



# **Flexible Learning for Early Learners**

**Soaring Minds, Limitless Journeys—  
Where Dreams Take Shape.**

**Parent • Student Handbook**  
Policies and Procedures



# FUNdamentals Go Handbook, Policies, and Procedures

## **Mission Statement:**

FUNdamentals Go is committed to empowering youth through engaging educational programs, professional skills courses, and social enrichment activities. Our goal is to nurture creativity, leadership, and academic success while maintaining a safe and supportive environment.

## **Intent of Handbook**

This handbook is designed to serve as a resource for parents, participants, and staff, providing guidance on the rules, regulations, and general information related to FUNdamentals Go programs. Our goal is to ensure that everyone involved has a clear understanding of the expectations, policies, and procedures that help us maintain a safe and supportive environment.

## **Family Responsibility:**

We encourage families to read through this handbook and become familiar with its contents. Parents are encouraged to use this guide to help their child understand and follow the expectations of the program. Open communication between families and staff is vital to fostering a positive and enriching experience.

## **Program Guidelines:**

While this handbook contains detailed and specific information on a wide range of topics, it is not all-encompassing. It serves as a guide rather than a contract, and there may be situations or circumstances that arise which are not explicitly covered within these pages.

## **Program Administration:**

The FUNdamentals Go Program Director reserves the right to make decisions, update policies, or implement changes as necessary to ensure the safety, well-being, and effective operation of all programs. In the event of an unforeseen situation, the Program Director will make decisions based on FUNdamentals Go policies, guidelines, and any applicable state and federal regulations.

## **Rule Interpretation:**

The program staff will be responsible for interpreting the rules and expectations outlined in this handbook. Should any ambiguity or exceptional circumstance arise, the Program Director will address it in alignment with the program's mission and operational standards.

By participating in FUNdamentals Go, families acknowledge and accept the contents and guidelines outlined in this handbook.

# 1. Program Overview

FUNdamentals Go offers the following programs and services:

**Summer Programs:** Hands-on, educational summer experiences focused on creative and leadership development.

**Professional Courses (3rd - 8th Grade):** Including Public Speaking, Branding & Marketing, Graphic Design Basics, Podcasting, and Internet Safety.

**Homeschool Support (Study Buddies Program for K-8th Grade):** Social and study groups that facilitate learning and collaboration.

**Social Club Memberships (K-8th Grade):** Encouraging peer interaction and social skills development through structured club activities.

## 2. Safety and Security Policies

### A. General Safety Protocols

All programs comply with the Arkansas Department of Human Services policies and procedures related to childcare. Safety is our top priority, and we ensure compliance with state laws governing youth programming.

### B. Pick-Up and Drop-Off Policies

#### Authorized Guardians Only:

Children will only be released to guardians or individuals listed on the authorized pick-up form.

If someone not listed needs to pick up a child, parents/guardians must notify the program director in writing prior to pick-up.

#### Written Notification of Changes:

Any changes in pick-up arrangements must be communicated in writing (email or signed note).

Emergency changes will be verified via phone with the primary guardian.

#### Late Pick-Up:

To ensure the safety and well-being of all participants and staff, we have established the following policy regarding late pickups:

If a child is not picked up within 15 minutes of program end time, staff will contact the guardian.

After 30 minutes, emergency contacts will be called.

**Grace Period:** A 15-minute grace period is allowed after the program end time.

### **Offense Structure:**

#### **First Offense:**

Written warning issued to the parent/guardian.

Acknowledgment of the warning must be signed and returned.

#### **Second Offense:**

A late fee of \$15 will be charged for every 15 minutes (or fraction thereof) beyond the grace period.

Payment of the fee is required before the student can return to the program.

#### **Third Offense:**

Suspension from all FUNdamentals Go programs for a period of six months.

Notification will be provided in writing, detailing the reason and duration of the suspension.

### **C. Staff and Volunteer Responsibilities:**

Verify the identity of any adult picking up a child by checking ID.

Never release a child to an unauthorized individual.

