

BEHAVIORAL GUIDELINES & DISCIPLINARY ACTIONS

At Great Hearts Athenaeum/Homework Club, our environment is designed to help form our young scholars into great-hearted children. We teach rules of proper behavior, and we reinforce kind and thoughtful acts towards others. We believe that, when children are taught what is expected of them and how to get along with others, they will be successful in engaging in fun, meaningful learning, and misbehavior will be minimal.

Our team is experienced in mentoring young children's behavior, and our program is designed to provide opportunities for our scholars to have experiences that promote nine core virtues: humility, integrity, friendship, perseverance, wisdom, courage, responsibility, honesty, and citizenship.

If a scholar's behavior endangers their welfare and safety or that of other children or staff members, the child will be redirected into another activity. Should the scholar continue the behavior, s/he will be removed from the situation. Additionally, there may be circumstances where we ask you to pick up your child and keep him/her out of the program for a period of time (one day to one week, depending on the situation). In these cases, we will provide you with written documentation of the unacceptable behaviors. We will also meet with you (in person or by phone) to discuss your child's behavior. We will make every effort to make reasonable accommodations to assist your child in being successful in the program. Athenaeum/Homework Club is an independent after-school care program which is not part of the school day, so the accommodations your scholar receives during the academic day or during the extracurricular school activities may be different than what is reasonable and possible at Athenaeum/Homework Club.

In cases where after repeated intervention and notice to the guardians, scholars continuously engage in inappropriate behavior such as bullying, physically hurting self or others, engaging in harassing or discriminatory conduct, inappropriate language, frequent tantrums, destruction of property, disobeying teachers' directives, running away from the class, etc., and no reasonable accommodation helps resolve the behavior, the scholar may be withdrawn from the program. The Athenaeum/Homework Club is not required to use a progressive disciplinary system before withdrawing a scholar from the program; in some instances, a scholar's conduct may be severe enough to warrant withdrawal following a single instance of misconduct. Please note that no refunds will be issued for scholars who are asked to leave Athenaeum/Homework Club due to inappropriate behavior.

ACADEMY BEHAVIOR/SUSPENSION

In the event a scholar is suspended from the Academy during the academic day, that scholar is not permitted to attend the Athenaeum/Homework Club during the Academy suspension for any reason. The scholar may return to the After-School Program the same day they return to regular school attendance. No refunds will be issued for any behavior-related absence from the program.

FAMILY BEHAVIOR

We will do our best to partner with your family. However, there are rare occasions which a parents'/guardians' actions or behavior may warrant the need for them to find a more suitable setting for themselves and their scholar:

- Parent/Guardian fails to follow school policies and procedures
- Parent/Guardian employs abusive or threatening language toward staff or scholars
- Family or child's behavior does not reflect the mission of Great Hearts

SPECIAL STUDENT SERVICES & REASONABLE ACCOMMODATIONS

Great Hearts Athenaeum/Homework Club are tuition-based programs which are separate and distinct from the Great Hearts Texas public charter school program. Great Hearts Athenaeum/Homework Club is not a public, curriculum-based school program and scholars who receive Special Student Services during the school day under an Individualized Education Program (IEP) or Section 504 Plan may not receive all their accommodations during Athenaeum/Homework Club time; however, we do partner with parents/guardians and each Academy to offer reasonable accommodations for any scholar in our care, in compliance with the ADA. If your scholar has an IEP or a 504 Plan during the school day at a Great Hearts academy, please let us know if there are reasonable accommodations your scholar may require to participate in Athenaeum/Homework Club. Please keep in mind that the accommodations provided in an after-school environment may not be the same as those your scholar receives during the public-school day.

I (we) understand that Great Hearts Athenaeum/Homework Club are independent programs, separate and distinct from the Great Hearts Texas public charter school program.

I (we) further understand and agree that sharing information between our child's academic team and the Great Hearts Athenaeum/Homework Club program in which they are enrolled is necessary to provide stability and support for our scholar as they transition from the academic day to the after-school program.

HOMEWORK POLICY AND DISCLAIMER:

I (we) understand that I (we) am the primary educator for my child, and that Athenaeum/Homework Club provides time and a studious work environment for scholars to work on their homework. While Athenaeum/Homework Club teachers provide support during homework time, they are not responsible for checking for completion or accuracy. I (we) understand that Athenaeum/Homework Club is not 1:1 tutoring, that my (our) child is ultimately responsible for completing his/her homework, and that I (we) am responsible for checking the completion and accuracy of my (our) child(ren)'s homework as necessary/desired.

PAYMENT POLICY:

Contact Information: ALL billing inquiries, changes, notifications, and requests **MUST** be made through The Billing Department: Programs.Billing@greatheartstxschools.org .

Please note that Campus Coordinators cannot make changes to your account.

Payment: Payment for the registration fee and first month's tuition is due in full at the time of registration and reserves your scholar's space. Athenaeum space is limited, and registrations will be accepted on a first-come, first-served basis. Registrations will be accepted at any time if there is space in the program.

Automatic Payments: ALL Athenaeum Options are recurring and are billed automatically on the first of every month. All fees are non-refundable, non-transferable, and cannot be pro-rated.

