



The Saturday Workshop Program Policy From The Gifted Child Society

The information provided herein comprises **The Saturday Workshop Program Policy** from The Gifted Child Society (TGCS) for all active and registered TGCS Member children and three year olds, their parents, and/or guardians. This policy discloses the terms for all participants of The Saturday Workshop program, 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.

THE SATURDAY WORKSHOP PROGRAM / EVENT POLICY

To participate in **The Saturday Workshop**, 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).

Three-year-old children may register for introductory courses with **The Saturday Workshop**, without eligibility evaluation (i.e., TGCS Membership is not required).

Participation and registration for TGCS programs is on a first-come, first-served basis. Early registration is encouraged and availability of first choice courses is not guaranteed. Once the maximum enrollment in a course or program is reached, it will be closed to new registrants.

Class sizes are limited as TGCS strives to maintain an optimal student-teacher ratio for TGCS course delivery. Maximum class sizes will be upheld in support of these ratios. If a minimum class size is not reached, courses may be cancelled, at which point parents/guardians will be contacted to choose an alternate course.

All students are expected to attend programs/classes as scheduled. Parents/guardians should communicate all expected or unexpected absences to TGCS Management via email to admin@gifted.org.

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

THE SATURDAY WORKSHOP VENUE

The Saturday Workshop Fall/Winter 2021 classes will be held at Don Bosco Prep, 492 North Franklin Turnpike in Ramsey, NJ.

THE SATURDAY WORKSHOP COURSE SELECTIONS

You may register for up to three courses per child this session. Each course has a series of ten, one-hour classes held at 9:30AM, 10:30AM, or 11:30AM each Saturday in the session.

NOTE: Grade skipping is not allowed. Be sure to choose courses that correspond to your child's grade level.

SPECIAL COURSE DISCOUNTS

TGCS Members will receive a multi-course discount of \$10 off, for each course added beyond the first. TGCS Member siblings beyond the first registered will receive a discount of \$10 off for each course selection (TGCS Membership is required). *NOTE: TGCS Member sibling discounts are not applicable to registrations for three year olds.*

ADDING COURSES TO YOUR CHILD'S REGISTRATION

Students may add a course(s) at any time after initial registration, during the program session. Since our lessons build and progress each week of the session, course addition requests should be emailed as early as possible to admin@gifted.org.

MAKING CHANGES TO AN EXISTING REGISTRATION

There are no course changes ("switches") allowed after the first week of the session. TGCS' policy is to work with your child individually, and address any unlikely issues or concerns that may arise.

If after the first week of classes your child wishes to change a course, parents/guardians must contact TGCS by Monday noon after the first day of classes to request a change. We will contact you to discuss available options. A change fee of \$40 will be charged for each course change. Change requests should be emailed to admin@gifted.org.

PROGRAM / COURSE / ACTIVITY / EVENT / SERVICE CANCELLATIONS BY TGCS

TGCS reserves the right to cancel any program, course, activity, event, and/or service that lacks sufficient enrollment and/or for any unforeseen conditions. Although every effort is made to deliver each program as planned and scheduled, TGCS does not accept responsibility for staff, curriculum, venue, or other conditions or issues that are beyond its control.

REFUND POLICY & PRACTICES

TGCS incurs operating expenses well in advance of program sessions, including staffing, curricula, procuring materials, facilities, overhead, insurance, virtual networks, software licensing, and other costs required to run TGCS programs. 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 program suspensions or closures resulting from inclement weather, unforeseen emergency, and/or other unexpected events, including government-mandated lockdowns due to federal, state, or local emergencies caused by pandemics and any other emergency situations.
- 4) 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.
- 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 session begins, TGCS will issue a refund of tuition paid.
- 7) The refund policy for **The Saturday Workshop** is as follows:
 - a. Refund Policy 1-6 above, plus
 - b. There are no tuition refunds for dropped classes or registration withdrawals after the first day of classes, once the program session begins.
 - c. If a student registration is withdrawn prior to 15 days of program start date, a 50% refund of tuition will be issued.
 - d. If a student registration is withdrawn less than 15 days prior to program start date, there is no refund of tuition issued.

DROP OFF/PICK UP PROCEDURES & PARKING

Our students' safety is a top priority. At arrival and dismissal, parents/guardians must park in the designated venue parking area and must accompany students to/from the designated Main Entrance of the venue.

Always be on the lookout for children passing through the lot as you enter and leave the area. Please drive slowly and cautiously!

Because all our Member students are minors and require supervision, “Drop & Drives” are not allowed and may result in suspension or dismissal from the program and/or TGCS Membership.

Concurrent arrivals and dismissals may result in some congestion as students arrive/depart our venue. We appreciate your patience and support at all times.

NOTE: There is no standing or parking in the area in front of the main entrance. Parents/guardians must park their cars. Violators may be ticketed by the Ramsey police.

IMPORTANT: During winter months with inclement weather, parents/guardians should allow extra time for arrival and dismissals, and should ensure that students bring their coats to class in the event of school drills or emergency evacuations.

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, pre- and post-class time.

There is no extended care for students who are dropped off early or picked up late. Parents/guardians will be charged an additional \$35 for unexplained early drop-offs and/or late pickups that exceed 15 minutes before class or past dismissal time.

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 should be sent to admin@gifted.org.

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.

NOTE: TGCS is not responsible for a student’s safety before or after class hours and/or while off site/off program premises.

CLOSED SITE POLICY

TGCS closed site policy requires that no unauthorized persons - including parents and guardians - are allowed to remain onsite while classes are in session. It is of utmost importance that the safety of all students is secured at all times. Parents and guardians are expected to leave the venue promptly after picking up or dropping off their children.

