



Dolphin Academy

Before and After-School Enrichment Classes - Program Guidelines, Policies and Procedures

Welcome to Dolphin Academy! The Sleepy Hollow Elementary School PTA is pleased to offer a variety of fun and educational before and after-school enrichment classes. These classes are available to **all** students and are designed to support school work, enrich interests and talents, and, most importantly, to be fun! Classes will be offered throughout the entire academic year, in three 8-week sessions – Fall, Winter and Spring.

Unless otherwise noted, class times are as follows:

Morning classes: 8 to 9am

Afternoon classes: Mondays, 1:45 to 2:45pm; Tuesdays-Fridays 4:15 to 5:15pm

The class schedule and registration form for each session will be released no later than one (1) week BEFORE the Registration Deadline for each session. The information will be posted on the PTA's website at www.shespta.org, and will be sent home with student(s) in Wednesday folders. Please return registration forms along with payment in your student's Wednesday folder on or anytime before the registration deadline.

Dolphin Academy Participation Guidelines

- **REGISTRATION:** Please register on or before the registration deadline for each session. Registration forms **will not** be accepted after the deadline. A class will be canceled if the minimum number of students does not register. A Dolphin Academy volunteer will contact you if a class you have selected is canceled and every effort will be made to enroll your student in another class of your choice. If a class exceeds the maximum number of students allowed, a lottery system will be used to determine enrollment. Please refer to the **Policies and Procedures** section below for specific information related to the class cancellation and lottery system.
- **PAYMENT:** All classes must be paid for in full before registration is accepted. Limited financial assistance is available. Please indicate on your registration form if you wish to seek financial assistance. There will be no refunds after the first class meeting.
- **SNACK:** Please pack a healthy, single serving snack for students participating in classes on Tuesday, Wednesday, Thursday, and Friday afternoons. There will be no time for a snack on Monday afternoons.
- **PICKUP:** Dolphin Academy instructors are not responsible for supervision of students after scheduled class time. Please pick up your student promptly at the end of the class.
- **CONDUCT:** Dolphin Academy instructors and/or the Dolphin Academy reserve the right, at its sole discretion, to request that a student be withdrawn from a class if his/her behavior is disruptive or inappropriate. Please refer to the policy related to bullying below.

Dolphin Academy Policies and Procedures

In order to ensure your student's safety before, during, and after all Dolphin Academy classes, please observe the policies and procedures outlined below. Failure to comply with these policies and procedures may result in your student being removed from all Dolphin Academy classes.

DROP OFF AND PICK UP PROCEDURES:

Morning Classes: Parents/guardians must provide transportation to morning Dolphin Academy classes. Students should enter the building through the main entrance and report to the main office. The Dolphin Academy instructor and/or the Daily Administrator will meet students in the main lobby between 7:55am and 8:00am and will escort students to their assigned classroom/location. After class, the Dolphin Academy instructor will dismiss students and escort them to the cafeteria for breakfast, or directly to their assigned classroom as appropriate. There is **NO SUPERVISION** before Monday morning Dolphin Academy classes. Students who repeatedly arrive more than five (5) minutes **before** the Dolphin Academy class begins at 8:00am will be withdrawn from the class.

Monday Afternoon Classes: Students enrolled in a Dolphin Academy class on Monday afternoons will be dismissed to the appropriate Dolphin Academy classroom/location upon dismissal from school. Sleepy Hollow teachers will have a list of students enrolled in all Dolphin Academy classes and will help younger students get to the appropriate location. After the Dolphin Academy class, instructors will escort students to the cafeteria. The Dolphin Academy Daily Administrator will supervise students in the cafeteria. SACC staff will come to the cafeteria and will collect and escort SACC students to the SACC room. All other students will wait with the Daily Administrator in the cafeteria to be picked up and signed out by an authorized parent/guardian. Students who are repeatedly picked up from their Dolphin Academy class more than five (5) minutes **late** may be withdrawn from the class.

Tuesday through Friday Afternoon Classes: Students enrolled in a Dolphin Academy class on Tuesday through Friday afternoons will be directed to the cafeteria upon dismissal from school. Sleepy Hollow teachers will have a list of students enrolled in all Dolphin Academy classes and will help younger students get to the cafeteria. Students will have a few minutes to eat their snack before their Dolphin Academy class begins. After the Dolphin Academy class, the instructor will escort students to the cafeteria to meet the Daily Administrator. SACC staff will meet Dolphin Academy students in the cafeteria and will escort them to the SACC room. All other students will wait with the Daily Administrator in the cafeteria to be picked up and signed out by an authorized parent/guardian. **Parents must SIGN OUT their Dolphin Academy students on the paper provided by the Daily Administrator each day.** Students who are repeatedly picked up from the Dolphin Academy class more than five (5) minutes **late** may be withdrawn from the class.

