



**POLICIES AND PROCEDURES
HANDBOOK**



**ACADEMIC FOCUSED
INSPIRING TEACHERS
COMMUNITY SUPPORT**



American Sprouts Policies and Procedures Handbook

American Sprouts is an engaging education program for children in 1st - 6th grade. Educators and facilitators oversee your child's remote learning and onsite enrichment activities. Supporting families and children to thrive during this time in a safe environment.

Facility Address:
1220 22nd St, Snohomish, WA 98290

Monday through Friday
8:30am-3:00pm | 1st-6th

Contact: (360) 386-7493 ext. 2
Emergency: (360) 499-6833

Our Guiding Principles

American Sprouts is a Christian based community of educators who saw a need in our area for a consistent, social, and stronger educational program for our students. At American Sprouts we're here to provide a safe learning and teaching environment all while preserving a sense of community. The primary purpose of the American Sprouts is to aid in completing online schooling assignments for individual students. Our team members will aid in online conference calls, assignments, and technical issues. We will also schedule special enrichment activities including art, STEM, and physical activities. All activities will follow CDC guidelines.

This full-time option is designed with the overarching aim to provide families the stability for their schedules and routines. The model stays consistent throughout the year regardless of changes to public schools. According to its design, this model is intended to be a full-year commitment between American Sprouts and your family.

Handbook Disclaimer

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about the school. American Sprouts reserves the right to amend the school year, modify curriculum, change programming, change policies or otherwise make changes in the best interests of the school and at the school's sole discretion.



Safety Guidelines

The American Sprouts safety guidelines will be in place at the start of the school year and will last as long as necessary. In addition to being best practices, we see these actions as opportunities for us to demonstrate our love for our neighbors. Additionally, many of these protocols are subject to change depending on guidelines set forth by the local authorities.

Non Discrimination Policy

American Sprouts admits students regardless of disability, race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Social Development

Each day will involve multiple breaks and a lunch period where children can play with other kids, eat snacks/lunch, and relax. Families choosing this model recognize and accept that their children will have regular in-person interactions with teachers and peers all while following the CDC guidelines.

Special Needs

If your child will need special accommodations as part of this program, please let us know at sign up and we will discuss our ability to meet those needs.

Classroom Ratios

Because remote learning requires that our team members are more “hands-on” – we will be employing a maximum 20:1 ratio. We feel this will greatly increase the success of aiding your student in their remote learning.

Staff

American Sprouts will be staffed by team members who will be able to assist your children with basic technological and schoolwork needs. While many have educational backgrounds and licenses, our team is there purely to support your student in their school’s programmed remote learning experience.

Visitors to Campus

- To minimize the risk of exposure, we are limiting access to our campus buildings to students, teachers, and essential personnel.
- As the school year begins, we will not allow parent volunteers in the facility.
- All non-employee essential visitors to campus will be required to go through a COVID-19 symptom screening, wear a mask, and submit to a temperature screening.



Check In/Out

- Students and families will need to come to the front door of the building.
- Upon arrival please stay in your vehicles. Individual students with face coverings will have their temperature taken and health questions asked. They can then say goodbye to their parents and enter the building. The next student can exit the car and be screened for entering.
- When leaving the facility all students will have their temperature checked and screening questions asked before going outside for pickup.

Temperature Checks and Screening Questions

- Daily temperature checks and screening questions for all employees and students are mandatory.
- American Sprouts will conduct temperature checks at the beginning and end of every day to ensure that all who enter and exit the facility are healthy.
- If an individual's temperature is above 100.0°, the individual will not be allowed to remain at school.

Self-Assessment

- Each day, before a student, teacher or staff member comes to campus, they are required to answer "yes" or "no" to the following questions - as identified by the CDC:
 - Fever above 100°? Chills?
 - Shortness of breath or loss of taste or smell?
 - Known exposure to someone with COVID-19 in the last 14 days?
- Note: "Known exposure" is defined as being within six feet of someone with a positive COVID-19 diagnosis for more than 15 minutes. A "known exposure" to a positive COVID-19 case requires staying off campus and following exposure protocol.
- If the student has a confirmed diagnosis other than COVID-19 (e.g. stomach virus, ear infection, strep throat), families should follow normal school policies to return to school.