If you would like information about local libraries, dining, or shopping establishments, please let us know!

COVID-19 PROTOCOLS

TGCS has established COVID-19 protocols for all in-person programs and experiences, aligned to COVID-19 regulations stipulated by New Jersey authorities and Department of Health. NJ DOH COVID-19 protocols will be in effect for all participants during program sessions.

All participants are expected to follow these protocols – please read carefully:

- 1) Upon arrival on DAY ONE of the session, each student must provide a completed TGCS COVID-19 PRE-ENTRY FORM. ***DOWNLOAD & PRINT TGCS’ COVID-19 PRE-ENTRY FORM***
- 2) Upon arrival, temperatures will be taken for each participant. If a student has a fever of 99°F or higher, the student may not stay and will be required to go home.
- 3) During each workshop session, all participants will be expected to wear a face mask for the duration of the class if indoors, and maintain the NJ DOH’s recommended spatial distance of approx. 3 feet. If any portion of our experiences move outside during class time (we sometimes work outside on nice weather days!), we will monitor activities without masks on, assuming appropriate spatial distance is in place between students.

STUDENT HEALTH INFORMATION

Health records must be emailed to TGCS at the time of registration only if your child:

- **Has severe to life-threatening allergies**
- **Will be carrying or requires an epi-pen or other medication onsite while classes are in session**

Parents/guardians of students with any of the above **MUST** provide updated health documents produced and signed by your child's pediatrician, at time of registration. These may be emailed to admin@gifted.org.

Required health documents for the above include:

- **a Universal Health Form and vaccination record (all pages)**
- **a current Allergy Action Plan**
- **a current Food Allergy and Anaphylaxis Emergency Care form**

Parents/guardians must note on above forms if your child will be carrying an Epi-Pen and/or medications, or if these will need to be stored onsite while classes are in session.

All medications to be stored onsite must be given to TGCS staff at check-in each Saturday, labeled with your child's full name, and with instructions. You may retrieve these at the same location, at dismissal.

IMPORTANT NOTE: If any of the above applies for your child, it is the responsibility of the parent/guardian to notify TGCS and provide required documentation at the time of registration.

*****ALL OTHER PARTICIPANTS: If the above does not apply for your child, you do not have to submit health records/documentation to TGCS.**

TGCS LUNCH/SNACK & FOOD/ALLERGY POLICY

Students may bring a snack or drink with them to classes if needed.

NOTE: ALL TGCS FACILITIES ARE NUT-FREE. PARENTS AND GUARDIANS MUST ENSURE STUDENT SNACKS DO NOT CONTAIN NUTS OF ANY KIND. TGCS HAS MANY STUDENTS WITH SEVERE TO LIFE-THREATENING ALLERGIES.

PROGRAM PARTICIPANTS' CODE OF CONDUCT

Program participants are reminded that commitment to/compliance with the TGCS Code of Conduct is expected, in support of TGCS' efforts to provide a safe, productive learning environment that is free from interruptions and/or behaviors that would otherwise prevent the successful delivery of TGCS programming.

Participant compliance with the TGCS Code of Conduct includes the following, throughout participation in TGCS programs and experiences, at all times:

- Compliance with all TGCS regulations, policies, and procedures.
- Respect for TGCS Management, administration, instructors, and staff.
- Respect for fellow program participants, in communications and in action, with no occurrences of harassment, intimidation, or bullying.
- Use of appropriate communications, with no use of profanity.
- Respect for class materials, classrooms, and classrooms contents, with no occurrences of vandalism.
- Respect for all other areas of the facility (e.g., hallways, restrooms, cafeterias, gyms, outside grounds, etc.), with no occurrences of vandalism.
- Respect for all onsite equipment and technology used/not used during programming, with no occurrences of deliberate acts of destruction or intent to damage.

NOTE: Deliberate damage to materials or equipment may result in participant(s) being considered for disciplinary action, up to and including dismissal from TGCS.

TGCS MEMBER 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 the email(s) you provided at time of activation and/or program registration for ongoing TGCS use, at TGCS discretion.

Please be sure to add TGCS email to your contact list: admin@gifted.org to ensure receipt of all TGCS communications.

NOTE: Email is the primary form of communication to Members for TGCS program registrations, class updates, 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.

NOTE: If you opt out, you will not receive emails from TGCS with important program registration and other communications.

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 provide permission to and authorize TGCS to use your child's images, audio, and/or video on an ongoing basis, 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 parents/guardians.

Parents/guardians also authorize that all images, audio, and/or video submitted by parents/guardians and/or produced by TGCS 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 photos, videos, and other 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 or regular mail to the address shown below.

TGCS INTELLECTUAL PROPERTY

TGCS management designs all TGCS curricula tailored to the specific needs and abilities 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, etc.) without written permission of TGCS. TGCS content and course materials include all written or electronic documents and materials, including syllabi, current and past instructional materials, presentations such as lectures, videos, PowerPoints, etc. and all other material provided by or used by a TGCS 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. Any unauthorized use of TGCS intellectual property will be pursued with authorities to the fullest extent of the law.

TECH REQUIREMENTS FOR PARTICIPATION IN TGCS VIRTUAL LEARNING CLASSROOMS

When virtual programs are in session, students should plan to use 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 these invitations. It is the responsibility of students and parents/guardians to provide update email addresses, should they change during a program session.

Students should connect at least 5 minutes prior to ensure they join classes on time. Parents/guardians should email the TGCS Help Desk at admin@gifted.org should they require assistance.

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 party not adhering to federal or state laws before, during, and/or after TGCS instructional programming in its 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 TGCS Member 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 judgments 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 Releasees 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

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