



Dear Guardians,

Welcome to MAX E-Learning Center! With these unprecedented times, and most schools going the route of E-learning, we are thrilled to announce that we will be providing a field for a safe and productive learning environment.

Our learning space is 19,000+ of open field space, where we have socially distance tables and chairs set up. All students will need to bring their own supplies and will be supervised at a 20:1 ratio. All students must follow our Covid-19 guidelines.

Our regular hours will run 8:00 am.-4:00 pm. Drop off will start at 7:30am.

Please review the parent handbook for our center policies, procedures, and expectations. A careful reading will answer many questions and help you prepare for your student's time at the MAX.

Thank you for choosing MAX E-Learning Center! We are looking forward to supervising your student!

MAX E-Learning Center

Welcome to the MAX E-Learning Center. This handbook provides parents and guardians with information regarding all our policies and procedures.

PHILOSOPHY

The purpose of the MAX E-learning is to provide a safe, socially distanced, supervised e-learning environment for your student.

DESCRIPTION

Camp hours are 8:00 a.m. to 4:00 p.m. Drop off is between 7:30a - 8a

Supervising Staff

Maddie Martino

708-854-2819

maddiem@max-mccook.com

Operation Director

Erika Tobolski

708-854-2825

erikat@max-mccook.com

Assistant Operation Director

E-Learning Center ESSENTIALS

Please label everything with student's full name

Please make sure each student has the following in their bag everyday:

- Sack lunch/Snacks
- Labeled water bottle
- All School Supplies
- Laptop/Chargers
- Headphones

The following items are not allowed at the MAX:

- Weapon
- Drugs
- Alcohol
- Loud toys/games
- Speakers

Lunch/Snacks

All students must bring their own lunch and snacks every day. Refrigeration is not available so please send your child with a lunch that will not spoil.

Child Protection Procedures

All staff members are mandated to report any suspected child abuse.

Our Policies:

- Staff is prohibited from working one-on-one with students outside of the MAX E-Learning Center.
- Policies exist to ensure staff are not alone with a child.

Sign In/Out Procedures:

An authorized parent or guardian must sign in/out student. We will not allow a student to leave with someone who is not on the authorized pick-up list. Parents/guardians must check in through the camp entrance between the times of 730-8 am and 330-4p. Any pickups between 8am -330pm must check in at the front desk.

Health Policies:

Medications:

All medications must be given directly to the Center Supervisor from a parent or guardian in its original bottle. A medication form must be filled out by a parent/guardian with specific details for administering the medication. We do not object to giving prescribed medicine to a student if the student is well enough to attend and that giving the medicine does not interfere with the schedule. The MAX is not permitted to give medication to a student without a med form filled out and medication clearly labeled in original bottle, there are no exceptions.

Injuries at Camp:

A student who receives an injury at the MAX will be given first aid by a staff member and a parent will be notified. Any student sent home with a serious injury may not return to the MAX unless approved by a physician. The Center Supervisor must receive a note from the physician prior to the student returning.

Illness at MAX:

If a student becomes ill during the day a parent will be notified and the student must be picked up from MAX. If the student displays any symptoms of COVID-19 they will be separated from the center space and need to be picked up immediately.

Please help keep the MAX healthy and do not send a sick student to the MAX.

Payment

- Daily: \$35
- Weekly: \$150
- Monthly: \$500
- Payment can be made with Check Payable to Village of McCook, cash, or credit card.
- NO refunds will be issued. Space is limited.

STUDENT EXPECTATIONS AND BEHAVIOR MANAGEMENT

It is the goal of the MAX to provide a healthy, safe, and secure environment for all E-learning participants. Children who attend the program are expected to follow the behavior expectations and to interact appropriately in a group setting.

Behavior Expectations for Students

- Students are responsible for their actions
- Students keep hands and feet to self
- Respect others
- Be safe

Behavior Management Procedures

When a student does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the student to more appropriate behavior.
2. The student will be reminded of the behavior guidelines and rules.
3. If the behavior continues, staff will remove the student from the situation
4. A parent will be notified of the problem.
5. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
6. One or more incidents of unacceptable behavior may result in the child's suspension from the center for a designated period.
7. If a child's behavior at any time threatens the immediate safety of that child, other children, or Staff, the parent will be notified and expected to pick up the child immediately.
8. There will be a Zero Tolerance policy regarding verbal or physical threats toward fellow students or staff.
8. Expulsion from the MAX will be considered in extreme cases.
9. No refunds will be issued if your child has been removed from the program for disciplinary reasons.

The following behaviors are not acceptable and will not be tolerated:

- Endangering the health and safety of themselves or others
- Swearing
- Leaving the E-Learning Center without permission
- Continuing to disrupt the program
- Damage of property
- Bullying another student

**MAX E-Learning Center Parent Handbook
Acknowledgement Form**



I have received, read, understand, and agree to abide by the standards set forth by the McCook Athletic & Exposition Camp Program.

Date

Student's Name (Print)

Guardian's name (Print)

Guardian's Signature