



## Before & After School Classes

Policy No. 15

Individuals or groups desiring to create and run activities on Freedom Preparatory Academy property shall adhere to the following requirements:

A plan proposal sheet shall be filled out and submitted at least 30 days before the beginning of such class including: dates, fees, goals, advertisement process and location. Also required are supervision plans (teacher/student ratio and late pick-up and emergency plans). The above items must be submitted to the site Principal. Approval or rejection of any application shall be at the discretion of site Principal and Executive Director and approval given before any such advertising or classes begin.

All advertising will be at the sole cost of the sponsor. A monthly update (paragraph) shall be required for the school communication newsletter.

All fees will be within the approved Freedom Preparatory Academy schedule and never to exceed a reasonable amount per lesson. All checks will be made out to the sponsor only – not to Freedom Preparatory Academy. Arrangements must be made with the front office for money collections. Please provide a labeled envelope with class list, times, fees etc. taped to the front.

Class sponsors will remit to Freedom Preparatory Academy a flat fee of \$25 per cycle.

Example: Art Class – fall semester pays \$25 Art Class – spring semester pays \$25

Other fees and expenses are under the direction of the sponsor but shall be disclosed to all participants prior to the start of the class. No additional fees or expenses may be added once the class has commenced.

Though the school maintains insurance, accidents, injuries, any damage to equipment or school facilities shall remain the responsibility of the class sponsor.

It is vitally important that the sponsor carefully consider the calendaring of sessions in regards to the necessity of a cancellation. The sponsor's obligation to the complete session of classes is a direct reflection on the school and reputation thereof. In the event of an unavoidable interruption of a scheduled class, **the sponsor shall notify by phone and written notice, the students and parents at least three days before the cancelled session**. In the case of a sudden emergency when a class must be cancelled, it is not the front office's duty, but rather the sponsor's responsibility to notify students and parents of that cancellation. **The school will not be responsible for this process.** The office manager will however, be contacted so that she will be aware of and able to answer any inquiries as to students on the school campus.

If proper and prior notice is not given, the class students will be admitted to the after school day care program at the expense of the class sponsor.

A report form will be filled out by the sponsor within one week of the conclusion of the class, reporting data pertinent to the school's information files. Failure to submit the required report will prohibit sponsor from further sponsorship at the school.