Refunds: Athenaeum has a NO REFUND policy. Athenaeum cannot be prorated for partial months. A month is defined as the first to last day of a calendar month.

Split Payments: We are unable to facilitate splitting payments between two credit cards.

Checks: We are unable to accept checks as a form of payment.

Changes: All requests for changes to an account **MUST** be made in writing on or before the 25th of the preceding month (i.e., Sept. 25 for Oct.). Email requests must be directed to Programs.Billing@greatheartstxschools.org. We cannot prorate for partial months.

All fees are non-transferable. Fees cannot be transferred to another student, another program (i.e. Summer Camp), or another year.

Withdrawals: All requests for withdrawal must be made on or before the 25th of the preceding month (i.e. Sept. 25 for Oct.) Email requests **MUST** be directed to Programs.Billing@greatheartstxschools.org. **Please note that non-attendance is not a form of withdrawal.** We cannot prorate for withdrawals. You will be charged and be responsible for the month if the billing department does not receive your request on or before the 25th of the preceding month. **No refunds will be granted for withdrawals requested after the 25th of any month** for the following month.

Account Holds: We will allow a one (1) month hold on billing accounts. A child may not attend the program if the account is placed on hold. Before the one-month account hold ends, you must contact the Billing Department, **on or before the 25th of the preceding month** (i.e., Sept. 25th for Oct). At this time, you must choose to either return to the program the following month and resume billing or your account will be deactivated, and you will forfeit your place in the program. Account hold requests must be sent to Programs.Billing@greatheartstxschools.org.

Waitlist: If a program reaches full capacity, families are encouraged to add their name to the program waitlist. Please see the full Waitlist Policy for more information.

Late Payment/Non-Payment: In cases where a credit card is declined, you must contact the Billing Department (Programs.Billing@greatheartstxschools.org) to update your payment information. If payment is not made three business days after the 1st of the month, a \$25 late fee will be applied. **If payment is not made five business days after the 1st of the month, your child will not be permitted to attend the program until payment is received.**

Late Pickups: A charge of \$1.00/minute will be incurred for late pickups (after 6:00 PM for Options A & C, D and after 5:00 PM for Option B). Additional fees will be incurred for using more days per week for your allotted option. If you believe you may qualify for tuition assistance, please contact the Billing Department at Programs.Billing@greatheartstxschools.org before you complete the online registration process. All billing requests, notifications, and inquiries must be directed to the Billing Department at Programs.Billing@greatheartstxschools.org.

Three (3) or more late pickups are considered chronic. Should late pickups become chronic, the scholar may be withdrawn from the program. Further, note that we reserve the right to call proper authorities for children who are not picked up by 6:30 PM.

Outstanding Fees: If your child is withdrawn from the program for late payment, non-payment, late pick-ups, or overage, you will be assessed fees (see above). All outstanding fees must be paid before returning to the program the following academic year.

CO-CURRICULAR FINANCIAL AID POLICY

If you believe you may qualify for financial aid, please read the full Financial Aid Policy below and follow the steps **BEFORE** you complete registration for Athenaeum or Homework Club. Please note that financial aid for Athenaeum and Homework Club must be renewed each academic year and must be applied manually by the Co-Curricular Billing Specialist. **Refunds will not be issued for registrations processed before financial aid discounts are applied to an account.** If you do not see a financial aid discount applied to your cart prior to checkout, do not process payment and [contact the Billing Specialist at Programs.Billing@greatheartstxschools.org](mailto:Programs.Billing@greatheartstxschools.org) before completing registration.

Financial aid for Athenaeum and Homework Club is given based on the Free and Reduced Lunch application that must be completed for every academic year. The application [can be found at linqconnect.com](http://linqconnect.com).

For returning families: Your financial aid award status from the previous school year will remain active through the September 1, 2026 billing cycle. This means you may register for Athenaeum and/or Homework Club for the 26-27 school year before completing your financial aid application for the 26-27 school year. However, to ensure your Free or Reduced status continues for the 26-27 school year, you **must** submit your Financial Aid application at linqconnect.com and send your status update certification letter to the Co-Curricular Billing

Specialist at Programs.Billing@greatheartstxschools.org no later than September 15, 2026 to update your account. Accounts will then be marked with the new financial aid status for the upcoming billing cycle.

Any family who does not complete the application and does not send the certification letter for the 26-27 school year to the Co-Curricular Billing Specialist by September 15, 2026 will be charged full tuition beginning October 1, 2026. **Refunds or monthly fee adjustments will not be given for award certification letters received after September 15, 2026.**

For new families: The Free and Reduced Lunch application for the 2026-27 school year will be available **after July 15, 2026**. Families seeking financial aid may wait until the application becomes available to apply and then register for Athenaeum or Homework Club. **Refunds will not be given to families who register for Athenaeum/ Homework Club prior to applying and qualifying for financial aid.**

Once the Free and Reduced Lunch application has been submitted, families intending to enroll their student(s) in Athenaeum or Homework Club must create an account on Configio then email your certification letter to the Billing Specialist at Programs.Billing@greatheartstxschools.org to communicate your request for financial aid. The Billing Specialist will verify the discount level and mark your account accordingly. You will then be notified that you can register at your convenience, and your financial aid discount will automatically apply to your cart.

