

# The June Bug Center Programming Handbook



## *Welcome to the June Bug Family!*

This handbook will familiarize you with our policies, procedures, and schedules. If you find that you have a specific question that is not answered in this handbook please feel free to contact our Main Office at:

Phone: (540) 745-6550

Email: [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com)

[resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com)

*\*Revisions made July 11th, 2022*

### **Our Mission Statement**

The June Bug Center for Arts and Education (JBC) is a 501(c)(3) non-profit dedicated to providing music, performing arts, and STEAM (Science, Technology, Engineering, Art, Mathematics) through ongoing afterschool programs, classes, and community theater productions that are affordable to the New River Valley community.

The June Bug Center is committed to providing a safe and healthy workplace for all staff, contracted instructors, families, renters, students, and visitors. To ensure we have a safe and healthy workplace, the JBC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. The JBC has the full support of the Board of Directors in enforcing the provisions of this plan.

*The June Bug Center's COVID-19 Guidelines follows the industry guidance developed by the state of Virginia, available at the Virginia Department of Health's website (<https://www.vdh.virginia.gov/coronavirus/>), which is based upon Centers for Disease Control and Prevention (CDC) guidelines for COVID-19 and Virginia's relevant and current executive orders. For more information on our COVID-19 plan, please see COVID-19 Guidelines.*

**Equal Education Opportunity Statement:**

*The June Bug Center does not discriminate on the basis of race, color, national origin, religion, political affiliation, disability, sexual orientation, or gender in its educational programs or activities.*

---

**Office Hours**

Our hours vary depending on our programs and events. Please call 540-745-6550 or email [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com) or [resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com) to schedule a meeting or visit.

Site Location: 251 Parkway Lane S. Floyd, VA 24091

[www.Junebugcenter.com](http://www.Junebugcenter.com)

**Email is our main form of communication, so please keep checking it for updates!!**

---

*\*The JBC reserves the right to make changes to any policy, procedure, tuition rates, fees, or other processes and information disclosed in this handbook, our rate sheets, or our enrollment forms without prior notice.*

*We reserve the right to maintain the safety and security of the children & families enrolled in our programs and instructors hired by the JBC. The JBC has an open door policy; we want families to know that they can always call or come to our main office with concerns at any time. We are here to serve you!*

**Table of Contents**

<b>Cancellation Policy</b>	<b>3</b>
<b>Reduced Tuition</b>	<b>3</b>
<b>Discounts</b>	<b>4</b>
<b>Our Instructors</b>	<b>4</b>
<b>Snack Break</b>	<b>4</b>
<b>Drop-Off &amp; Pick-Up Policy</b>	<b>4</b>
<b>Cleaning of Facilities</b>	<b>5</b>
<b>The JBC's Expectations</b>	<b>6</b>
<b>JBC Behavior Policy</b>	<b>6</b>
<b>Injury or Emergency Procedures</b>	<b>6</b>
<b>Closures and Inclement Weather</b>	<b>7</b>
<b>COVID-19 Guidelines:</b>	<b>7</b>
<b>Summer Camps</b>	<b>8</b>
<b>Snack Break</b>	<b>8</b>
<b>Discounts</b>	<b>8</b>
<b>Cancelation Policy</b>	<b>8</b>
<b>Reduced Tuition</b>	<b>9</b>

### **Cancellation Policy**

Registration fees are fully refundable if cancellation is made 2 days before the program registration is closed. If cancellation is made after registration is closed, only 50% of the registration fee will be refunded unless otherwise discussed with the Executive Director. Classes must meet a minimum number of students in order to proceed: if there are not enough students to meet the minimum the class must be canceled. In this event, *all participants will be fully refunded.*

If students have a loaned instrument and have canceled their registration, there will be a fee of \$20 weekly until the instrument is returned. ([Please see Instrument Loan Agreement](#))

### **Reduced Tuition**

The June Bug Center is proud to provide reduced tuition. ***If you qualify for reduced tuition, please check the box on the registration form that states you qualify for reduced tuition and then select "Pay in Person" at the end. If you do not check this box AND select "Pay in Person" we will charge you full price.*** If you pay online full price but later ask for reduced tuition, we cannot provide it. Our reduced tuition is based on a sliding scale that is preset by the JBC. Please see the form below to see where you land. **This list is based on our 12-week programs.** If you qualify for reduced tuition you are still held to our cancellation policy, meaning if you do not cancel before registration is closed you will only receive 50% of the tuition you paid. ***There is an application process for reduced tuition rates. You will need to provide a household income: proof of household income must be established before reduced tuition rates can be applied.*** Examples could include paycheck stub or tax return.

