



2024-2025 Parent Handbook

Dear Parent/Guardian,

We bring you a warm welcome to The Superlative Club's before and after school program! We are so glad to have your family as participants in our Club!

The mission of The Superlative Club is to improve the educational experience of students by offering life-changing, artistic learning opportunities. We create spaces where students are influenced by world-class instructors who are also experts in the arts!

Our program is different... in a good way! We put the best artists and teachers in front of students because we believe that this will ultimately help to make the difference in their lives. We understand that good artists are not always the best instructors, and oftentimes need support in the classroom. Therefore, our instructors receive ongoing classroom management, behavior management, and parent communication training and professional development.

It is our role to encourage and facilitate the learning of students, while exposing them to the arts, technology, fitness, and more! We are pleased to embrace this responsibility!

We look forward to a great year!

Sincerely,
The Superlative Club Team

Statement of Purpose

- The purpose of The Superlative Club is to provide students and their parents/guardians with a safe, nurturing alternative for before and after school care.

Aims

Through The Superlative Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Operation of the program

- Before and After school run during the school year Mon-Fri.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Children can be picked-up at any time during the hours the club runs.
- Students will make their own way to after school at the end of the school day, unless there is a need for an adult to accompany them.
- Unless otherwise noted, The Superlative Club will be closed during school vacation/breaks and federal holidays.

Admission, booking procedures and payment of fees

- Registration forms must be completed prior to a child starting before/ after school.
- Emergency contacts must be given before a child can attend before/after school.
- Regular slots should be booked in advance, and fees should be paid by the 1st of each month.
- If a regular slot needs to be modified, and space is available, a minimum of one full week's written notice must be given, or fees will still be payable.
- Should you no longer wish for your child to attend The Superlative Club, you must give at least one full week's notice in writing.
- One-off slots can be booked, if space is available, with at least 24-hour notice and fees must be made at the time of booking.
- Fees must be paid through the invoice emailed to the parent/guardian.
- If payment has not been received by the 5th of the month, the child will be able to stay for before/after school on day 1. If payment has not been received by day 2, the child will not be able to stay, and a member of our staff will contact the parent/guardian to arrange immediate pickup.



The Superlative Club

- If a parent is having trouble with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, subject to availability.

Absence

- If your child has been booked into The Superlative Club in advance and they are absent from school the fees are still payable.

Venue

- The Superlative Club is always based on the premises of the school. Activities are carried out in various locations within the school.

Register and Collecting

- A register of children who attend before/after school is taken at the start of each session. This register is filed in The Superlative Club's electronic database.
- If a parent is unable to pick up their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be picking up a child, The Superlative Club must be informed by telephone or email.

Late Pick Up

- If a child has not been picked up by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.





- If a child is picked up late a charge of \$1 will be made for every minute beyond the pick-up time. Fees are to be paid to the Site Coordinator via cash or credit card at the time of pick up.

Snacks

- There will be time for children to eat a healthy snack, which should be brought from home unless otherwise noted.
- Fresh drinking water is always available to students. No fizzy drinks or glass bottles should be sent in.

Behavior

- The school's behavior policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.



Health & Safety

- Our staff must follow The Superlative Club's Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire Procedures folder for The Superlative Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

First Aid

- There must be a qualified first aider on site during before/after school.
- A first aid kit will be taken outside when children participate in outdoor activities.



- All accidents will be recorded in The Superlative Club's accident book and a medical form will be completed. The accident will be reported to the parent/guardian.
- Parents/Guardians of any child who becomes unwell during their time in before/after school will be contacted immediately.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to The Superlative Club Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 18 children 1:18
- All afterschool staff undergo federal background checks and must attend Child Safety training and Orientation.
- Staffing arrangements are considered to meet the needs of children who have special needs.

School Breaks

- The Superlative Club will prorate the monthly invoice during school breaks/closures lasting longer than 5 consecutive days. Parents/Guardians will receive a credit for any days remaining after 5 consecutive days during the period for which the school is closed.

Photograph/Video Parent Consent

- We may take photographs of the children at school while in the program. We use these images as part of our parent showcases and sometimes in other printed publications. We may also use them on our website, newsletter, Facebook page and Instagram account.
- If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption.
- Please email us at admin@thesuperlativeclub.com if you do not wish to have your child(ren)'s photograph/video taken.



- By acknowledging receipt and review of the handbook, you give The Superlative Club permission to publish photographs/videos of your child(ren) while in the program, as mentioned above.

Personal Items

- The Superlative Club is not responsible for students' personal items that may be damaged or misplaced during before/after school care.

Inquiries regarding registration, payments, and changes to enrollment: 888-262-4322 or email admin@thesuperlativeclub.com