



400 South Main Street Suite K, Mauldin SC
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Parent & Family Handbook

for

T-Motion Dance Studio

AfterSchool & Summer
Camp
Programs

400 South Main Street, Mauldin, SC 29662

(864)967-4740



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Welcome to the T-Motion Dance Studio Family!



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Our mission is to encourage **physical fitness**, develop **growth**, and create positive **self-esteem** for the beginner or seasoned dancer of all ages. T-Motion Dance & Fitness strives to provide a healthy balance of mental and physical fitness in a non-intimidating, fun-filled family environment. By bringing students into the AfterSchool Program, we are here to ensure parental guidance by encouraging students to achieve success in both the academic and artistic environments.

At T-Motion EXCELLENCE is the bar for achievement. Our goal is to see your student individually. Our multi-faceted program is designed to teach each student to utilize effective tools to magnify their strengths and improve upon their weaknesses. By creating a daily fusion of academic development with the expression of dance as an art form, T-Motion has the comprehensive program to help your child grow both inside and out!

We look forward to working with you and your SUPERSTUDENT!!!

The T-Motion Staff



I. INTRODUCTION

A. Program Overview

Our program typically serves 50 students in grades K-4 through 8th with free Afterschool Pick up. **Students may attend the After School program five days a week from 2:30 PM until 6:00 PM and participate in dance classes each evening as scheduled.** The program's primary objectives are to assist students with their homework as well as to enrich students' lives with an assortment of recreational and cultural activities. During program hours, students will have time allotted for snack, homework assistance, and recreation -- all provided by dedicated staff members.

B. Program Philosophy

All children are unique having different experiential backgrounds, needs, skills, talents, abilities, interests, learning styles and rates. Our purpose is to provide a safe, caring, creative and challenging learning environment that will support and encourage each student to develop to their fullest potential intellectually, emotionally, socially, and physically. The success of our children can be supported by a strong partnership of school, home and community. All persons have both rights and responsibilities within that partnership to support our students in order for them



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to become independent and contributing members of their community and of the global society.

We have integrated an interactive Summer Camp Program serving 30 to 40 campers over the course of the 10 week summer break. Our innovatively balanced curriculum is designed to focus on physical fitness through dance and sports, academic enforcement through grade appropriate skill sets and reading, and summertime fun activities during field trips and off site activities!

C. Important Phone Numbers

Please feel free to contact us at any time. We look forward to getting to know you and making the after-school program a wonderful experience for you and your children. If we are unable to answer the phone, please leave a message with a telephone number where you can be reached.

T-Motion Dance Studio/Afterschool Office

(864)967-4740



II. PROGRAM UPDATES

The T-Motion Afterschool Program has been expanded to include pickup at the following schools for the 2015-16 school year.

Elementary

Greenbrier
Bethel
Mauldin
Fountain Inn
Plain
Simpsonville
Bryson

Middle

Hillcrest
Mauldin
Fisher
Bryson

*This list may be modified as necessary. Pickup at each school is contingent upon 3 or more students from each specified school enrolled in the AfterSchool Program.

III. TRANSPORTATION POLICY



A. Drop-Off: Summer Camp and Designated Holiday Breaks ONLY.

Your cooperation when dropping off your child is needed to ensure that you and your child(ren) are safe.

- Please enter the studio and indicate to a staff member current time and the name of the child being dropped off.

B. Pick-Up

Your cooperation when picking up your child is needed to ensure that you and your child(ren) are safe.

- Please enter the studio and indicate to a staff member the name of the child to be picked up.
- All children must be signed out by a designated parent/guardian in order to ensure they are in the custody of you or a designated adult.
- Please remember that you or your designee must have a picture ID on file with T-Motion before the child is released from the program.
- A late fee of \$25.00 will be incurred if your child is not picked up by 6:15pm.

The following are the consequences for late pick up:



1st Late: verbal warning to family member reiterating our dismissal policy; notation is placed in the late book; red letter is given to family restating late policy

2nd Late: \$25.00 charged to student's account

Every effort to contact the parent/guardian or their Emergency Contact(s) to inform them that the child has not been picked up will be made.

C. AfterSchool Transport



IV. PROGRAM ACTIVITIES

A. HOMEWORK CENTER: All Elementary schools arrive no later than 3:05 and Middle schools arrive no later than 4:05. When the students arrive at T-Motion they are required to present their agendas for review.

HOMEWORK: **CELL PHONES are NOT allowed in study areas**

Agenda- Each child must have all homework written in their school agendas

Neatness- All work must be legible and organized.

Correction- All homework will be checked whether it's completed at school or at T-Motion and it **MUST** be corrected if needed.

Completion- **ALL** homework **MUST** be completed in its entirety before free time is allowed. If your child has been assigned a large amount of homework then breaks will be given not to burn the student out.

