

I Beat A.L.L. Inc.

Facility Policy Manual

This is a guide and is subject to change according to management discretion

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Mission Statement

The mission of I Beat A.L.L. Inc. is to empower youth through education, recreation and positive mentoring. We incorporated with the State of Georgia in 2009. In 2010, our organization received a 501c3 nonprofit corporation status.

*Our goal is to keep God first in our treatment of children and of each other.

I Beat A.L.L. Inc. does not and shall not **discriminate** based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

As an organization, **we will:**

- Nurture the potential of every child and teen
- Improve the physical health and spiritual well-being of all of our members
- Give back and provide a safe haven to those in need

Programs & Services

I Beat A.L.L. Inc. is designed for the family unit. Our programs and services were created to enable youth to realize their full potential, build their self-esteem and prepare them for real life situations. Our aim is to empower youth and provide positive experiences through our programs.

After school enrichment & free homework assistance

Weekly youth bible study

Stretch Dance Company

Music from the Heart

Mosaic Moon Art Studio

Boston Cheer Factory

Chess Adventures

Camp A.R.M.Y.

YELL Academy

I.B.A. Academy

Summer Camp

Holiday Camps

Basketball training

Basketball teams

Facility Rentals

Y Think College programs

Foreign language classes

*Parents must complete a registration form, which includes information on family background, emergency contacts, health issues, and parental release. All forms must be kept current.

Fees must be paid and kept current in order to secure program participation. Program participation is also contingent on behavior and attitude. Program fees are non-refundable and parents must notify management of program withdrawals.

Facility Operation

Hours of operation are from 10AM-8PM. Appointments can be made online or via email. Tours or conferences must be scheduled and cannot be handled on a walk in basis. For after school enrichment activities, we follow the Fayette and Fulton school closure schedule. In case of inclement weather, we will also follow school closure procedures. We observe the following federal holidays:

<u>Holiday</u>	<u>Official Date</u>
New Year's Day	January 1
MLK Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

*The facility is subject to close additional days that are not listed; management will post signs indicating.

After school enrichment hours are 3pm-7pm. Late pickup fees will apply after 7:15pm.

Summer camp hours are 8am-5:30. Late pickup fees will apply after 5:45pm.

Individual program times will vary. As a rule, your student must be picked up 15 minutes after the program end time. Late pickup fees must be paid in order to ensure your child's continued participation in programs.

Children must be signed in and out from the facility. Authorized persons for pick up must be indicated on your child's registration form and will be verified by picture id.

Curriculum

Love and Logic ™

James Merritt-52 Weeks with Jesus for Kids ™

S.T.E.A.M.

NAA

Fee Schedule

Registration fees are required for each child at time of program registration and/or enrollment renewal. This is a non-refundable fee and is not part of tuition fees. Siblings are offered a discount on program fees.

Program fees

We strive to provide modest rates with staffing and facility upkeep taken in account.

For summer and school programs, tuition must be paid weekly.

3 days' attendance constitutes 1 week and 2 days' attendance or less will be charged as a drop in (per day per child).

You are not charged if your child is not in attendance 0 days in a week

Payments are due no later than Monday of the current week.

Payments rendered late will be charged \$25 and accounts more than 2 weeks in arrears are subject to termination and if balance not paid sent to collections. These accounts, if reinstated, are also subject to a new registration fee.

Receipts are distributed when services are rendered. End of year statements are available upon request at the beginning of the year.

Program payments are non-refundable.

Acceptable payment methods are: business/personal checks, major credit cards and money orders. Credit card payments are subject to a \$3 transaction fee.

Administration

All staff, administration and coaches complete a background check and thorough screening process. Each staff member has experience in working with children and at minimum an Associate's Degree or higher. I Beat A.L.L. facilitates continuous professional development opportunities for staff. We also work with high school seniors and college students pursuing community service hours. All staff work as a team to ensure a nurturing experience for all.

Discipline Policy

In response to misbehavior, we will:

- Respect your child
- Re-establish and restate the rule that has been broken
- Use positive language to explain desired behavior
- Give clear choices
- Redirect
- Move child to a time out area
- Give child physical or written assignment ex. Running, exercising, writing essays or positive affirmation statements

*If your child's behavior is continuously disruptive or harmful to themselves or other children, you will be contacted in order to establish a plan of resolve. Continued unresolved behaviors will result in suspension up to termination.

We believe that patience, loving and nurturing is essential to a child's development and our goal is redirection not removal.

Illness/Injury

If your child is actively sick and shows signs of communicable disease the parent will be contacted for pickup. If parent is not available, we will contact the emergency contacts listed. If your child is well enough to go school, it is expected they will be able to participate in all activities. In case of injury, your child will be treated by our fully trained staff and you will be notified. In case of emergency crisis 911 will be contacted and your child will be transported to Piedmont Fayette Hospital 1265 Highway 54 Fayetteville, GA 30214. An incident report will be completed and kept on file by management.

It is the parent/guardian responsibility to list on the registration form any allergies, medical issues, medications or issues that may contribute to illness or injury.

Activity Schedule

(Samples)

After school enrichment:

3PM-4:30PM	check in, snack, homework/educational time
4:30-5:45PM	recreational activities
5:45-6:45PM	enrichment activities

Day Camp:

8AM-9AM	check in, breakfast
9AM-11AM	educational activities
11AM-12AM	enrichment activities
12PM-1PM	lunch
1PM-3PM	field trips/recreational activities
3PM-4PM	recreational activities
4PM-5PM	enrichment activities/technology

Vision

1. Be recognized as a leader in service and quality in youth programming.
2. Contribute and collaborate with other service agencies to strengthen the community.
3. Create a family centered atmosphere that fosters a strong sense of support and community.
4. Create opportunities for high school and college students to learn leadership and service.
5. Maximize opportunities to serve a minimum 1000 students annually.

For questions or concerns, please contact:

Management

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