

STEM AFTERSCHOOL ACADEMY

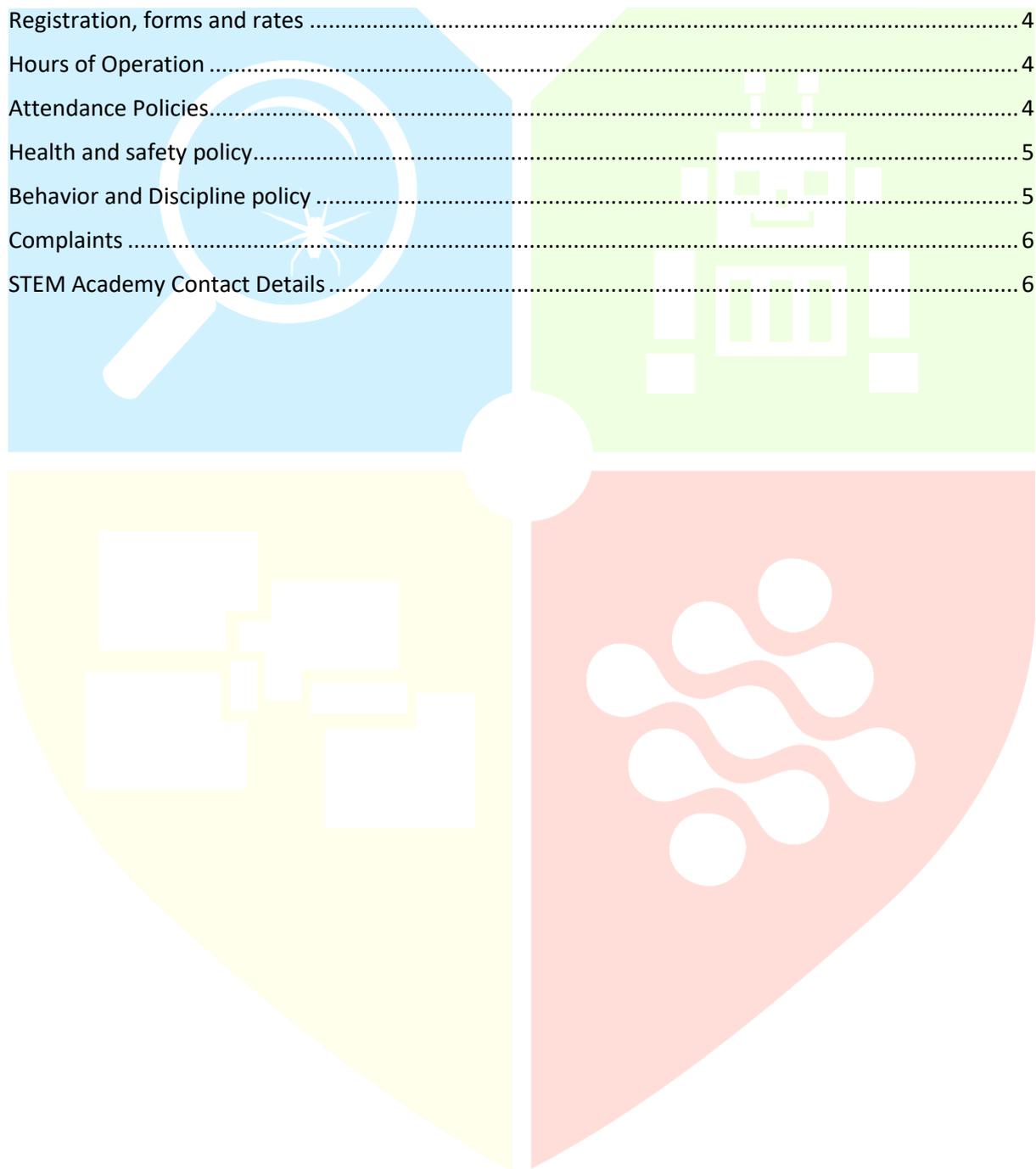
# PARENT HANDBOOK

200 South Stonestreet Ave. Rockville, MD 20850

202-460-4250

## Contents

Mission.....	3
Registration, forms and rates .....	4
Hours of Operation .....	4
Attendance Policies.....	4
Health and safety policy.....	5
Behavior and Discipline policy .....	5
Complaints .....	6
STEM Academy Contact Details.....	6



## STEM Afterschool Academy Parent Handbook

### Mission

Our mission is to facilitate excellence in Science, Technology, Engineering & Math. Our vision is to enrich the academic experience of K-12 school youth from culturally diverse backgrounds and to increase STEM performance, interest and participation among these age groups. To achieve this, we employ four framework objectives: to stimulate STEM interest, to enhance STEM participation, to improve STEM performance, as well as motivate STEM careers.

We view the field of STEM as far reaching and dynamic, as such one of our main goals is that every boy and girl we encounter is given an opportunity to experience STEM theoretically, practically and excitingly by the age of eighteen (18).

Our afore-mentioned objectives are spelt out in some details below.

