



Tuition Policy

Hours of Operation and Age Limits

Regular operating hours:

Homeschool Enrichment: Sr.Learners (Grades 8th - 12th) Tuesdays 10 AM to 1 PM

Jr. Learners (Grades K-7th) Wednesdays OR Thursdays 10 AM to 1 PM

...except for various holidays and inclement weather as described in the **Family Handbook**. Please consult the current calendar for holidays. There is no reduction in tuition as a result of center closures or failure to attend class.

The procedure to notify families should severe weather or other conditions prevent the program from opening on time, or at all, will be announced through text message and social media to guardians, using available contact information. If it becomes necessary to close early, we will contact you or someone listed in the **Child Emergency and Consent Form**, and it will be your responsibility to arrange for your child's early pick up. We do not provide care should schools close early for inclement weather or emergencies.

Fee Policy

Homeschool Enrichment: 6 week session (# of children)

One-\$75, Two-\$100, Three-\$125, Four+-\$150 MAX

- Tuition is not subject to credits for holidays or emergency closures.
- I agree to pay full tuition even if my child chooses to participate in fewer than the hours offered.
- A late pick-up fee of \$1.00 per minute is due, beginning 15 minutes after stated ending time.
This fee must be paid in full before returning to The Learning Studio.
- My child may have the opportunity to participate in special programs that may have an additional fee (field trips,etc)
- All NSF checks or returned online transactions will be charged a fee of \$30.00. Two returned payments will result in my account being placed in social app payment only status.
- A receipt for income tax purposes will be provided..
- We DO NOT accept cash as payment. Payment may be made by credit/debit online, check/money order or by Venmo.

Other Agreements

- Any arrangement/employment between me and the staff of this center (i.e. babysitting), outside of the programs and services offered by this center, is an individual endeavor and private matter not connected or sanctioned by this center. This center shall remain harmless from any such arrangement.
- I give my permission for my child to participate in supervised walking excursions around the center and to participate in outdoor play.
- I understand and agree that it is my responsibility to read and familiarize myself with policies and procedures outlined in the Family Handbook and agree to abide by them.
- I understand it is my responsibility to go directly to the directors with any questions I may have regarding the policies, procedures, and information contained in this Enrollment Agreement.
- Information contained in the Family Handbook is subject to change.
- Homeschool Enrichment will run in conjunction with the Darlington County School District calendar.
- Please notify The Learning Studio of any scheduled or unforeseen absences.



Welcome to The Learning Studio Family Handbook




Location:

Upstairs at Black Creek
116 W. College Ave
Hartsville, Sc 29550



Director:

Kristi Jeffords
843-758-5141



Facebook: @the.learning.studio.2024

Instagram: @thelearning.studio

thelearningstudio.sc@gmail.com

www.thelearningstudiosc.com



The Learning Studio

Dear Parents,

We're on a mission to sprinkle a little magic on your child's educational journey. Our goal? To unlock their full potential in a space crafted just for them. With over a decade of experience in homeschooling and children's library magic, we've got the know-how to make learning fun and enriching!

Rest easy, parents! Every staff member has passed a superhero-level background check through SLED and is CPR certified.

Our Family Handbook is like our trusty map, guiding our decisions and keeping communication flowing between caregivers and guardians.

Thanks a bunch for considering us for your child's educational adventure! We can't wait to meet your family!

Please read the Family Handbook carefully. This handbook helps us provide effective communication between guardians and leadership. It will address questions you may have. If any additional questions come up, feel free to contact the directors.

Sincerely,
Kristi Jeffords
843-758-5141



Mission Statement:

The Learning Studio is dedicated to delivering exceptional educational enrichment. We stand apart from typical homeschool enrichment programs, aiming to unlock your child's full potential in a space tailored to their needs.

We strongly believe in the importance of movement during learning. This approach not only aids cognitive connections but also enables children to experience the pure JOY of learning.

Enrollment:

The Learning Studio is open to all children regardless of race, creed, sex, religion, or nationality.

Staff:

All staff members have been background checked and have a SLED background on file with us. The Director is on site and is CPR and First Aid certified.

Ages:

The Learning Studio allows children in grades K-12 to participate in our *Homeschool Enrichment Program*. In addition, they must be potty trained.



Payment schedule/Fees

- *All weekly payments are due in advance for *Homeschool Enrichment Courses*.
- *We do not accept cash as payment. Payment may be made by credit/debit card online, check/money order or Venmo.
- *Tuition is not subject to credits for holidays or emergency closures. Children may have the opportunity to participate in special programs which may have an additional fee. This will be communicated to the guardian ahead of time.
- *Returned checks will incur a \$30.00 NSF service charge. Two returned payments will result in account being placed in social app payment status only.

Closing Time/Pickup:

Please pickup children at stated closing time. If you will be late, please notify The Learning Studio as soon as possible.

Snow Days/Severe Weather:

Should severe weather or other conditions prevent the program from opening on time or at all, notifications will be announced via text messages and social media to guardians, using available contact information. If it becomes necessary to close early, we will contact you or someone listed in the *Child Emergency and Consent Form* and it will be your responsibility to arrange for your child's early pick up.

Medical Emergency Policy:

In the event of a medical emergency or accident, requiring a doctor's treatment, we will contact the guardian immediately. If we cannot contact the guardian, the child's emergency contact and doctor will be contacted. The child will be taken or transported by EMS to the Emergency Room.

There will be a staff member on duty at all times who is certified in First Aid and CPR. The Medication Log must have the child's emergency medications listed and guardian signature to be used in emergency situations.



Health and Medication:

The required medical forms must be submitted prior to enrollment and annually thereafter. Use best judgement in bringing your child to The Learning Studio. If they appear unhealthy or have uncommon symptoms, be considerate of the health of other children and staff. Children with the following symptoms will be excluded from classes and will have their guardian contacted. Child must also be fever free from the following, for 24 hours before returning to the program

1. Inflammation of the eyes and sinuses
2. Fever (100+)
3. Rash
4. Diarrhea
5. Vomiting

Discipline:

The Learning Studio will express disapproval, without attacking character. Expectations are clearly stated. Choices are given and in extreme situations a child may be given a "time out," because at times a child may be having trouble making choices of their own. They made need a couple of minutes to cool down and think about their choices.
NO PHYSICAL DISCIPLINE IS EVER USED IN OUR CARE.

Media Release:

We often share photos and videos of The Learning Studio on social media. If you choose not to sign the media release, we will not take, post or release any media of your children. If the release is signed, we are unable to take responsibility for where the images are distributed, once posted to the internet.



Bathroom Policy:

All children must be potty trained at The Learning Studio. Children need to be able to pull up their own pants and underwear. Staff will not assist with these tasks.

When a child has to go to the bathroom, they should let a staff member know and the staff member will ensure the bathroom is empty, watch the child go in, and wait for the child to come out.

If possible, children will go into the bathroom, one at a time. If a child cannot wait to use the bathroom until another child is finished, we will check that a second stall is clear and then wait outside the bathroom for the child to return.

When a child has to go to the bathroom, they should go into the bathroom alone.

If a child needs assistance in the bathroom, have the child come to the door where the adult is waiting, keep the door open and the adult can help with zippers and buttons only. The child needs to be able to pull up their own pants. If they can't, then parents must be contacted to help their own child.. The adult should say aloud what they are doing to help: Example "I'm helping you zip your pants right now." If possible, they should do it in view of the security camera.

If a child uses the bathroom and needs help wiping, or has an accident and needs to be cleaned up, the child's guardian's will be contacted. Staff will provide clean clothing if the child has an extra set and let the child wait in the bathroom, until the guardian is able to come assist their child.