

Talent Prep 2021 Summer Program Parent Handbook

Dear Families:

Welcome to Talent Prep 2021 Summer 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 Summer Program expectations, class policies, and special notes due to COVID-19 for both Talent Prep on-site and online programs, which can help you get a better understanding of your child's program experience. All questions regarding our Summer Program policy can be directed to talentprepsummer@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 relate to the class content.
- For Group Class: Your child will be placed in the classroom with strict limit of the student to teacher ratio instructed by NYC DOE and take part in lessons and projects that that relate to the class content.
- 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 talentprepsummer@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 that relate to the class content in a group class or 1-1 setting through ZOOM platform.
- Group 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 talentprepsummer@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.
- 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 talentprepsummer@talentprep.org. Your child's instructor will respond in a timely manner.

Expectations of Online Recorded Class:

- Your child will learn and develop their class content skills 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 talentprepsummer@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.

**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.