# in Household	Household Income			
2	\$0-\$16,910	\$16,911-\$22,547	\$22,548-\$28,183	\$28,184-\$33,820
3	\$0-\$21,330	\$21,331-\$28,440	\$28,441-\$35,550	\$35,551-\$42,660
4	\$0-\$25,750	\$25,751-\$34,333	\$34,334-\$42,917	\$42,918-\$51,500
5	\$0-\$30,170	\$30,171-\$40,227	\$40,228-\$50,283	\$50,284-\$60,340
6	\$0-\$34,590	\$34,591-\$46,120	\$46,121-\$57,650	\$57,651-\$69,180
7	\$0-\$39,010	\$39,011-\$52,013	\$52,014-\$65,017	\$65,018-\$78,020
8	\$0-\$43,430	\$43,431-\$57,907	\$57,908-\$72,383	\$72,384-\$86,860
	<b>Tier 1 - \$60</b>	<b>Tier 2 - \$90</b>	<b>Tier 3 - \$140</b>	<b>Tier 4 - \$180</b>

### **Discounts**

We offer discounts for multiple class enrollments and sibling enrollment. If you have enrolled for multiple classes or have siblings enrolled, you will receive 10% the next class(s) you have registered for. For example, if Student A is enrolled in 2 classes, they will pay regular price for the first class and will get 10% off of the second class. If Student A is enrolled in 3 classes, they will pay full price for the first class then receive 10% off the second class AND 10% off the third class. This is the same for siblings. ***If you qualify for a discount, please select "Pay in Person" at the end of the booking checkout. If you do not select "Pay in Person" we will charge you full price.*** If you have questions about our discounts please contact [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com)

### **Our Instructors**

The JBC afterschool program is extremely careful when considering who will be instructing your child. All of our instructors are professionals in their field and are required to go through our safety procedures before hired. This includes:

- A background check and investigation
- Meeting minimum educational requirements for all site managers/directors to include a high school diploma, associate's degree, endorsements, BA in childcare and/or related field, or at least 48 semester hours from accredited college or university.
- Certified in First Aid & CPR (cardiopulmonary resuscitation).
- Mandatory semester staff meetings that include program training, policy updates, and COVID-19 preparedness training
- Qualified to teach advanced curriculum activities that are fun for the children while offering educational value

### **Snack Break**

Each class will have a snack break in the middle of class (typically 4:30, some classes might have their snack at the beginning of class at 3:30). Snacks are provided by the JBC but you are more than welcome to have your student pack a snack, especially if they have allergies. We recommend this because our snacks are sponsored by Feeding Southwest Virginia and oftentimes do not have the ability to adhere to allergies. We recommend students bring their own water bottle but we do have water available.

### **Drop-Off & Pick-Up Policy**

We are grateful to have public school transportation! Buses from each of the elementary schools will pick up students and drop them off at the JBC for programs.

**Bus #10** will pick up at Indian Valley Elementary around 2:15 and Willis at 2:30 and drop off at June Bug Center around 2:50-2:55.

**Bus #58** will pick up at Check Elementary around 2:35 and drop off at June Bug Center around 2:50-2:55.

#10 and #58 sometimes have to run earlier depending if and when middle school sports have

earlier games scheduled. If sports activities are canceled for some reason, then buses would not run to The June Bug Center that day.

**Bus #35** will drop off students from Floyd Elementary and High School around 3:25-3:30.

- 1) Drop-off and pick-up will take place in front of the building. Please pull up to an available parking space.
- 2) Drop-off: Parents are asked to wait in their car with their student. Upon arrival, one of the JBC staff members will come to each car to walk your student in.
- 3) ) Pick-up: Parents are asked to wait in their car unless they need to come inside to talk to the instructors, program coordinator, or executive director. Upon arrival, a JBC staff member will bring each student to their car. All students must be signed out by a parent/guardian. If someone is there to pick up your student(s) and they are not listed on the "*allowed pick-up*" section of your registration form, we will call the main parent/guardian contact we are given for approval. If your child leaves before we can get a signature, the Program Coordinator will speak to both student and guardian; we require this signature as a safety precaution for our students. If the student continues to leave the building without an adult walking them to their car the Executive Director will speak to parents/guardians.
- 4) If you need to contact your student at any time throughout the day, or drop something off to them, please call the JBC office at 540-745-6550.