For direct certification families: If you receive direct certification for the Free and Reduced Lunch program and are not required to submit an application, you must forward the email you receive confirming your award determination to Programs.Billing@greatheartstxschools.org **NO LATER than September 15, 2026** for the discount to apply to your Athenaeum/Homework Club account.

For mid-year changes: If you apply for a mid-year financial aid status change, you are responsible to notify the Co-Curricular Billing Specialist of the change and submit the certification letter for it to be applied to your account for future recurring billing. **Refunds will not be given for status changes mid-year.** Contact: Programs.Billing@greatheartstxschools.org

Families who qualify for Free Lunch will receive a 65% discount off Athenaeum/Homework Club tuition and registration fees. Families who qualify for Reduced Lunch will receive a 40% discount off Athenaeum/Homework Club tuition and registration fees.

ILLNESS POLICY

Athenaeum follows the Academy policy for illness. Additionally, your scholar will be sent home if they have:

- Fever of 100 degrees or above or has had a fever in the last 24 hours.
- Diarrhea or vomiting (or has had in the last 24 hours).

- Sores which are open, infected, or not easily covered.
- Red, draining eyes.
- Any signs of Covid-19

Please pick up your sick scholar within one (1) hour of being notified of the symptoms listed above to prevent the spread of illness. Your scholar may return to the program when they are free from vomiting, diarrhea, and/or fever for 24 hours without medications. **Refunds will not be issued for any illness.**

ATHENAEUM/HOMEWORK CLUB MEDICAL DISCLAIMER AND MEDICATION POLICY

Athenaeum/Homework Club will not have access to the Nurse's office during program hours. Programs have basic first aid supplies and are prepared to respond to minor incidents. A Great Hearts medical professional will also be on-call for all programs.

The information provided is correct to the best of my knowledge. The child listed on this form has my permission to engage in all Great Hearts Athenaeum/Homework Club activities, except if noted by me. I agree to hold harmless Great Hearts Texas for any injuries my child may sustain during the program.

I (we), the undersigned, understand that Great Hearts Athenaeum/Homework Club staff will first contact me directly after contacting emergency services in case of a life-threatening emergency. I (we) authorize Athenaeum/Homework Club staff members (in the event they cannot reach me [us]) to serve as agent(s) for the undersigned to consent to any medical or surgical diagnosis or treatment, anesthetic, X-ray exam, along with treatment and/or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. I (we) understand that I (we) will be responsible for expenses for such services.

I (we) understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This form may be photocopied for use away from the main program site.

I (we) am aware that Great Hearts Athenaeum/Homework Club involves less structured activities than the regular school day including playground time and game playing, and that such activities may result in risk of personal injury or harm to my child.

I (we) hereby agree to release and hold harmless Great Hearts Texas, its respective Boards of Directors, agencies, officers, employees, committees, and volunteers, from and against all liability, loss, damages, claims, or actions (including legal costs and attorneys' fees) for any bodily injury and/or property damage, to the extent permissible by law arising from or related to his/her participation.

This waiver and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorneys' fees and court costs), expenses, and liabilities incurred or in connection with any such claim or proceeding brought thereon and in defense thereof.

I (we) understand that Great Hearts Athenaeum/Homework Club will only administer medications when they are needed to avoid a life-threatening situation. These types of medications would include epinephrine auto-injectors medication (i.e. EpiPens, Avi-Q, AdrenaClick, etc.) inhalers, and breathing treatments.

I (we) understand that all medications and consent forms must be complete and turned into the Campus Coordinator prior to the 1st day of the program.

I (we) understand that all medications must be brought to the program in their original packaging with the original prescription label legible, be current, and contain the dosage.

I (we) understand that a Medication Consent form must be completed by the parent/guardian and given directly to the Campus Coordinator (a written doctor's authorization is also required for any medications requiring an injection).

I (we) understand that all consent forms must be updated every time a medication is refilled, updated or otherwise modified. Great Hearts Athenaeum/Homework Club will not administer any other over the counter or prescribed medications.

Please make sure medication is picked up on your child's last day.

I (we) understand that all unused medications must be picked up by parents at the end of the Great Hearts Athenaeum/Homework Club. Parents will be notified of expired medications; the medication should then be picked up by a parent. Medications not taken home within a week of being notified will be disposed of in accordance with federal guidelines.

I (we) hereby give permission to Great Hearts Athenaeum/Homework Club for emergency transportation and/or treatment in the event of illness or injury.

I (we) hereby accept responsibility for the payment of any emergency transportation and/or treatment.

I (we) further certify that I (we) am (are) fully competent to enter into this agreement, and that I (we) have informed the Great Hearts Athenaeum/Homework Club in writing of any medical or

physical conditions, including allergies, that would restrict my scholar's participation in any program or activity.

In signing this waiver, indemnification, and hold harmless form, I (we) acknowledge that I (we) have read and understand fully the foregoing agreement and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made.