



LEADERS OF TOMORROW ENRICHMENT PROGRAM

Parent & Guardian Handbook

Welcome to the Leaders of Tomorrow Enrichment Program!

We are so excited to have your child join us at **Leaders of Tomorrow Enrichment Program!** Our mission is to provide children with a safe, nurturing, and inspiring environment where they can grow, explore, and develop into creative, thoughtful, and confident young leaders. Through a blend of academic enrichment, artistic exploration, and global learning, we aim to cultivate a sense of curiosity and responsibility, all while encouraging fun and meaningful connections with their peers.

At the heart of our program is a deep appreciation for diversity. We believe that by embracing the rich cultures and traditions of the Asia-Pacific region and beyond, we can help our students develop a broader worldview, empathy for others, and an understanding of the beauty in diversity. From the colorful landscapes of Samoa to the majestic Taj Mahal in India, from the iconic Mount Fuji in Japan to the wonders of Australia's Barrier Reef—our students will journey through the vibrant cultures and landscapes that make our world so exciting and unique.

What We Do:

At **Leaders of Tomorrow**, we offer a wide range of dynamic and enriching activities designed to nurture your child's creativity, leadership, and cultural awareness. Our goal is to foster an environment where every

child feels valued, inspired, and eager to learn. Some of the exciting Kids Clubs your child(ren) may have the opportunity to explore include, but is not limited to, the following;

- **Cultural Dance Club** (Tinikling, Polynesian Folklorico, Chinese Fans, and more!)
- **Hip Hop Dance**
- **Yoga Club**
- **Cheerleading Club**
- **Theater Club**
- **Sports Club** (Tennis, Volleyball, Soccer, Field Hockey, Cycling, Flag Football, and more!)
- **Home Economics** (Sewing, Crochet, Baking, Cooking, and other creative skills)
- **STEAM** (Science, Technology, Engineering, Art, and Math)
- **Photography/Video Production**
- **Green Thumb Gardening Club**
- **Engineering Club**
- **Trivia/Challenge Club**
- **Karaoke Club**
- **Chess Club**
- **Lego Club**

Our Kid's Clubs start at **4:00 p.m.** each day for most of our sites, following snack and homework time, and they rotate every few weeks, offering a fresh set of experiences. With so many exciting options to choose from, there's always something new and fun to discover!

Fees & Payments:

Tuition Fees:

Tuition is based on your selected schedule and is due weekly in full, regardless of attendance. Late or incomplete payments may result in your child's suspension from the program and being sent to the school office for pick-up. Each family is allotted one vacation week per academic year. If you notify the Site Director before the week begins, tuition for that week will be waived. Tuition is required throughout the

full school year, including holiday breaks when our program remains operating, to ensure consistent staffing, planning, and budgeting.

- Tuition is due on a **weekly basis** and should be paid by **Friday** for the upcoming week's attendance.
- **Monthly Fees** are due by the **3rd of each month**. Please ensure payments are made by the due date to avoid late fees or disenrollment.
- **Payment Methods:** We accept payments by check, cash, money order, or electronic payment via PayPal for your convenience.

Late Payments:

To ensure smooth operation of our program, payments must be made on time. Late payments may result in disenrollment, forfeiture of discounts or scholarships, and possible re-enrollment fees. Students with overdue accounts may be suspended from the program and sent to the school office for pick up.

Schedules, Enrollment & Vacations:

- **Fixed Schedules:** The schedules are listed on our Weekly Fee Chart and will be tied to your account. Once your child is registered, their schedule is set for the duration of the program. Availability for the program depends on the structured schedules of our families, adjusting schedules will result in gaps of availability for others, as well as possible ratio issues. Schedule changes are not guaranteed once chosen. If you believe you may need more days than not, please choose the schedule that best suits that need. Leaders of Tomorrow will try to make accommodations as much as possible for emergency care situations outside of one's control. We cannot promise availability for requested schedule adjustments.
- **Vacation Policy:** Families are entitled to **one week of vacation** per year, which consists of five consecutive business days. During these five consecutive days, families will not be charged and will not lose their spot in the program.
- **Non-Refundable Fees:** Please note that registration and program fees are non-refundable. We want to ensure that all families are aware of this policy to help with financial planning.
- **Pick Up Procedures:** Families are required to bring a valid form of identification when picking up their students from the program. Only people listed as authorized pick up persons will be allowed

to pick students up from the program. Students will not be released from the program with someone who is not authorized to pick them up.