Educational Standards- Academic progress is monitored on an individual basis. Students maintaining All A's or A's & B's on progress reports and report cards are both celebrated and rewarded. Students having grade reports of D's or F's are required to practice extended study in these subjects. They will also be asked to complete additional assignments in these areas to strengthen comprehension and improve grade performance. We do acknowledge **ALL** students who shows improvement in their grades.



If your child has no homework or test or quizzes to prepare for, we will require 20 minutes of leisure reading before free time is allowed. Although we check homework we still encourage parents to look over their child's daily work and homework assignments.

QUIZZES/TEST

All students are required to study daily for any upcoming test or quizzes. We will quiz each student not more than two days out for any test or quizzes.

PROJECTS:

Each student has access to the internet to research any project. **Wi-Fi** available

When needed & if time permits we will transport the students to the Mauldin or Simpsonville Library to do more research. It's helpful if your child has a library card.

B. SNACKS: Served at 4:15

Each child is provided a snack, juice or water. ***Please feel free to send in snacks if you like for your child.***

C. FREE TIME:

Free Time is available after **ALL** homework has been completed and reviewed. In addition, the student must be prepared for any upcoming quizzes and/or test.

D. PERSONAL RECREATION: includes but not limited to phones, DS, iPods, TV, Wii, Xbox, & Internet



E. DANCE (OPTIONAL)

Dance Classes are offered once a week for an hour. Although our dance classes are optional, T-Motion encourages the maintenance of both academic and physical education. We encourage you take advantage of this balanced curriculum. It's just as important to stimulate the body by staying active as it is to have good study habits.

F. HOLIDAY/ TEACHER WORK DAYS*

Our facility is open during the Greenville County School Holidays (ex. Christmas Break, Thanksgiving, Spring Break. A daily or weekly fee is accessed on these days. Please see office staff for pricing and to register your child.)

*A minimum of 10 students needed to provide this service.

G. Activities/Curriculum

We are continuously trying to develop our program, and hope to add exciting activities to the program during the year. These opportunities will expose your children to exciting new experiences and enriched curriculum.

V. RULES & RESPONSIBILITIES

A. Parent/Guardian Responsibilities



There are many aspects of our program in which we need the cooperation and patience of the parents. As you know, the quality of parents' relationships with both the day school and after school is a good indicator of students' success. We ask that parents take responsibility for monitoring and checking homework. Another area that will require your attention is the preparation of your son/daughter for our program. Please send your child to school with the proper materials such as extra pencils, paper, notebooks, etc. We also want to encourage you to volunteer and be involved in the after-school program. Please fill out and return the attached forms and feel free to talk to group leaders and the site coordinator about ways you can be helpful and stay connected to the program.

B. Student Responsibilities

We aim to create an environment where every student feels safe and is able to express his/her ideas and learn. All enrolled students are expected to conduct themselves appropriately during program time. We want parents and families to be aware of how we will respond to disruptive behavior if and when it occurs. All discipline contracts must be signed by both parent/guardian and student, and then returned to the Group Leaders.

Students are expected to:

- Follow the rules as well as the rules of each of my group leaders and teachers



- Be prepared each day with their homework, pencils, notebooks, and at least 2 books to read
- Respect the Rights and Property of other students
- Resolve conflicts peacefully without fighting or name-calling
- Be respectful and courteous to all After-School Staff and fellow students
- Never go outside without the permission of the staff
- Never run inside the building
- Take proper care of all furnishing , the contents of the rooms, and all property belonging to T-Motion Dance Studio and the program
- Enjoy and appreciate the opportunity of being in the T-Motion Program and to have fun and learn!

Please note: The staff and volunteers in our program have had training on how to work with students to support positive influence. They also know how to deal with difficult behaviors when they arise. However, once any of these behaviors occur and our staff/volunteers cannot resolve the situation, then your child will have a conference with the site coordinator. In most cases, this conference will resolve the problem. At times we may ask parents or guardians to come meet with the site coordinator and or group leader.

C. Inappropriate Student Behavior

There will be no tolerance of certain inappropriate behavior. This includes, but is not limited to, the following:



- Not following the directions of the coordinator, assistant coordinator, group leaders within our program, security personnel, or any adult affiliated with our program
- Harming another child in any way: (i.e. fighting, hitting, pushing, shoving, arguing, bullying, etc.)
- Leaving T-Motion grounds without prior written consent of a parent/guardian
- Defacing property, including (but not limited to) tables, desks, walls, bathrooms, as well as T-Motion program property
- Cursing, profanity, or any type of racial slur towards anyone involved in our program
- Running in the building

Behaviors that disrupt the class but do not call for immediate dismissal, such as yelling, talking back, leaving the room, etc will be dealt with in the following manner:

First Offense: Discussion with child – possible time-out if deemed necessary

Second Offense: Discussion with child-time out, writing sentences

Third Offense: Discussion with child, time-out, writing sentences and a privilege taken away



Fourth Offense:

Discussion with child, privilege taken away, and parents or family members are notified to create a behavior modification plan.