Report any safety concerns or breaches immediately to the program director.

### **D. Parent and Guardian Responsibilities:**

Arrive on time for pick-up and drop-off.

Inform staff in advance of any changes to authorized pick-up individuals.

Keep contact information up to date.

## **3. Behavior and Discipline Policy**

Our goal is to maintain a respectful, safe, and positive environment for all participants.

### **A. Expectations for Students:**

Show respect to peers, staff, and property.

Follow instructions from staff and volunteers.

Use appropriate language and maintain positive behavior.

## **B. Behavior Management:**

**Verbal Warning and Redirection:** Staff will calmly address the behavior and guide the student towards appropriate actions.

**Time Away:** A brief separation from the group to reflect on actions.

**Written Behavior Report:** Issued for repeated misconduct and shared with parents.

**Parent Conference:** Required if behavior issues persist.

## **C. Suspension and Removal:**

**Suspension:** Temporary removal from activities for severe or repeated violations.

**Permanent Removal:** Reserved for situations where safety or well-being is compromised.

## **4. Anti-Bullying and Harassment Policy**

Bullying, harassment, or discrimination of any kind will not be tolerated. Reports will be investigated, and appropriate disciplinary actions will follow.

## **5. Medical and Health Policies**

**Medication Administration:** Only administered with written parental consent.

**Illness Policy:** Children showing signs of contagious illness will be sent home.

**Emergency Care:** In case of a medical emergency, 911 will be called, and parents will be notified immediately.

## **6. Digital Safety and Online Conduct**

Students must follow internet safety guidelines during technology-based courses.

Personal devices should only be used as instructed.

Cyberbullying or inappropriate online conduct will result in disciplinary action.

## 7. Photography and Media Consent

By enrolling, parents consent to the use of photos and videos of their child for program purposes unless otherwise stated in writing.

## 8. Field Trip and Off-Site Activity Policies

Parents will be notified in advance of any trips.

Signed permission slips are required.

Safety protocols will include regular headcounts, assigned chaperones, and emergency plans.

## 9. Refund Policies

### **Study Buddies Program (K-8 Homeschool Social & Study Group)**

**Full Refund:** If requested at least 7 days before program start.

**Partial Refund (50%):** If requested 3-6 days before the start date.

**No Refund:** If within 48 hours of start or after sessions begin.

**Missed Sessions:** No refunds, but make-up sessions may be available.

### **Professional Courses (3rd - 8th Grade)**

**Full Refund:** Before the first session.

**Partial Refund (75%):** Within the first two sessions.

**No Refund:** After the third session, but transfer to a future session may be possible.

### **Free Professional Skills Workshops**

No refund policy, but notify 48 hours prior if unable to attend.

## 10. Communication Protocol

Updates will be communicated via email and the program's communication app.

Parents should ensure their contact information is accurate and respond promptly to messages.

## 11. Grievance and Complaint Procedures

Concerns should be addressed first with the program director.

If unresolved, a formal complaint can be submitted in writing to the administrative office.

A follow-up meeting will be scheduled to discuss the issue.

## 12. Emergency Procedures and Drills

Fire, weather, and lockdown protocols will be implemented in case of any unforeseen circumstance.

Staff will guide students to designated safety areas and ensure attendance is taken.

## 13. Parental Involvement and Volunteering

Parents are encouraged to participate through approved volunteering opportunities.

All volunteers must complete background checks.

## 14. Special Needs, Additional Support, and Food Allergies/Intolerances

FUNdamentals Go is committed to creating an inclusive environment where every child has the opportunity to learn, grow, and thrive. We welcome participants with special needs or who require additional support and strive to make accommodations whenever possible to ensure a safe and enjoyable experience for all.

### **Providing Necessary Information:**

To help us support your child effectively, we ask that parents or guardians share information about any special health, dietary, mobility, or disability needs during the registration process. This allows us to put in place safety or medical accommodations as necessary.

### **Accommodating Special Needs:**

While we will make every reasonable effort to accommodate participants' needs, some program activities or environments may present challenges that are not easily modified. The nature of our hands-on, active experiences may not be suitable for every child, and we aim to be transparent about our capabilities.