\*Please make sure that all individuals that have permission to pick your child up are listed under "*allowed pick-up*" on your registration form. We will not allow your child to leave until we have parent/guardian approval. If there is anyone who is not allowed to pick up your student, please list this in the "NOT allowed to pick up" area on the registration form AND notify us so we have that information ahead of time.

### **Cleaning of Facilities**

The JBC cares about the health of our students, instructors, and visitors. We have a cleaning service that cleans the JBC at the beginning of each business day. Every high traffic area will be cleaned properly before and after every use. For programs such as Robotics, Computer Camp and Junior Engineers, students will receive their own kit that will not be shared during the program. We ask that students and renters respect our facilities and keep them clean. If there is any disrespect of our facility (ex. Food deliberately scattered, littering, vandalizing, ect.) there will be a behavior report written on such instances. We do our best to keep the JBC clean and we need the support of our students and renters to take care of it.

### **The JBC's Expectations**

1. Treat others the way you would like to be treated-we are a Bully Free Zone!
2. Respect the instructors, your friends, and the space.
3. Respect everyone's personal space. Please explain to your child the importance of not hugging, high fiving, shaking hands, etc.
4. Use "walking" feet inside.
5. Always do your best!

Please be sure to go over these expectations with your child prior to the start date of the programs. We want every student to have a fun and safe experience!

### **JBC Behavior Policy**

If the student was to interrupt the program due to bad behavior (screaming, name calling, not following instructions, not respecting the space, etc.) the following steps will be taken:

1. a staff member will speak to the parent/guardian about the situation day of occurrence. This will be considered the first verbal warning. [A staff member is required to fill out the first behavior report including all appropriate signatures.](#)
2. If the inappropriate behavior continues following the first warning, the Program Coordinator will speak to the parent/guardian during pick-up. A follow up email will also be sent. [A staff member is required to fill out the second behavior report including all appropriate signatures.](#)
3. If inappropriate behavior is still an issue, the Executive Director will speak to the parent/guardian at pickup about the removal of their student from the program. [A staff member is required to fill out the last behavior report including all appropriate signatures.](#) The student will then be removed from the program.

If a student is removed from a program, the program fee will **NOT** be refunded.

\*The June Bug Center reserves the right to remove a student from a program if we feel it is in the best interest of other students, families, and staff, bypassing a warning. A few examples include if a student brings a weapon on the premises, physically/verbally assaults, or will not adhere to our behavior policies\*

### **Injury or Emergency Procedures**

If the student's parent/guardian cannot be reached and the program staff have followed the emergency procedures below, the parent/guardian agrees to assume all expenses for moving and medically treating this student.

1. In a life threatening emergency ONLY, 911 will be called first.
2. In a non-life threatening emergency, the program coordinator will call home. If there is no answer the parent or guardians employment will be called or the emergency contact given. The director will administer First Aid as needed.

3. If none of the above answers, the program coordinator will call an ambulance if necessary to transport the child to a local medical facility.
4. Based upon the medical judgment of the attending physician, the child may be admitted to a medical facility.
5. The program coordinator will continue to call the parents, guardians or physician until someone is reached. Please make sure you provide correct emergency contact information.

### **Closures and Inclement Weather**

The June Bug Center follows the public school schedule in regards to holiday and weather closings. If there is inclement weather and public schools are closed then the JBC programs will be canceled. Notification that classes are canceled will be posted/emailed. A make up day will be scheduled after that.

---

### **COVID-19 Guidelines:**

#### **Face Coverings**

All staff members, instructors, and students have the option to wear masks during programming. The board of directors has decided to align with CDC guidelines as far as the risk in our area. This decision is subject to change at any time due to a rise in cases.

#### **COVID-19 / Illness General Statement**

If your child is sick or has been in contact with someone who has tested positive for COVID-19, please keep them home from programming. We kindly ask you to take your students' temperature before programming and if a student has a fever, they will not be allowed on site, and we ask that you keep them home for a minimum of 24 to 48 hours after the fever has subsided. If you have been exposed to COVID-19, it is essential that you notify us immediately, and we ask that you please do not attend JBC programming.

