



# The Gifted Child Society

## Afternoon Academies Program Policy

The information provided herein comprises **The Gifted Child Society (TGCS) Afternoon Academies Program Policy**, for all active and registered TGCS Member children, their parents, and/or guardians. This policy discloses the terms for all divisions of the TGCS Afternoon Academies, described below. If our policy changes in the future, we will let you know by providing revised policies during registration, from time to time. By registering your eligible gifted child for Membership with TGCS and/or participation in TGCS programs, you agree to the terms listed below.

### TGCS AFTERNOON ACADEMIES PROGRAM POLICY

To participate in **TGCS Afternoon Academies**, a child four years and older must meet TGCS eligibility requirements and be a TGCS Member in good standing with TGCS (refer to TGCS Eligibility/ Membership Policy).

Participation and registration for TGCS programs is on a first-come, first-served basis. Early registration is encouraged and availability of first-choice selections is not guaranteed.

Class sizes are limited as TGCS maintains an optimal student-instructor ratio for TGCS course delivery. Maximum class sizes will be upheld in support of these ratios.

All students are expected to attend programs/classes as scheduled. Parents/guardians should communicate any expected or unexpected absences to TGCS Management via email to [admin@gifted.org](mailto:admin@gifted.org).

There are no makeup dates or refunds for any classes, programs, or events missed or cancelled.

### REGISTERED STUDENT GROUPINGS

Registered students are grouped according to their current school grade and age (as applicable).

**NOTE: “Grade-skipping” between grade levels is not allowed.**

**Student groupings are based on CURRENT school grades, as of January, 2021:**

**Early Childhood (EC)** - In Pre-Kindergarten or Kindergarten.

**Primary (P)** – In Grades 1, 2, or 3.

**Intermediate (I)** – In Grades 4, 5, or 6.

**Advanced Intermediate (AI)** – In Grades 7, 8, or 9.

***NOTE: Parent participation may be required for children in preschool through 2<sup>nd</sup> grade. TGCS instructors will facilitate all instructional sessions, so parents can enjoy the experience as well!***

### TGCS AFTERNOON ACADEMIES REGISTRATION IS ALL-INCLUSIVE

Your student’s registration includes all of the following:

- TGCS-signature curricula tailored to the specific needs of gifted children.
- Scheduled enrichment with gifted peers in your child’s grade grouping.
- Dedicated TGCS management team.
- Dedicated and LIVE TGCS-trained instruction staff, 100% background-checked and vetted by TGCS.

- All staff trained on how to inspire, engage, and enrich gifted learners.
- Optimal student / instructor ratios.
- Classroom materials included (as applicable).
- Access to all virtual network platforms, with application licensing included, for virtual classroom experiences.
- Access to onsite facilities at TGCS Ramsey Office, for in-person experiences.
- **The opportunity for your student to collaborate, socialize, and make lifelong friends with other like-minded students!**

## **VIRTUAL AND IN-PERSON VENUES FOR TGCS AFTERNOON ACADEMIES CLASSROOMS**

TGCS Afternoon Academies virtual courses will be held via TGCS' dedicated Google Classrooms. All permissions and links to our classrooms and applications will be emailed prior to program/course start dates.

TGCS Afternoon Academies in-person courses will be onsite at the TGCS Office located at 70 Hilltop Road, Suite 3015, in Ramsey, NJ. **NOTE: DOH COVID-19 policies and procedures will be in effect for all onsite experiences (see below for details).**

**TGCS Closed Site In-Person Policy:** No unauthorized persons, including parents and guardians, are allowed to remain onsite for in-person programs while classes are in session. Parents and guardians are expected to leave TGCS venues promptly after picking up or dropping off their children. It is of utmost importance that the safety of all students is secured at all times.

**TGCS Closed Site Cyber Policy:** No unauthorized persons, including parents and guardians, are allowed access to TGCS virtual programs and classes while they are in session, within TGCS' cyber instruction network, without prior permission from TGCS Management.

It is expected that non-Member siblings of TGCS Members will not participate in TGCS classroom activities during class hours, either virtually or in person.

It is expected that parents/guardians will also not participate in TGCS classroom activities during class hours, either virtually or in person, without express approval of TGCS Management.