### **Communication and Support:**

If a participant requires more assistance than our staff can provide during program activities, we may contact the parent/guardian or emergency contacts for guidance or support. If necessary, we may ask that a parent/guardian come to the program site to assist or, if appropriate, take the participant home for the day.

## **Food Allergies and Intolerances:**

We take food allergies and intolerances seriously and strive to create a safe eating environment. Please notify us of any dietary restrictions or allergies in writing before the program begins. Staff will follow safe food handling practices and ensure that snacks and meals are consistent with the needs communicated to us.

## **Our Commitment:**

FUNDamentals Go does not discriminate against any participant. Our goal is to work collaboratively with families to provide the best experience possible while recognizing our program's practical limitations.

## **Sign-In & Sign-Out Procedures**

To ensure the safety and well-being of every participant, FUNDamentals Go requires that all participants are signed in and out each day on the program attendance sheet. The following procedures are in place to maintain accountability and security:

### **Arrival and Sign-In:**

All participants must be walked to the designated program entrance by an authorized adult and signed in by a staff member.

Sign-in will take place outside the program entrance/exit each day to streamline the process and maintain safety.

Upon arrival, staff will conduct a quick initial assessment, which may include taking the participant's temperature.

If a participant's temperature is 100.4°F or above, they will not be admitted to the program. Please refer to the Illness Exclusion Policy for more information.

### **Departure and Sign-Out:**

At the end of the program, an authorized adult must walk to the program entrance/exit to sign the participant out.

For safety reasons, participants will only be released to individuals listed on the authorized pick-up list provided during registration.

Any adult picking up a participant may be asked to show a valid ID until staff are familiar with them. Please be patient as this verification process ensures your child's safety.

### **Changes in Pick-Up Arrangements:**

If someone not listed on the authorized pick-up list needs to pick up a participant, parents/guardians must call the program site phone and email the Program Director in advance.

If no prior notice is received and staff cannot reach the primary contact or an emergency contact by phone, the participant will not be released, regardless of circumstances. We are committed to the safety and

protection of every child and will only release them to authorized individuals.

## **Emergency Situations:**

In rare situations where an unlisted individual must pick up a participant, clear verbal and written authorization from the parent/guardian is required. Staff will follow up to confirm the change.

The safety of our participants is our highest priority, and we expect families to communicate all changes promptly to ensure a smooth and secure pick-up process.

## **Refund Policies for Each Program**

### **1. Study Buddies Program (K-8 Homeschool Social & Study Group)**

**Full Refund:** Available if cancellation is requested at least 7 days before the program start date.

**Partial Refund (50%):** If cancellation is made within 3-6 days before the program starts.

**No Refund:** If cancellation is requested within 48 hours of the program start or after sessions have begun.

**Missed Sessions:** No refunds or credits for missed sessions, but students may attend a make-up session if available.

### **2. Public Speaking, Branding & Marketing, Graphic Design Basics, Podcasting & Internet Safety Courses**

**Full Refund:** Available if withdrawal is requested before the first class session.

**Partial Refund (75%):** If withdrawal is requested within the first two sessions of the course.

**No Refund:** After the third session, refunds are not available, but students may transfer to a future session if space allows.

### **3. Free Professional Skills Workshops (3rd-8th Grade)**

Since these workshops are free, no refund policy applies. However, we request at least 48-hour notice if a student can no longer attend, so the spot can be given to another participant.

### **4. Additional Refund Policy Notes:**

**Program Cancellations:** If a course or program is canceled by the organizer, participants will receive a full refund or the option to transfer to a future session.

**Extenuating Circumstances:** Refunds due to medical emergencies or unforeseen hardships will be considered on a case-by-case basis.

**Processing Time:** Approved refunds will be processed within 7-10 business days back to the original payment method.



# Social Club (FGSC) Policies and Procedures

## 1. Purpose of the Social Clubs

FUNdamentals Go Social Clubs (FGSC) are designed to provide structured, engaging, and community-centered enrichment opportunities that promote creativity, teamwork, leadership, and positive peer interaction.