The following acts will be cause for **IMMEDIATE DISMISSAL** from the T-Motion Program:

- Stealing another person's property
- Physically assaulting another student or staff member



VII. OTHER USEFUL INFORMATION

A. Staffing

We have compiled a strong group of professional men and women who will work with your children on a day-to-day basis and who are committed to the success and education of your children. Without them, T-Motion would not have a successful program after school. These individuals bring their experience and dedication with them to our after school program, which is definitely a valuable asset of the program. Some staff are local artists and musicians who share their talents with the children in their community. Other staff members are college students who are attending local colleges, pursuing their degrees in education, art, dance, and/or music.

B. Emergency/Accident Procedures

In the rare instance that your child is hurt in any way or there is an emergency, he/she will be given IMMEDIATE attention. The Site Coordinator will take care of your child. Further, one or more staff has been certified in CPR and first aid. Any injuries, whether small or more serious type, the parent/guardian will be immediately notified by phone. If the parent/guardian cannot be reached, the emergency contact from the application will be called. If no one can be reached, a letter will be sent home in the child's book bag. The Site Coordinator will fill out an accident report. These accident reports will be kept on file in the child's personal file in the



after-school office. For serious medical problems, staff will call 911 immediately.

C. Medications and Special Medical Needs

In order to responsibly care for your children, we require parents to inform us of their children's special medical needs. We will meet with parents to create an individual health care plan. Should medications need to be provided during the hours of the after-school program, we are required to keep dosage information, permission forms and a separate full, unopened prescription in a locked cabinet only for storage and distribution during AfterSchool/Summer Camp by our certified personnel. Your child will be required to administer his/her own medication (i.e. Asthma pump), and a health form must be completed. These forms are available from the T-Motion Staff. We want to support your needs and will be glad to advise your medical providers regarding our procedures.

D. Parent and Family Involvement

We encourage all parents/family members/guardians to become involved with After-School Program. Research has shown again and again that students with involved parents are more successful. Even though some students might not admit it, kids want their parents to be concerned and involved with their education and



life. This gives them a sense of security because they know that their parents care enough to go that extra mile. If you would like to donate your time, please let the Site Coordinator know. You will receive a short preliminary interview and training. We could definitely use your help the transition time from day to after-school, distribution of snacks or tutoring during homework help. There are many other ways you can be involved in the after-school program, please read and turn in parent commitment and involvement sheets at the end of this guide so we can work with you to make this partnership a success!

E. Field Trips

If we take field trips Parents/Guardians will be notified will in advance about the details of the trips. Field trips will be educational, worthwhile additions to the curriculum your children are covering. Snacks will be provided for all students going on the trips. Family members are encouraged to volunteer to chaperone field trips. Students should not bring any valuables with them on the day of the trip. Reminders will be sent home a few days prior to the day of the trip. Permission slips will be sent home prior to the trip. **ALL STUDENTS MUST HAVE A PERMISSION SLIP FILLED OUT BY A PARENT/GUARDIAN IN ORDER TO GO ON THE TRIP!!**

F Miscellaneous



- **Dismissal from Program:** If you wish to remove your child(ren) from the **T-Motion Program**, we ask that you make the request in writing.
- **Students Personal Files:** Each student will have his/her own personal file which will include their application, any absence notes, a copy of any "Time Out" letters, permission slips and accident reports.
- **Valuables:** Your child may bring their valuables at their own risk. Valuables include, but are not limited to: large amounts of money, iPods, Game Boys or any other type of electronic game or any other types of toys. T-Motion will not be responsible for broken, lost, or stolen personal items and will not be able to reimburse you damages.
- **Lost and Found:** If at any time your child loses anything, they should look through the lost and found box.
- **Donations:** If any parents would like to donate any used books, games, or other items that are in good condition, please contact the Site Coordinator.

***PARENTS ARE NOT PERMITTED TO APPROACH STUDENTS ENROLLED IN THE T-MOTION PROGRAM REGARDING INCIDENTS INVOLVING THEIR CHILDREN. ALL CONCERNS SHOULD BE ADDRESSED TO T-Motion STAFF.**

***T-MOTION AFTER-SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHOSE BEHAVIOR CONTINUALLY**



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**DISRUPTS THE EDUCATIONAL PROCESS OR CONSTITUTES A
DANGER TO HIM/HERSELF OR OTHERS.**