**TGCS courses and experiences are tailored specifically for the benefit and development of TGCS' gifted learners and it is of utmost importance that the instruction for and safety of all TGCS students is prioritized, throughout your student's participation.**

## **IN-PERSON / ONSITE COVID-19 POLICIES & PROCEDURES**

In-person students must adhere to TGCS' onsite COVID-19 policies and procedures. TGCS follows Department of Health COVID-19 Safety Protocols as defined by the NJ DOH, in addition to the following TGCS policy and procedures for in-person experiences:

- **Students must provide a completed TGCS COVID-19 Pre-Entry Form DAILY** upon arrival each day of classes. Consent form will be provided prior to the start of classes. If the form is not provided, your student will be asked to leave.
- **Upon arrival, students must wash hands with soap and water prior to entering the TGCS office.**
- **Upon arrival, temperatures will be taken for all students and parents/guardians escorting the students to class.** NOTE: If your student's temperature is higher than 100.4 F or higher, your student **MUST** stay home.
- **Students must wear masks during in-person experiences.**

## **SUPERVISION OF CHILDREN BY PARENTS/GUARDIANS**

Since all students are minors, all must be accompanied by parents/guardians during drop off and dismissal. No child may be left unattended and unsupervised inside or outside the venue at any time.

Students are not permitted to leave the venue unaccompanied without a parent, guardian, or previously designated person(s), without the express written permission of his/her parent or legal guardian. Students found leaving the premises without permission from parents, guardians, and/or TGCS Management will be dismissed from the program. TGCS is not responsible for a student's safety while out of TGCS Office premises.

**NOTE: Parents/guardians must notify TGCS Management in writing if they plan to have a child picked up by an alternate individual(s). Students will only be released if written notification of designated alternate individual(s) has been received. Notifications must be sent to [admin@gifted.org](mailto:admin@gifted.org).**

## **TGCS AFTERNOON ACADEMIES PRICING**

Pricing for **TGCS Afternoon Academies** (all divisions) is listed in the TGCS Afternoon Academies registration materials. Check your email communications and visit our TGCS website for more information: [www.gifted.org](http://www.gifted.org).

## **REFUND POLICY & PRACTICES**

The Gifted Child Society (TGCS) must - well in advance of program start dates – pre-pay for all advanced curricula design, technology, staffing, course materials, rent for program venues, insurance, cyber networks and application licenses, and all other program-related operating expenses required to deliver TGCS programs. As a result, the TGCS Refund Policy for all TGCS programming is as follows:

- 1) Annual TGCS Membership dues, registration fees, materials fees, applicable change course fees, credit card fees, and other related fees are non-refundable.
- 2) There are no refunds for any classes or days missed by a registered individual during or after the duration of any TGCS program or event.
- 3) There are no refunds for internet disruptions, lagging, disconnections or any other interrupted virtual systems, applications, other sources or platforms for virtual learning, and/or other unexpected events.
- 4) There are no refunds for facilities closures and/or program interruptions/suspensions resulting from inclement weather, unforeseen emergency, and/or other unexpected or emergency events beyond the control of TGCS. These include interruptions and/or suspensions due to mandatory facilities closures from pandemics or other conditions beyond TGCS control. This also includes the unexpected and mandatory closure of instruction staff teaching sites due to the above and any TGCS facilities closures mandated by NJ state or federal authorities and NJ Department of Health.
- 5) There are no refunds for registered students who are suspended or dismissed from TGCS programs and/or TGCS Membership due to Member Not in Good Standing status (see TGCS Membership Policy).
- 6) If TGCS cancels a program or event before the start date of the session, TGCS will issue a refund of tuition paid.
- 7) **As of January 1, 2021, there are no refunds permitted for program registrations received in 2021.**

## **PROGRAM EXPERIENCE OR SERVICE CANCELLATIONS BY TGCS**

TGCS reserves the right to cancel any program, course, activity, event, and/or service that lacks sufficient enrollment or for any unforeseen conditions. Although every effort is made to deliver as planned and scheduled, TGCS does not accept responsibility for conditions and situations that are beyond TGCS control, including those listed above which may prevent TGCS programming from being delivered as planned.

## **TGCS MEMBER EMAIL / COMMUNICATION POLICY**

Upon activating your child's TGCS annual Membership and/or registering your child for TGCS programs and/or events, parents/guardians automatically authorize TGCS to use email(s) you provided at time of activation and/or registration for ongoing TGCS use, at TGCS discretion.

