

Talent Prep 2020 Fall Semester Program Parent Handbook

Dear Families:

Welcome to Talent Prep 2020 Fall Semester Program! We are so glad that you have decided to choose Talent Prep for your child this year! We are also excited to meet our new students and see many familiar faces. This handbook is meant to provide a brief overview of the Fall semester program expectations, class policies, and special notes due to COVID-19 for both Talent Prep FiDi Location on-site classes and online programs, which can help you get a better understanding of your child's program experience. All questions regarding our Fall semester policy can be directed to fallsemester@talentprep.org.

- **Expectations**

Expectations of On-site Class:

- For Private Sessions: Your child will be placed in the classroom with his or her instructor during the 1-1 private session and take part in lessons and projects that develop their skills in Math & ELA or prepare their Gifted & Talented exams / Stanford Binet exam in the 50-minute session.
- For Pod Class & Alternative Schooling Program: Your child will be placed in the classroom with no more than 3 students and 1 instructor and take part in lessons and projects that develop their skills in Math & ELA or prepare their Gifted & Talented exam.
- Your child's instructor will provide written feedback, comments, or homework instructions on your child's worksheets or workbooks. No face-to-face communication will be offered before and after the class due to the order of social distancing.
- If you have any questions about the written notes from your child's instructor, you are very welcome to contact us at fallsemester@talentprep.org Please include your child's name, the class subject & time, and a picture of the written notes.

Expectations of Online Live Class:

- Your child will take part in lessons and projects that develop their skills in Math & ELA or prepare their Gifted & Talented exams / Stanford Binet exam in a Pod class or 1-1 setting through ZOOM platform.
- Pod Class materials will be posted on **Google Classroom** the day before your child's class. Please print out the materials and prepare any learning supplies (if any) before the online live class starts. ****If you haven't received our invitation to join the Google Classroom 2 days before the first session, please contact fallsemester@talentprep.org immediately.***
- In order to optimize your child's learning experience, parents are strongly suggested to company your child during the whole period of the online live class if your child is younger than 5 years old.
- The 1-1 private online live class is 55 minutes long, including 50-minute teaching and 5-minute feedback.

- All the online live class meeting must be terminated by the scheduled ending time. If you have any questions about the class, such as homework instructions, you are very welcome to contact us at fallsemester@talentprep.org. Your child's instructor will respond in a timely manner.

Expectations of Online Recorded Class:

- Your child will prepare Gifted & Talented exam and/or Stanford Binet exam by using the weekly teaching video and worksheet(s).
- The weekly teaching video and worksheets will be posted on **Google Classroom** week by week. You can print out the materials and watch the teaching videos multiple times whenever you need. ****If you haven't received our invitation to join the Google Classroom after 3 days you made the full payment, please contact fallsemester@talentprep.org.***
- In order to optimize your child's learning experience, a parent or caregiver needs to provide essential guidance and support to your child while using the digital learning materials.
- No recorded class video can be reproduced or distributed in any form or by any means without the prior written permission of Talent Prep Child Development Center.

- **On-site Class Policy**

Pick-up and Drop-off:

- Talent Prep reserve the right to deny release of a child to anyone who has not been authorized for pick up by the child's primary guardian. You need to notify us before the class if there are any changes to your child's pick-up routine.
- No stroller or any forms of similar items/objects, including personal belongings of the guardian, are allowed to stay indoors. Backpack or bags with zippers are highly recommended to use to contain your child's belongings.
- Pick-up and drop-off should happen swiftly to mitigate the risk of human-to-human contact. **No parents or caregivers will be allowed to company with the students go into the building.**
- **\$10 late pick-up fee will be charged for each 10 mins passed your child's dismissal time.** If you need to pick up your child earlier than the regular time, please inform our administrators when you drop off your child.

Health Screening:

- Administrator will disinfect your child's belongings before bring everything into the classroom.
- Your child's body temperature will be measured twice – once before the class and once after the class. If your child's body temperature is higher than 100.4°F, we will ask the guardian pick-up your child **immediately** for health safety reason.
- Self-checking before every class. Parents need to measure your child's temperature before heading out to the class. After the temperature measurement, you need to text **917-636-8113 (Talent Prep Center Number)** a self-checked message with the following format:

Sample Message: Tara Anderson (Name), 98.6 F (Body Temperature), No unusual symptoms (Any unusual symptoms?), Uber (Transportation you are going to take)

- Guardians need to wear masks for health safety upon pick-up and drop-off your child.
- For health safety reason, we do not allow any other person to enter the Center building besides employees and the student.
- For Alternative Schooling Program:
 - o students must wear masks all the time, except the lunch period. Please keep 1 spare mask in your child's backpack in case s/he needs a new one.
 - o Parents need to pack a water bottle, snacks, and a lunch from home daily for your child.
 - o Please bring your own headphone and device if your child needs to do remote learning with his/her regular school instructor.

- **Absentee and Refund Policy**

For On-site Private Class only

- o Please contact us if your child will be absent from class. You must send out the absent notification to fallsemester@talentprep.org one day before the on-site class in order to arrange for an online make-up class **The online makeup class should be the same schedule as your child's on-site class.* If we receive the absent notification on the class day or after, the make-up class will be in the form of recorded teaching video.
- o Talent Prep offers limited choices for make-up class due to our instructors' availability. If you register 10+ private sessions, you can have no more than 1 makeup session, *which the class time can be different than the scheduled on-site session.* No makeup session is available if you register 10 or fewer private sessions.

For On-site Pod Class only

Students can have no more than 1 makeup session during the Fall semester. The makeup class choices are limited due to the strict class size and center space. The makeup class offering is not guaranteed.

For online live class only

There will be NO make-up class for online live class. The private online live class portal will be closed after 15 minutes of the class starting time.

For Alternative Schooling Program only

- NO makeup session or any form of refund will be available if the student cannot be present on the scheduled date by any reason.
- No reschedule or changing dates will be available after we receive parent's confirmation email and payment due to the strict class ratio and center space.

No refund or credit will be available if you withdraw the 2020 Fall semester program for any reason after your child's first class.

**I have read and agree to abide by all the policies above and
I will take full responsibility of all self-checked information.**

Child's Name (Print) _____ **Parent's Name (Print)** _____

Parent's Signature _____ **Date** _____

Talent Prep Child Development Center LLC Reserves All the Rights for Final Explanation of All the Terms and Policies Above.