Health & Safety Policies:

Allergies:

For the safety and well-being of all students, it is very important that you disclose any allergies (food, seasonal, medication, etc.) on your child's registration form.

- Birthday treats must be store-bought and **nut-free** (labeled as made in a peanut-free facility). We are a **nut-free** environment for the health of our students.

Medication:

If your child requires medication during their time with us, we are happy to provide assistance. All medications must be in their **original container**, clearly labeled with your child's name and dosage instructions. A **consent and waiver form** must be completed for us to administer any medication.

- Parents/ guardians are **required** to provide necessary medication for their students by their first day of attendance. Leaders of Tomorrow programs are not guaranteed access to the school's nurse's office after hours. Again, please be aware that emergency medications in the nurse's health office are **not accessible** after school.

Emergency Policy:

In the event of an emergency, we will make every effort to reach you or your designated emergency contacts. If we are unable to make contact, **911** will be called and your child will be transported to **Rady's Children's Hospital**. Please make sure your contact information remains up-to-date with the Site Director.

Admission Requirements:

- **Age Requirement:** Students must be **at least 4 years and 9 months old** to attend the program.
- **Admission Process:** We aim to meet the individual needs of each student, ensuring that we can provide the best experience for your child. After an interview and review, we will work with you to ensure that our program is the right fit for your family.

Personal Belongings:

- **Prohibited Items:** We ask that children leave toys, cell phones, and other electronic devices at home, as we want them to be fully engaged in the activities and experiences we offer.
- **Safety First:** Weapons of any kind are strictly prohibited, and violators will face immediate suspension and possible reporting to the school principal.
- **Lost and Found:** We do our best to keep track of personal belongings, but **Leaders of Tomorrow** is not responsible for any lost, stolen, or broken items. All items should be clearly labeled to help prevent loss.

Field Trips:

Occasionally, our program will offer **field trips** to enhance the learning experience.

- **Permission Slips:** A completed permission slip is required for every offsite trip.
- **Timely Arrival:** To ensure your child does not miss out, please have them arrive **on time** for field trips. Late arrivals cannot be accommodated.
- **Pick-up & Drop-off:** For safety reasons, children must be dropped off and picked up at the designated **school location**, and not at the field trip site.

Behavior Expectations and Consequences:

We believe in fostering positive behavior through encouragement, guidance, and support. However, it is important that every child adheres to the program's behavioral expectations to ensure the well-being of all students and staff.

While we encourage children to express themselves and work through challenges, behavior that is disruptive, unsafe, or harmful to others will not be tolerated. In the event that a child consistently demonstrates behavior that interferes with the safety, learning, or well-being of themselves or others, the following steps may be taken:

1. **Warning & Communication:** The child's behavior will be addressed immediately, and parents/guardians will be notified. A discussion with the child will take place to understand the issue and reinforce expectations. In the case of recurring incidents, documentation may be done utilizing a behavior log.
2. **Behavioral Support Plan:** If necessary, a behavioral support plan will be implemented, and ongoing communication with parents/guardians will be maintained to monitor progress.
3. **Suspension or Expulsion:** If the behavior does not improve or escalates, the child may be subject to **temporary suspension** to allow for reflection, and a meeting with the child's parents/guardians will be required. In cases of severe or repeated disruptive behavior, **expulsion** may be considered to protect the safety and well-being of all children and staff.

We understand that children are still learning boundaries and appropriate social behavior. Our goal is always to work together with families to help children grow and thrive. However, it is crucial that all students contribute to maintaining a positive and respectful environment for all.

Discipline Policy:

We believe that positive reinforcement, guidance, and open communication with parents are the most effective ways to promote good behavior. We teach students to make safe and wise choices by focusing on:

- **Respect**
- **Honesty**
- **Integrity**
- **Compassion**

We strive to foster a culture of self-esteem and self-worth, while encouraging personal responsibility and accountability. Physical punishment is never used, and we work collaboratively with families to ensure that every child's needs are met. We believe in creating a supportive, caring environment where students can grow and thrive.

We are thrilled to have your child as part of the **Leaders of Tomorrow Enrichment Program** family. Together, we will inspire creativity, foster global awareness, and nurture the leaders of tomorrow!

Thank you for entrusting us with your child's educational journey. We can't wait to see all the amazing things they will accomplish! ✨