Face Coverings

- Every student will be required to have a face covering, except for those with a medical exemption.
- "Masks While Moving:" Coverings will be required during check in/out, transitional times, such as when entering and exiting buildings, when moving through the hallways, and when moving through the classroom.
- Students seated in their designated area can remove their mask to properly conduct their remote learning.
- Face coverings will also be required when working in groups, when working closely with a teacher or staff member, or in other situations where social distancing is not possible.
- Please note: Students who are unable to adhere to these guidelines will be sent home.



Dress Code

- Please adhere to standard dress codes implemented by your school district.
- Children will have the opportunity to go outside during break and lunch periods, please prepare accordingly.

Social Distancing Classroom Set-up

- Desks and tables are arranged to distance students as much as possible.
- In classrooms where student desks or tables cannot be separated, plexiglass dividers have been installed to create a barrier between students.

Movement Throughout the Day

- Staff will encourage students to maintain physical distancing of six feet apart when feasible.
- Staff will monitor the hallways to enforce physical distancing and movement as much as is feasible.
- Where possible, students will remain in class or cohort groups throughout the day, limiting interactions that are not deemed essential.
- When possible, teachers will transition between classrooms instead of students.

Cleaning Procedures

- American Sprouts will establish a schedule for performing regular cleaning and disinfection of high-touch areas throughout the day.
- The school's Clorox sanitation system will be used frequently to disinfect the building.
- Student desks and tables will be sanitized during transitions.

Hygiene

- American Sprouts will have hand sanitizer available throughout campus, and will ensure it is refilled throughout the day.
- Teachers and staff will encourage frequent handwashing (with soap and water for at least 20 seconds) and/or use of hand sanitizer throughout the day.
- Teachers and staff will encourage students to cough and sneeze into their elbow, or to cover with a tissue. Used tissues will be immediately discarded, and students will be asked to wash hands immediately with soap and water for at least 20 seconds.
- In an effort to minimize contact, students are requested to not share any materials with classmates.
- Fabric chairs, couches, and toys will be removed from the classrooms and common areas.



School Supplies

- Students are encouraged to use their personal school supplies - as opposed to shared supplies - whenever possible. If supplies must be shared, they will be sanitized between students.
- All personal belongings must stay with student's in designated area.

PLEASE HAVE YOUR STUDENT PREPARED EACH DAY WITH THE FOLLOWING ITEMS:

- Tablet/Laptop and charger
- Any additional materials needed for Online schooling
- Lunch/Snacks (No nuts or nut products due to allergies)
- Refillable or disposable water bottle
- Books or quiet, independent activities for when online work is completed early
- Noise-canceling headphones

Snack and Lunch

- All students will need to provide their own lunches and enough snacks for the duration of the day.
- Before food is consumed there will be adequate hand washing and sanitizing conducted.
- There will be no food sharing/handling between students and/or teachers.

Library and School Materials

- Library books can be read only while at school and must not go home. They will need to be returned to the library inbox to be cleaned, not just put back on the shelf.
- Students will need to use sanitizer before and after playing with toys.
- All items students wish to share (books, toys, pencils...etc.) must be cleaned first.

Student Work Areas

- Students will need to stay in their designated areas and not go into other students' work areas.
- Students will only be allowed to leave their designated areas during scheduled breaks and with permission.



Care for Sick Students

- Provisions have been made to enable the school to isolate students who become ill during the school day.
- An area is being set aside to serve as a place for students to stay. Parents will be notified and need to arrange a pick up within 1 hour.
- An ill student will be required to wear a mask until he/she leaves campus unless the student is having trouble breathing or is vomiting.
- If a student tests positive for Covid-19 they will need to isolate at home for 14 calendar days.

Transportation

Parents are expected to provide transportation for their child(ren). American Sprouts will be glad to help identify neighboring families; however School personnel cannot be responsible for the formation of carpools.

Late Pick Up

Students must be picked up by 3:00 p.m. (4:00 p.m. for Extended Care). In the event of an emergency or very unusual circumstance, please call the School Office at (360) 499-6833. Students picked up late on more than one occasion will be charged \$1.00 per minute per student.



Tuition & Fees

American Sprouts strives to provide a high quality education program. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition a budget priority.

All Registration and Facility fees are due at time of acceptance and are non-refundable. Student accounts must be current at the start of the school year and remain current throughout the year in order for the student to remain enrolled.

Weekly Tuition	\$175
Registration and Facility Fee (One time non-refundable)	\$250
Extended Care Hours (Optional from 3pm-4pm)	\$50/per week

Weekly Tuition covers the cost of holding classes, including teachers, enrichment activities and classroom supplies.

