



Metroplex

E-Learning Academy

for Lovejoy Students

Parent Handbook

2020-2021

please go online & complete one last survey

www.metroplexgymnastics.com

Metroplex Gymnastics & Swim

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Metroplex Academy has NO affiliation with Lovejoy ISD.

This handbook will be modified as necessary to adjust to the ever changing circumstances with both Covid-19 and the school district's policies. We will notify you if such changes are made.

Metroplex Academy Program

Metroplex Academy is a program for students enrolled in Lovejoy ISD. Metroplex will provide a classroom setting and a teacher to facilitate, assist with, and enhance your child's E-learning experience. All curriculum materials, assignments and grades are determined by your child's Lovejoy teacher.

Additional Daily Activities

Gymnastics/Physical Education/Open Gym

During this scheduled time in the gym, the students will be involved in various gross motor activities designed to develop balance, coordination, strength and agility. Activities will vary by grade. This is an opportunity for physical exercise, gross motor development, and social interaction.

Outside Recess

During this scheduled time in the fenced in area to the side of the building, the children will get fresh air & sunshine will participating in activities such as gaga ball and basketball.

Teachers/Facilitators

All Metroplex teachers will be adults with experience educating children.

All teachers will be background checked and CPR/First aide certified.

Parent Notifications/Communication.

Communication between parents, Lovejoy teachers and Metroplex teachers is imperative to your student's educational success. We are working on guidelines/procedures to assist with this important matter.

Enrollment Requirements

Students are enrolled on a first-come, first-served basis. Metroplex admits students of any race, color, religion, nationality and ethnicity.

Metroplex will service students enrolled in Lovejoy ISD's E-Learning program.

Prior to a student being admitted, Metroplex must have the following items on file:

- Completed enrollment form and on-line account created
- Signed Covid-19 Acknowledgment and Disclosure Form
- Paid registration fee, pro-rated August tuition and September tuition

Registration/Supply Fee

\$ 100 non-refundable registration fee

Monthly Tuition

\$550 per month

5% discount for the 2nd child of the same household

10% discount for the 3rd (or more) child of the same household

Extended School

(After regular school hours until 6:30pm)

1 day a week - \$65 per month

2 days a week - \$120 per month

3 days a week - \$168 per month

4 days a week - \$205 per month

5 days a week - \$225 per month

You MUST pre-register for the specific day/days of the week your child will stay for extended school and adhere to that schedule.

If a situation arises that you need to add a day of extended school at the last minute, please notify the office. The cost for that day will be \$25 and will be charged to your card on file that day.

Tuition will NOT be discounted, pro-rated or refunded due to absences.

You must pay the registration fee, pro-rated August tuition and September tuition at the time of registration in order to hold your child's spot in a class.

Monthly Auto-Pay Program:

For your convenience, we will charge tuition to your Visa/Mastercard or Debit Card monthly thereby ensuring your student's spot in his/her Metroplex Academy class. For your protection, your card number is not visible to anyone once entered.

Paying Tuition:

A credit or debit card is required to be on file in order to register in Metroplex Academy.

You must pay the registration fee, pro-rated August tuition and September tuition at the time of registration in order to hold your child's spot in a class.

You are obligated to pay October tuition (whether you attend school at Metroplex or not) which will be auto drafted on September 25th from your card on file. Each month's tuition after that will be auto drafted on the 25th of the preceding month.

Metroplex will NOT send a tuition reminder.

Once tuition is charged on the 25th there are NO REFUNDS OR CREDITS and you are enrolled for that class for the next month. Please inform the office in writing if/when your student will return to in-class learning at Lovejoy ISD and no longer attend Metroplex Academy.

If your payment doesn't go through for any reason, you will be charged a \$15 fee. If delinquent tuition is not paid before the first of the month, your student will be un-enrolled, and a student on the waiting list will be called. All returned checks will carry a fee of \$35. Once we have taken a bad check, all future tuition must be paid by cash or debit/credit card.

Students with Special Needs

Unfortunately, Metroplex Academy is NOT equipped or qualified to teach students with special needs.

Hours of Operation

Students may be dropped off at Metroplex Academy starting at 7:30am.

