2011	Teacher Workday
October 31, 2011	Teacher Workday
November 11, 2011	Veteran's Day
November 23, 2011	Teacher Workday
December 21-23, 2011	Teacher Workdays
January 2, 2012	Teacher Workday
January 16, 2012	Martin Luther King, Jr Day
January 23, 2012	Teacher Workday
February 20-21, 2012	Teacher Workdays
March 30, 2012	Teacher Workday
April 2-5, 2012	Spring Break

*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 or daily credit 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.

Right Track Academy students will never participate in field trips.

CLOSING DATES

Right Track Academy **will be CLOSED** the following days for the 2011/2012 academic year:

September 5, 2011	Labor Day
November 24-25, 2011	Thanksgiving Break
December 24-January 1, 2012	Christmas Break
April 6, 2012	Good Friday
May 28, 2012	Memorial Day
July 4, 2012	4 th of July Holiday

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 has to close early or delay the start time, you will be notified directly via the telephone.