Registration and Facility Fees cover the cost of running the organization: storage, insurance, technology, business expenses (state filing fees, stamps, etc.), and teacher training.

Tuition payments can be made bi-weekly or monthly.

Monthly Tuition Payment Due: 1st

Bi-weekly Tuition Payment Due: 1st and 15th

Tuition payment that is paid after designated deadlines will be assessed a \$35 late fee. After the second late payment the student will not remain enrolled, unless prior arrangement has been made. Students whose tuition is not current will not be allowed in class until the school tuition balance is paid. American Sprouts assesses a \$40.00 fee on all returned non sufficient fund payments. If a payment is returned, all future payments will need to be paid electronically.

Payments can be made electronically or by check through the mail. No payments will be accepted on-site.



American Sprouts School Calendar 2020-2021

September 7 - Labor Day

September 9 - First Day of School

October 19 and Friday, October 23 - Conference Week (days and times TBD)

November 11 - Veterans Day (no school)

November 25 - Half-day early release for Thanksgiving

November 26, and Friday, November 27 - Thanksgiving Break (no school)

December 18 - Half-day early release for Winter Break

December 21, through Friday, January 1 - Winter Break (no school)

January 18 - MLK Day (no school)

February 12 - Mid-Winter Break (no school)

February 15 - Mid-Winter Break (no school)

March 29 and Friday, April 2 - Conference Week (days and times TBD)

April 5, through Friday, April 9 - Spring Break (no school)

May 31 - Memorial Day (no school)

June 18 - Last Day of School



Medical Release

I give permission for AMERICAN SPROUTS to seek appropriate medical care for my child in the case I cannot be reached. This includes calling 911 or taking them to the hospital if necessary.

Should an emergency arise, it is understood that a conscientious effort will be made to locate, in order; all persons listed as emergency contacts on the registration form, before emergency action is taken.

I agree that any expenses of emergency treatment, care and transportation are my financial responsibility.

Sign Name _____ Date _____

Print Name _____

Pick-up Permission Form

Please note: Only those persons listed on this form are granted permission to pick-up your student from American Sprouts. Any alterations for this list must be made, dated and initialed by the Parent/Guardian.

The persons listed below have my permission to pick-up my student from American Sprouts:

Name	Relation	Phone
Name	Relation	Phone
Name	Relation	Phone
Name	Relation	Phone

Sign Name _____ Date _____

Print Name _____



American Sprouts Participation Agreement

I agree to abide by American Sprouts policies and procedures. Students are expected to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate these may be asked to withdraw from American Sprouts.

I understand that in emergencies and rare circumstances, exceptions to policies may be made as it deems appropriate, and in keeping with American Sprouts principles.

I understand that while participating in American Sprouts activities, children, youth, and adults are expected to behave appropriately and treat everyone with respect and kindness. No damage of people or property will be tolerated.

I understand that if someone is in danger or property is being damaged, any adult who is present should intervene to prevent harm or injury, no discipline, other than what is outlined in our policies, should only be administered by the child's parent.

I understand that American Sprouts may take a picture with my student in it, either individually or in a group. I further understand that these pictures, whether in print or online, may be used in future brochures, videos, or other publications of Faith Church or its affiliate corporations.

I release, indemnify and hold harmless the owners of any place American Sprouts meets, its/their officers, directors, associates, employees, and volunteers from and against any claim(s) for damages and/or injury of any nature (except intentional misconduct) arising from, during or pertaining to participation of or by myself, my family or any of the students named herein above in any activity sponsored or sanctioned by American Sprouts. This indemnification and hold harmless includes any claim(s) by any visitors whom I request be allowed to participate in and/or observe any activity sponsored or sanctioned by American Sprouts.

If this DISCLAIMER OF LIABILITY involves the release of any claim(s) for injury suffered or sustained by a minor, which claim(s) the minor (or minor's guardian, heirs successors or assigns) subsequently assert(s) against American Sprouts and/or the owner of any place where American Sprouts meets, its officers, directors, associates, and/or volunteers, then and in that event, I PERSONALLY agree to defend (pay all attorney fees and costs reasonably associated with the defense) of such claim(s) and I PERSONALLY agree to indemnify and hold harmless American Sprouts and Faith Church, its officers, directors, associates, employees, and volunteers from and against any such claim(s) by said minor for damages. Additionally, I agree to pay for any damage to American Sprouts property or Faith Church for which my family is responsible.

Sign Name _____ Date _____

Print Name _____