The “Metroplex Bell” will “ring” 10 minutes prior to the required Lovejoy “log-on” time. Once Lovejoy announces the final schedules for each grade, we will provide more specific details.

Extended School is offered after regular school hours until 6:30pm.

School Calendar

Metroplex will follow the Lovejoy ISD calendar.

Drop-Off and Pick-Up Procedures

It is important to have your child at Metroplex on time so that he/she can get set up and log-on to Lovejoy ISD on time.

You may drop-off and pick-up your child in the carpool line at the front of the building. Please have your child on the right side of the car so he/she can get out and go directly into Metroplex without crossing over the parking lot.

You may walk your child to class the first week of school, but after that we ask that you use the carpool line.

Please inform the office and your Metroplex teacher if there is anyone restricted from picking up your child.

Late Pick-Up Charge

There will be a 5 minute grace period for picking up your child without being charged a late fee. After the grace period, you will be charged \$5.00 for each 5 minutes you are late, which will be due at the time you pick up your child.

Inclement Weather School Closings

Metroplex will follow Lovejoy ISD for school closing due to inclement weather. Listen to the local radio or television news or go to www.lovejoyisd.net for information regarding closures. **If Lovejoy ISD is closed for the day, Metroplex will also be closed. If Lovejoy ISD delays the start of school, Metroplex will follow that schedule.**

Dress

Students **MUST** follow Lovejoy dress code.

The students will play in the gym and outside each day, so comfortable clothes are encouraged. Girls are asked to wear shorts under skirts and dresses.

Please keep in mind that even when the weather outside is getting cooler, your child will get warm when playing in the gym, so layers are best.

What to Bring

*****Please label everything with your child's name*****

- Lunch
- Snack
- Filled water bottle with pop-up straw or spout
- Electronic device suitable for E-Learning and a charger
- Quality headphones with microphone

Please do not allow your child to bring toys or special items from home unless it is something requested by the teacher.

Electronic devices may NOT be left at Metroplex after school hours.

Snack & Lunch

Children should bring a snack each day – snack schedules will depend on the E-Learning schedule for each grade level. Children should bring their own lunch each day. Lunches will not be refrigerated or heated in a microwave. Lunches should include eating utensils. The children will have their water bottles at lunch, but can have juice or other beverage packed in their lunchbox as well.

Parents must communicate allergies and /or diet restrictions to the teacher as well as on the registration form.

Cell Phone Policy

NO cell phone usage will be permitted during the school day.
Students may access their phones during extended school.

Discipline Policy

Metroplex strives to avoid behavior problems by having well-managed classrooms and engaging activities for the children to participate in. Our goal is for the children to learn appropriate behavior, how to communicate and express themselves constructively, and to understand that there are consequences related to the choices they make. Discipline will be individualized, appropriate to the child's level of understanding with the main goal being to teach the child.

Only positive methods of discipline and guidance will be used including:

- Praise and encourage good behavior – “catch them being good”
- Remind child of behavior expectations
- Redirecting unacceptable behavior

Staff members will not use physical punishment or negative methods that hurts, frighten or humiliate children.

In the rare instance where it is found that a student's behavior is a constant disruption to the class, it may be necessary to dismiss that student from our program. Our priority is to teach each and every child in the classroom, and consistent disruptions by one student will not be tolerated.

If your student is dismissed from Metroplex Academy, no refunds will be given.

Lice Policy

Upon detection of lice or nits on a student, Metroplex staff will contact the student's parent or guardian to pick up the child. The student may return to school after treatment with an over the counter or prescription treatment product.

Allergies

If your child has been diagnosed with a known food allergy, the child's healthcare professional must provide a food allergy emergency plan in writing to Metroplex.

Medications

If it is necessary for us to give your child medication while he/she is at Metroplex, the medication must be in the original bottle with the child's name and kept in the front office. A form giving us permission to administer the medication must be completed. Medication administered by the staff will be recorded on the form. If your child requires an EpiPen, please have a prescription and allergy emergency plan from your child's doctor to go with the EpiPen which will be kept at school.