### Our Current Core Clubs Include:

#### BrixKids Club:

**Focus:** Creativity, engineering thinking, collaboration, storytelling through building

**Format:** Indoor, structured build challenges, themed design days, team activities

**Environment:** Hands-on, respectful, imagination-driven

#### Paper Planes SOAR Club:

**Focus:** Health, endurance, goal-setting, teamwork, confidence building

**Format:** Outdoor group runs, movement drills, pace challenges, encouragement circles

**Environment:** High-energy, supportive, safety-centered

## 2. Relationship to the General FUNdamentals Go Handbook

All policies outlined in the **FUNdamentals Go Parent • Student Handbook** remain in effect for Social Club participation, including but not limited to:

- Behavior & Discipline Policy
- Anti-Bullying Policy
- Sign-In & Sign-Out Procedures
- Late Pick-Up Policy
- Medical & Emergency Procedures
- Photography & Media Consent
- Grievance Procedures

This Social Club Handbook serves as an extension specific to club-based programming.

## 3. Supervision & Parent Attendance Policy

### A. Indoor Social Club Meetings

(BrixKids Club and any indoor FGSC sessions)

#### **K-5th Grade:**

A parent or guardian must remain on-site and in attendance during the entire meeting.

Parents may observe quietly or sit in designated parent areas.

This is not a drop-off program.

#### **6th-8th Grade:**

Students may attend without a parent only if behavior remains respectful and responsible.

If behavior is determined to be disruptive or unsafe, a parent/guardian will be required to remain at future meetings.

FUNDamentals Go reserves the right to require parental attendance at any time if deemed necessary for safety or behavioral support.

### B. Outdoor Social Club Meetings

(Paper Planes SOAR Club and any outdoor FGSC sessions)

#### **For all grade levels (K-8):**

A parent or guardian must remain present and actively supervising at all outdoor club meetings.

Parents are responsible for direct supervision of their child during outdoor sessions.

FG staff facilitate programming but do not replace parental supervision outdoors.

## 4. Supervision & Parent Attendance Policy

All Social Club participants must follow established Sign-In & Sign-Out procedures from the general handbook.

Although parents are required to remain in attendance (in most cases), the official end time of the club still applies.

#### **Late Pick-Up Policy (If Applicable)**

- If a parent leaves temporarily and does not return by end time:
- 15-minute grace period applies
- After 30 minutes, emergency contacts will be called

- Late fees apply as outlined in the General Handbook
- Repeated offenses may result in suspension from club participation

## 5. Behavior Expectations (Social Club Specific)

Social Clubs are collaborative environments.

### **Students are expected to:**

- Respect peers, staff, equipment, and facility property
- Follow challenge instructions and safety guidelines
- Use appropriate language and sportsmanship
- Demonstrate teamwork and encouragement

### **Additional Running Club Expectations**

- Stay within designated boundaries
- Follow pacing and safety instructions
- No pushing, racing unsafely, or wandering

## 6. Facility Respect & Clean-Up Policy

FUNdamentals Go believes in leaving every space better than we found it.

### **Participants and families must:**

- Pick up all trash before leaving
- Dispose of water bottles and snack wrappers properly
- Return chairs, tables, and materials to original placement
- Ensure no LEGO pieces or equipment are left behind

### **Failure to maintain facility cleanliness may result in:**

- Group clean-up requirement before dismissal
- Written warning
- Suspension from club activities for repeated disregard

## 7. Financial Responsibility for Damages

### **Parents/Guardians are financially responsible for:**

- Damage to FUNdamentals Go equipment or property
- Damage to facility property (indoor or outdoor)
- Replacement of lost or broken materials due to negligence or misuse
- An invoice will be issued detailing repair or replacement costs. *Payment must be received before the student returns to club activities.*

## 8. Inclement Weather Policy

Safety is our top priority.