#### 1. *We stimulate STEM Interest through:*

- a. *Exciting hands-on activities – these are practical demonstrations of how their classroom knowledge of STEM subjects could be applied in the creation of working devices that solve problems in society.*
- b. *Exhibition – demonstrating the process of innovative STEM creations to youth. These creations range from life changing devices such as the telephone to basic devices developed by youth from cultural background such as theirs.*
- c. *Competition – Igniting a STEM flame by proposing challenging tasks which will result in awards and documented public recognition.*

#### 2. *We enhance STEM participation through:*

- a. *Creativity – encouraging students to think ‘outside the box’ and come up with personal ideas*
- b. *Innovation – Requiring the development of unique working devices, designs or models that provide a solution to an existing problem*
- c. *Service Learning – Design projects that provide or model solutions to problems in community*
- d. *Teamwork – Requiring teamwork and encourage diversity among team members*

#### 3. *We improve STEM performance through:*

- a. *Project Integration – Integrating classroom STEM concepts in hands-on projects*
- b. *Active learning – Utilizing active students’ participation in the review of STEM concepts*
- c. *Comprehensive reviews – where applicable, providing general reviews from low to high levels*
- d. *Homework Assistance – where applicable, providing homework assistance in STEM subjects*

#### 4. *We motivate STEM Careers through:*

- a. *Field Trips – to science and technology centers and laboratories*
- b. *Career Projects*
- c. *Seminars*

## Registration, forms and rates

Registration and rates for all our activities and programmes can be found online at <https://www.stemafterschoolacademy.com/registration>

If you have questions about your enrolment or your account please call or email us at 202-460-4250, [stemafterschool@gmail.com](mailto:stemafterschool@gmail.com) respectively. Please take note that upon registration parents or guardians **must** complete our enrolment packet which includes:

- emergency contact forms,
- a getting to know your child form,
- medical form,
- medication form as necessary,
- financial and behavioural contract.

These forms will be made available to you. Payments can be made online by direct bank transfer, card or Paypal. If you prefer, registration can be made via post or on paper format. Please contact us for these to be posted out or emailed to you.

## Hours of Operation

### *Before-school care:*

Mondays to Friday, 6:30am to start of school

### *After-school care:*

Mondays to Friday, end of school to 6pm

### *Holiday camp:*

Regular: Mon to Fri, 9am - 4pm

Fun after camp: 4pm – 6pm

Before Care: 8am - 9am

## Attendance Policies

### *Arrival Procedure*

You must sign in and out each day; also note that your child(ren) will only be released to individuals listed on the Authorized Persons for Pickup List. If you wish for your child to be picked up by others not listed on the form, you must send in a signed written note.

### *Departure*

There is a late fee of \$1 per minute per child after closing, which must be paid upon arrival.

### *Attendance/safeguarding*

If for any reason your child is unable to attend, please ring us on 202-460-4250. Refunds will not be made for missed sessions.

### *Parents expectations*

Parents can expect that their child will be cared for in a supportive environment; they will be kept informed of any relevant information pertaining to their child, including any misbehaviours. We will endeavour to inform parents of any changes as soon as possible.

In turn, STEM Academy expect that parents will pay fees in accordance with timelines set out on our website; parents will pick up their children on time, and will endeavour to keep their child's record

up to date. Parents should also adhere to our health and behavioural expectations and policies. We would also ask that parents look out for any communications from us and respond as appropriate.

#### *Withdrawal*

Parents wishing to withdraw their child from the Academy must give two weeks notice in writing to the Director; parents remain liable for fees until the end of the notice period.

The Academy reserves the right to ask for a child to be withdrawn if his/her behaviour falls short of our expectations as set out in the behavioural policy below.

#### *Meal times*

During Before and after care, light snacks will be provided by STEM Academy.

During holidays and full days, parents must provide meals for their child; STEM Academy will provide only light snacks.

### Health and safety policy

We would ask parents and guardians to avoid bringing in children where they have any contagious illness like chicken pox and/or vomiting or diarrhoea in the last 48hrs and/or a fever in the previous 24 hours.

In the event of accidental injury, contact will be made immediately with parents. If we are unable to reach you, we will contact your child's doctor. If necessary, we will call the emergency service. We will adhere to actions specified in your child's medical form to make necessary decisions about your child's care.

### Behavior and Discipline policy

STEM Academy Behavior and Discipline policy is founded on three main pillars respect, responsibility and cooperation. Our main priorities are the health, safety and emotional wellbeing of the children in our care. We will deal with inappropriate behaviour immediately - however, parents should be reassured that physical punishment of any kind including psychological abuse or humiliation will not be tolerated and will lead to the immediate termination of employment of the relevant staff member. By same token, the Academy looks to parents to assist us with promoting good behaviour. Behaviour from any child that is intimidating, harassing or threatening will not be tolerated. Neither will fighting, deliberately damaging property, theft, disrespect to adults or the use of profane language or gestures. Each instance of poor behavior will be communicated in writing to parents together with any progress in resolving the challenging behavior. After four reports, the parent will be asked to withdraw the child.

If a child's behaviour results in an injury to another and/or could endanger the safety of the child or other children or staff, contact will be made with the parent to terminate the child's place immediately.

## Complaints

We hope that you and your child will be happy with us but if you have any concerns please make them directly to the Academy's site co-ordinator. If you wish to take matters further, complaints can be made directly to the Director.

We also welcome any suggestions, comments or questions.

### STEM Academy Contact Details

Director: Dr Jude Abanulo  
Office: 200 South Stonestreet Ave. Rockville, MD 20850  
Telephone: 202-460-4250  
Email: [stemafterschool@gmail.com](mailto:stemafterschool@gmail.com)  
Website: <https://www.stemafterschoolacademy.com>