Your Child's Health

For normal childhood illnesses NOT related to Covid-19:

A child will **not** be accepted at Metroplex when any of the following exist:

- The child has an oral temperature of 100.4 degrees or greater within the last 24 hours
- Symptoms and signs of possible illness such as lethargy, abnormal breathing, diarrhea, vomiting, rash with fever, or mouth sores.
- A healthcare professional has diagnosed the child with a communicable disease NOT related to Covid-19 such as strep throat or the flu.

After an illness (NOT related to Covid-19), children must be free of symptoms for 24 hours or have been on medication for 24 hours before returning to school. Metroplex may request a doctor's note stating that the child is cleared to return to school.

Covid-19 Policies, Procedures and Precautionary Measures

**Due to the fluidity of the Covid-19 situation,
these policies may be updated and modified at any time.**

Implement screening procedures upon arrival:

*Every student entering our facility will have their temperature taken prior to entering.

*Hand sanitizer stations are located at each entrance and you will be required to clean your hands upon entry.

Student's health:

Your child may NOT attend Metroplex Academy with any of the following symptoms. If, during the day, any of these symptoms appear, your child will be separated from the rest of the students in the facility. You will be contacted, and your child MUST be picked up from Metroplex immediately.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Sore Throat
- Muscle aches

While we understand that many of these symptoms can also be related to **non-COVID-19** issues, we must proceed with an abundance of caution during this Public Health Emergency

Vulnerable/high risk groups:

*Unfortunately we are unable to safely accommodate students who are vulnerable or in a high-risk category for Covid-19.

Implement social distancing strategies:

*Metroplex will limit access to our classrooms.

*Metroplex will have a limited number of children in each classroom.

*Metroplex will limit the mixing of children in big group settings during the day.

Intensify cleaning and disinfection efforts:

*Classroom surfaces and resources will be cleaned throughout the day.

*Each night an approved Covid-19 disinfectant spray will be used in each classroom.

*Gym surfaces and mats will be disinfected throughout the day

Preventative health measure:

*Face coverings will be worn by staff members and any adult entering the facility.

*We will adhere strictly to our Covid-19 Acknowledgement & Disclosure Agreement

*We will require that you or an emergency contact listed on your child's enrollment form be available to come and pick up your child immediately if he/she become sick.

If COVID-19 is confirmed:

*If a staff member or child in a classroom has a positive confirmed case of COVID-19, the entire class may be asked to self-quarantine for 14 days, as advised by our local Health Department and/or provide a negative Covid-19 test.

*If a staff member or child has come into close contact with someone who has tested positive for COVID-19, we will take the necessary precautions depending upon the specific circumstances and the advice from our local Health Department.

Be sure to sign the Covid-19 Acknowledgment & Disclosure Agreement and return it to the Metroplex office before the first day of school!

Emergency Procedures & Preparedness Plan

In an emergency, the first responsibility of the staff is the safety of the children in our care. We have an attendance binder in each classroom that contains the attendance list for the day, so we can account for all the children. It also contains each child's enrollment form, which lists parent's phone numbers, emergency contact numbers and authorization for emergency care. The teachers will keep their cell phones with them for emergency use.

Sick Child

If a child becomes sick at school, a parent will be notified immediately. If we are unable to contact one of the parents, attempts will be made to reach an emergency contact person on the child's enrollment form.

The child will be isolated in the office until a parent picks up the child.

Accident

All of our teachers and staff are trained in CPR and first aid. For minor accidents, appropriate first aid procedures will be administered. In case of a more serious medical emergency, paramedics will be called immediately and then the parents called.

Loss of Electricity

Each classroom has a large window and remains reasonably light even when the lights are off. Therefore, it is very unlikely that school would need to be closed early. If, however the decision is made to close early, parents would be called to pick-up their child.

Fire

The classrooms are equipped with a smoke alarm and sprinkler system. Fire extinguishers are located throughout the lobby and gym areas. Should evacuation be necessary, each teacher will take his/her students, cell phone and attendance binder to make certain all children are accounted for and emergency contact numbers are available.

Tornado/Severe Weather

In an event of severe weather or tornado warnings, each teacher will take his/her students, cell phone, and attendance binder to the pits in the gyms. Children will be kept in the safe area until the all clear is given.