CLASS REGISTRATION, CANCELLATION AND LOTTERY SYSTEM:

All Dolphin Academy classes have a minimum number of students required to make the class feasible to run, and a maximum number of students allowed to participate in the class to guarantee that there are enough adults in the class to provide adequate adult supervision. All classes will be filled on a first come, first served basis, and in accordance with the minimum/maximum number of students per class per each instructor's capacity.

A class will be canceled if the minimum number of students does not register. A Dolphin Academy volunteer will contact you if a class you have selected is canceled and every effort will be made to enroll your student in another class of your choice, space permitting.

If more than the maximum number of students registers for a class, Dolphin Academy volunteers will hold a blind lottery to select the students who will participate in the class. Those students who are not selected in the blind lottery will be given preference for enrollment in the class the next time it is offered. The lottery system will

operate as follows: 1) only registration forms received on or before the registration deadline will be considered; 2) only registration forms accompanied by payment in full for all of the classes selected will be considered; 3) registration forms meeting these criteria will be placed in a pool and the appropriate number of forms will be selected randomly to fill the class. A Dolphin Academy volunteer will notify parents/guardians by phone or email to share news of all lotteries.

A Dolphin Academy volunteer will email you confirmation of your student's registration in each class before the first day of the session.

CLASS ATTENDANCE and ABSENCES:

Students may attend only the Dolphin Academy classes for which they are registered and have paid. Students not registered (including siblings or friends) may not accompany Dolphin Academy students to class. Please advise the Dolphin Academy instructor of any planned absences. To report an unexpected absence (for example, when a student leaves school early for any reason), please follow these steps:

- 1) call the Sleepy Hollow main office at (703) 237-7000 to report that your student will not attend his/her Dolphin Academy class that day;
- 2) email the Dolphin Academy volunteer who sent you your registration confirmation to report that your student will not attend his/her Dolphin Academy class that day;
- 3) email or call the Dolphin Academy instructor, if you have his/her contact information, to report that your student will not attend his/her Dolphin Academy class that day.

STUDENT CONDUCT:

All Dolphin Academy students are expected to behave appropriately at all times during class. Disruptive and/or inappropriate behavior will be dealt with at the instructor's discretion, and any incidents of such behavior will be reported to the Dolphin Academy and the student's parent/guardian. Repeated incidents of disruptive and/or inappropriate behavior could result in the student's withdrawal from the class, at the instructor and/or the Dolphin Academy's sole discretion.

BULLYING:

Dolphin Academy instructors have been told that if they see any child picking on another child, verbally or physically, they will ask the child to stop the behavior and tell him/her that it is inappropriate and unacceptable to treat anyone in such a manner. If the behavior continues, the instructor will stop the activity and remove the offending child from the activity and have him/her sit on the sidelines for a period of time that seems reasonable, given the incident. Repeated offenses will be reported to the child's parent/guardian and to the Dolphin Academy, and could result in the child's removal from the after school program, at the sole discretion of the instructor and/or the Dolphin Academy.

POLICY RELATED TO OBSERVING CLASSES:

If a parent/guardian wishes to attend any Dolphin Academy class for the purpose of observing, prior approval must be obtained from the Dolphin Academy Chairperson. The only persons who will be granted approval to observe any Dolphin Academy class will be the student's parent/guardian. If a parent/guardian is granted approval to observe a class, the Sleepy Hollow Elementary School PTA, which sponsors Dolphin Academy, does

not permit that parent/guardian to have any contact or interaction with any other student participating in the Dolphin Academy class.

PAYMENT:

Payment in full for each Dolphin Academy class is required at the time of registration (unless financial assistance has been requested). Checks should be made payable to the SHES PTA and should be submitted with your student's registration form.

FINANCIAL ASSISTANCE:

Limited financial assistance is available and generally constitutes a 50% discount on the cost of the class. If you need assistance, please indicate this on the registration form.

SCHOOL CLOSINGS:

Dolphin Academy classes will not meet:

- When school is closed for holidays;
- On teacher workdays;
- If school is canceled due to hazardous weather;
- If FCPS cancels all evening activities due to hazardous weather;
- If school is closed early for any reason;
- In the morning and afternoons on Mondays if there is a delayed school opening.

If hazardous weather develops while school is in session, but school does not close early, or if a Dolphin Academy instructor is unavailable, parents/guardians will be notified and an announcement will be made at school. Parents should be prepared to pick up their student early if necessary.

If any Dolphin Academy class has to be canceled due to circumstances beyond our control (such as inclement weather, instructor emergency, etc.), the class **MAY** be made up at the instructor's discretion.

VOLUNTEERS:

We welcome your help to run the Dolphin Academy!

There are many opportunities to help, including: collecting registration forms at school, entering registration information into our Excel spreadsheets, filling out and submitting FCPS-required forms to FCPS, communicating with and finding new instructors and/or vendors who can teach Dolphin Academy classes, emailing parents with registration confirmation, providing transportation for students without a ride home from class and/or coordinating carpools.

No matter what your talent or how much time you have to contribute, we have a job for you!

If you have any questions about how you can help, please contact the PTA President to learn more.