



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.

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

TGCS AFTERNOON ACADEMIES VENUE

TGCS Afternoon Academies classes are held at TGCS' Office located at 70 Hilltop Road, Suite 3015, in Ramsey, NJ.

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.

COURSE SELECTIONS

You may register for any courses available for your child's current grade this year.

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

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.

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 development, procuring materials, facilities, overhead, insurance, virtual networks, software licensing, and other costs required to deliver 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/or 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 **TGCS Afternoon Academies** 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 TGCS Office.

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.

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.

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!

HEALTH SAFETY PROTOCOLS

On March 4, 2022 Governor Phil Murphy signed Executive Order No. 292, which lifts the COVID-19 Public Health Emergency in addition to the statewide mask mandate, effective March 7. As a youth-serving organization, TGCS aligns program policies and protocols to those designated by the state of New Jersey and the Department of Health.

In light of the above Executive Order, TGCS' health safety policy has been revised to MASK-OPTIONAL for all TGCS programs, both indoor and outdoor experiences. All participants will have the option to wear a mask or not, effective immediately. Spatial (not social) distancing will continue to be encouraged, as needed.

TGCS SNACK & FOOD POLICY

PARTICIPANTS SHOULD BRING A REFILLABLE WATER BOTTLE WITH THEM.

NO SNACKS EXCEPT FRUIT OR VEGETABLES ARE ALLOWED ONSITE AT THIS FACILITY, DURING CLASS TIME. PLEASE DO NOT SEND ANY OTHER SNACKS OR FOOD ITEMS WITH YOUR CHILDREN - THESE SNACK ITEMS WILL BE COLLECTED AND RETURNED AT DISMISSAL.

ALL TGCS FACILITIES ARE NUT-FREE. SNACKS CANNOT CONTAIN NUTS OF ANY KIND. TGCS HAS MANY STUDENTS WITH SEVERE TO LIFE-THREATENING ALLERGIES.

NOTE FOR PARENTS: BEHAVIOR REMINDERS FOR ALL STUDENT PARTICIPANTS

It is VERY important that parents/guardians discuss the behaviors that are expected of every participant, as defined here and in the TGCS Code of Conduct. It is particularly important for all participants to respect their classmates and TGCS staff at all times. Parents should discuss these expectations with their children prior to participation in this program.

It is expected that all participants will sit through all classes responsibly and respectfully, actively listen to class lessons, and participate in classroom activities. It is expected that all participants will not interrupt lessons for the class at large and for individual classmates. Participants must also understand that classroom rules must

be followed so that the full experience of TGCS lessons and experiences can be learned and enjoyed. Parents will be notified should any unlikely issues arise.

TGCS CODE OF CONDUCT

All 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, bullying, physical altercations, or distracting and disrupting the learning time of others.
- Use of appropriate communications, with no use of profanity. TGCS is a G-rated learning environment.
- Respect for class materials, classrooms, and classrooms contents, with no occurrences of deliberate acts of destruction or vandalism.
- Respect for all other areas of TGCS venues (e.g., hallways, restrooms, cafeterias, gyms, outside grounds, etc.), with no occurrences of deliberate acts of destruction or 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 participants paying for damages and/or 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.

As email is TGCS' primary form of communication, please be sure to provide up-to-date email addresses for your child's contacts. Also, you will need to do the following, to help TGCS emails bypass Spam/Junk and other filters, depending on your email firewalls:

- Add our email addresses to your email contact whitelist:
admin@gifted.org & noreply@doubleknot.com

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.

IMPORTANT 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 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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