**NOTE:** Email is the primary form of communication Members receive regarding for TGCS programs, events, and all related activities. Members may choose to opt out of receiving emails from TGCS by choosing the opt-out option at the end of emails received.

**Please be sure to add TGCS email to your contact list: [admin@gifted.org](mailto:admin@gifted.org) to ensure receipt of all TGCS communications.**

**NOTE:** If Members opt out, emails from TGCS will no longer be received and important program and other communication will no longer be emailed to registered Member families.

## **TGCS MEDIA CONSENT POLICY**

Upon activating your child's TGCS annual Membership and/or registering your child for TGCS programs, events, and other activities, parents/guardians automatically authorize that TGCS may use your child's images, voice, and/or video in perpetuity for TGCS promotional materials, website, and other media, at TGCS discretion. TGCS does not use names or personal information of any child without the consent of parent/guardian. Parents/guardians also authorize that all photos, audio, and/or video taken of children in classes and other activities during TGCS program sessions may be reproduced, distributed, modified, and publicly displayed in any medium now known or later developed by TGCS. All above defined media are property of TGCS.

**NOTE:** Images, audio, and/or video of TGCS Members are used to promote TGCS programs and services for prospective future Members. Current Members may opt out of TGCS media consent by submitting a written request to TGCS Management via email to [admin@gifted.org](mailto:admin@gifted.org) or regular mail to the address shown below.

## **TGCS INTELLECTUAL PROPERTY**

TGCS management designs all TGCS curricula tailored to the specific needs of gifted children. The materials and content used by TGCS in TGCS classrooms, in-person or virtual, represent the intellectual property of TGCS and may not be disseminated or reproduced in any form for public or private distribution (e.g., uploading to websites, sale, exchange, shared with friends or organizations or institutions outside of TGCS, etc.) without written permission of TGCS. TGCS content and course materials include all written or electronic documents and materials, including curricula, syllabi, current and past instructional materials, presentations such as lectures, videos, PowerPoints, etc. and all other material provided by a TGCS course instructor or member of TGCS management. TGCS content and course materials may only be used by students enrolled in the TGCS course or program, for TGCS course- or program-related purposes. TGCS content and course materials that have been published in print or on the internet are TGCS-copyrighted material and are protected by copyright law.

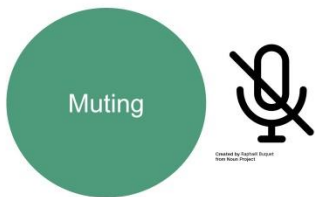
## ETIQUETTE REQUIREMENTS FOR PARTICIPATION IN IN-PERSON OR VIRTUAL CLASSROOMS

Students participating in-person at TGCS onsite venues must follow rules of participation as outlined in the TGCS Membership Policy.

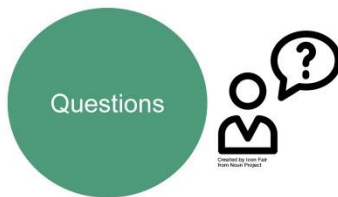
Students participating in TGCS virtual classrooms must strive to follow virtual etiquette requirements while attending classes with TGCS. Learning virtual classroom tools and following virtual requirements will ensure that classroom time is productive, respectful, and encouraging to all students participating. Below is a summary of the requirements expected of students in our virtual classrooms:

# Etiquette Tips for Successful Virtual Meetings

## with Google Meet



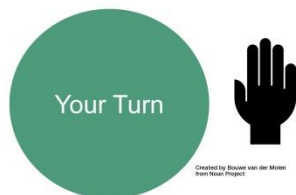
When you enter the Hangout Meet, mute yourself.



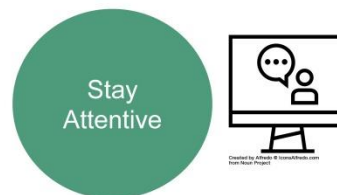
Use the Chat feature to ask questions and share resources.



When you have something to contribute, use the chat feature.



Wait for your teacher to call on you to unmute yourself.