#### **Reporting Symptoms**

Students experiencing symptoms of COVID-19, and no alternate diagnosis has been provided by a medical professional, will be asked to stay home from June Bug Programming for 14 days, or until a negative test can be provided. Symptoms of COVID-19 that fall under this policy are, but not limited to, the ones listed below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Others as noted by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If a student notifies an instructor that they are not feeling well, the parent will be notified and the student will be isolated with a staff member until their parent/guardian arrives to pick-up early.

---

### **Summer Camps**

JBC summer camps are typically one week camps that last for 3 hours each day. Every camp will include all learning materials unless otherwise mentioned in the camp description. Each camp will also include one t-shirt that is customized to that specific camp. JBC summer camps will follow the same Drop-Off/Pick-Up Policies, Cleaning of Facilities, JBC's Expectations, JBC Behavior Policy, and Injury or Emergency Procedures as our afterschool programs. Please refer to the table of contents at the beginning of this document to review these procedures.

### **Snack Break**

Just like afterschool programs, students will receive a snack provided by the JBC. This includes one juice and one snack. If you prefer, you are more than welcome to pack a snack for your student. If your child has allergies we will do our best to provide a snack that adheres to their allergies, however you might want to check with the program coordinator to confirm we can have it available. If your child is enrolled in multiple camps in one day they are welcome to pack a lunch for the time in between camps, **we cannot provide a full meal for them**. We recommend students bring their own water bottle, especially for the active camps, but we will do our best to have water available.

### **Discounts**

We offer discounts for multiple camp enrollments and sibling enrollment. If you have enrolled for multiple camps or have siblings enrolled, you will receive 10% the next camp(s) you have registered for. For example, if Student A is enrolled in 2 camps, they will pay regular price for the first camp and will get 10% off of the second camp. If Student A is enrolled in 3 camps, they will pay full price for the first camp then receive 10% off the second camp AND 10% off the third camp. This is the same for siblings. ***If you qualify for a discount, please select "Pay in Person" at the end of the booking checkout. If you do not select "Pay in Person" we will charge you full price.*** If you have questions about our discounts please contact

[shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com)

### **Cancelation Policy**

Registration fees are fully refundable if cancellation is made 2 days before the camp registration is closed. If cancellation is made after registration is closed, only 50% of the registration fee will be refunded unless otherwise discussed with the Executive Director. Camps must meet a

minimum number of students in order to proceed: if there are not enough students to meet the minimum the camp must be canceled. In this event, *all participants will be fully refunded*. If students have a loaned instrument and have canceled their registration, there will be a fee of \$20 weekly until the instrument is returned. [\(Please see Instrument Loan Agreement\)](#)

**Reduced Tuition**

The pricing for our camps are different from our afterschool programs, which means our reduced tuition is a different price. ***If you qualify for reduced tuition, please check the box on the registration form that states you qualify for reduced tuition and then select "Pay in Person" at the end. If you do not check this box AND select "Pay in Person" we will charge you full price.*** If you pay online full price but later ask for reduced tuition, we cannot provide it. Our reduced tuition is based on a sliding scale that is preset by the JBC. Please see the form below to see the prices for reduced tuition. If your camp costs more than \$90 at full price, the reduced tuition will change accordingly. Please email [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com) to discuss this. If you qualify for reduced tuition you are still held to our cancellation policy, meaning if you do not cancel before registration is closed you will only receive 50% of the tuition you paid. ***There is an application process for reduced tuition rates. You will need to provide a household income: proof of household income must be established before reduced tuition rates can be applied.*** Examples could include paycheck stub or tax return.

# in Household	Household Income			
2	\$0-\$16,910	\$16,911-\$22,547	\$22,548-\$28,183	\$28,184-\$33,820
3	\$0-\$21,330	\$21,331-\$28,440	\$28,441-\$35,550	\$35,551-\$42,660
4	\$0-\$25,750	\$25,751-\$34,333	\$34,334-\$42,917	\$42,918-\$51,500
5	\$0-\$30,170	\$30,171-\$40,227	\$40,228-\$50,283	\$50,284-\$60,340
6	\$0-\$34,590	\$34,591-\$46,120	\$46,121-\$57,650	\$57,651-\$69,180
7	\$0-\$39,010	\$39,011-\$52,013	\$52,014-\$65,017	\$65,018-\$78,020
8	\$0-\$43,430	\$43,431-\$57,907	\$57,908-\$72,383	\$72,384-\$86,860
	<b>Tier 1 - \$30</b>	<b>Tier 2 - \$45</b>	<b>Tier 3 - \$70</b>	<b>Tier 4 - \$90</b>