### Outdoor sessions may be:

- Canceled due to lightning, heavy rain, extreme heat, or unsafe conditions
- Delayed due to weather watch advisories
- Rescheduled when possible
- Families will be notified via email and/or the communication app at least 1 hour prior when possible.

### Extreme Heat Protocol:

- Water breaks will be mandatory
- Sessions may be shortened
- Heat index guidelines will be followed
- No refunds will be issued for weather-related cancellations; however, make-up sessions may be scheduled when feasible.

## 9. Rescheduling & Club Cancellations

### FUNDamentals Go reserves the right to cancel or reschedule due to:

- Facility conflicts
- Instructor illness
- Low enrollment
- Weather conditions
- Safety concerns

### If canceled by FG:

- A make-up session will be scheduled OR
- A prorated credit may be issued

## 10. Health & Safety (Club-Specific Additions)

### Participants must:

- Wear appropriate footwear (closed-toe athletic shoes for running club)
- Bring a labeled water bottle (required for Paper Planes SOAR Club)
- Follow hydration and rest instructions
- Students who appear ill or injured may be asked to sit out or leave for the day.

## 11. Personal Property

### **FUNdamentals Go is not responsible for:**

- Lost water bottles
- Personal LEGO sets brought from home
- Electronics
- Personal athletic gear
- Students are encouraged not to bring unnecessary personal items.

## 12. Photography & Media

### **Photos and videos may be taken during club activities for:**

- Website promotion
- Social media
- Marketing materials
- Parents must notify administration in writing if they do not consent.

## 13. Emergency Procedures

### **In case of emergency:**

- Parents present will remain with their child
- Attendance will be verified
- Staff will implement established safety procedures
- For outdoor sessions, parents must assist in safely gathering students if instructed.

## 14. Our Culture Commitment

### **Social Clubs are designed to build:**

- Confidence
- Community
- Character
- Creativity

### **We expect families to partner with us in modeling:**

- Respect
- Responsibility
- Encouragement
- Stewardship of shared spaces

# 15. Social Club Refund Policy

## A. BrixKids Club & Paper Planes SOAR Club

### Membership & Session-Based Enrollment

**Full Refund:** Available if cancellation is requested *at least 7 days before* the club start date.

**Partial Refund (50%):** If cancellation is requested *3–6 days before* the club start date.

**No Refund:** If cancellation is requested *within 48 hours* of the club start date after the first club meeting has taken place.

## B. Missed Meetings

- No refunds or credits will be issued for missed club meetings.
- Make-up opportunities may be offered at the discretion of FUNdamentals Go, depending on availability.

## C. Weather-Related Cancellations

- No refunds will be issued for sessions canceled due to inclement weather.
- When possible, a make-up session will be scheduled.
- If multiple cancellations occur and make-ups are not feasible, a prorated credit may be considered.

## D. Removal Due to Behavior

### If a participant is:

- Suspended
- Removed due to repeated behavioral violations
- Dismissed for safety concerns

No refund will be issued.

## E. Program Cancellation by FUNdamentals Go

### If a Social Club is canceled by FUNdamentals Go due to:

- Instructor illness
- Facility closure
- Low enrollment
- Unforeseen circumstances

### **Families will receive:**

- A full refund, OR
- The option to transfer to a future session

### **F. Extenuating Circumstances**

Requests for refunds due to medical emergencies or documented hardships will be reviewed on a case-by-case basis at the discretion of the Program Director.

### **G. Refund Processing Time**

Approved refunds will be processed within *7-10 business days* to the original payment method.

## **Acknowledgment**

**By enrolling in a FUNdamentals Go Social Club, families acknowledge:**

- Receipt of this Social Club Handbook
- Understanding of supervision requirements
- Agreement to financial responsibility terms
- Commitment to uphold facility care standards

## **Contact Information**

**Administration:** Maya Gray

**Phone:** 501-441-2112

**Email:** [fun@fundamentalsgo.com](mailto:fun@fundamentalsgo.com)

**Website:** [fundamentalsgo.com](http://fundamentalsgo.com)