Pay attention to your teacher or other students who are speaking

## TECH REQUIREMENTS FOR PARTICIPATION IN TGCS VIRTUAL LEARNING CLASSROOMS

Students will need a MAC or PC with webcam/audio, and an active internet connection to participate in TGCS virtual learning classrooms. Parents / guardians of registered students will receive invitations for their student to join learning sessions via an email to the parent's or guardian's email address.

**Parents/guardians should ensure that an accurate and current email address is provided for invitations to join TGCS virtual classrooms.** It is the responsibility of students and parents/guardians to provide current and up-to-date email addresses, should they change before, during or after a program session. Students should connect 5 minutes prior to the class to ensure they join classes on time.

Parents/guardians should email the TGCS Help Desk at [admin@gifted.org](mailto:admin@gifted.org) if they need assistance or if their child's invitation is not received one day prior to classes. TGCS will help your child connect to his/her classroom as needed.

## TGCS CYBER & COMPUTER SYSTEMS ACCEPTABLE USE POLICY

TGCS and the TGCS community is encouraged to make innovative and creative use of information technologies in support of education and the curricula introduced by TGCS. TGCS recognizes the importance of copyright material and encourages TGCS students and families who utilize this material to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector.

TGCS network and other system resources are to be used only for TGCS-related communication, instruction, activities, learning enrichment, dissemination of academic information, and administrative activities. When used properly, these tools enhance the overall experience for TGCS students and TGCS. When used improperly, unlawfully, or inappropriately, these tools can infringe on others' rights. TGCS encourages all TGCS students and family members to use electronic communications in a manner that is respectful and follows all federal and state laws governing internet and other cyber use. TGCS is not responsible for any non-TGCS party not adhering to federal or state laws before, during, and/or after TGCS instructional programming in is progress. TGCS is also not responsible for a student's, student's friend's or family member's release of personal information on the internet that may result in invasion of privacy, identity theft, and other possible dangers from internet usage.

TGCS students and families are responsible for ensuring the computers you own are properly maintained, including having up-to-date anti-virus protection and operating systems patches. TGCS is not responsible for any unexpected or unknown virus or other damaging internet-related entity that may invade your own computer or internet connectivity. Internet and other third-party applications, resources, and support are not in the control of TGCS and TGCS is not responsible for any questionable or infectious systems that may negatively affect your own computer or systems in use during TGCS instructional programming.

TGCS students are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. TGCS students are responsible for all Net IDs, accounts, and passwords assigned for your use. Passwords should never be shared. TGCS is not responsible for any negative actions resulting from a TGCS student's, a friend's, or family member's actions.

Overall, TGCS expects TGCS students to conduct themselves responsibly with network privileges and other systems and applications accesses, consistent with the above TGCS policies and other applicable state and federal laws. Abuse of computing or networking privileges is subject to disciplinary actions, up to and including dismissal from TGCS programming and/or TGCS Membership.

## RELEASE AND INDEMNIFICATION

In exchange for an opportunity to participate in this program, the child and parent(s) / legal guardian(s) of the child-participant assume all risk and hereby release, wave, discharge, and covenant not to sue TGCS and further agree to indemnify and hold harmless TGCS, its present and former affiliates, governing board, officers, directors, trustees, agents, employees, and volunteers (the "Releasees") from and against any and all claims, demands, causes of action (known or unknown), suits, or judgements of any and every kind (including attorneys fees), arising from any injury, accident, illness, infectious disease, or death, or any loss to or damage to personal property arising out of, directly or indirectly, participation in the program, regardless of whether the injury, damage, or death is caused by the Releases or other participants, unless the injury, damage, or death is caused by the Releasees' intentional acts, and regardless of whether the injury, damage, or death occurs while in, on, upon, or in transit to or from the premises where the activity, or any adjunct activity, occurs or is being conducted. Releasees are not in any way responsible for any injury or damage that the child-participant may sustain as a result of a parent's or legal guardian's own negligent acts. If any provision of this Release is void, all remaining provisions shall remain in full force and effect.

## HOW TO CONTACT US

If you have any questions about the above Policy, you may contact us at:

**The Gifted Child Society**  
70 Hilltop Road, Suite 3015  
Ramsey, NJ 07446  
Phone: (201) 444-6530  
Email: [admin@gifted.org](mailto:admin@gifted.org)

*Last Update: 1/30/2021*