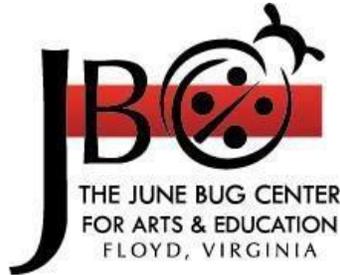


# The June Bug Center Programming Handbook



## 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: [programming@thejunebugcenter.com](mailto:programming@thejunebugcenter.com)

*\*Revisions made August 27, 2025*

### Our Mission Statement

The June Bug Center for Arts and Education (JBC) is a 501(c)(3) non-profit organization 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.

### ***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.*

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### Office Hours

Our hours vary depending on our programs and events. Please call 540-745-6550 or email [programming@thejunebugcenter.com](mailto:programming@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!!

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*\*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 help!*

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### Cancellation Policy

Registration fees are fully refundable if cancellation is made 2 days before the program begins. If cancellation is made after the 2 days before the program begins, only 50% of the registration fee will be refunded unless otherwise discussed. 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

We want every family to be part of our programs regardless of their household income, so 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. Samantha will email you our reduced tuition application for you to fill out and return to the JBC where your invoice will reflect the new price for your programs.*** 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 table below to see where you land. 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</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</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% off the classes you have registered for. ***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” you will be charged full price.*** If you have questions about our discounts please contact [programming@thejunebugcenter.com](mailto:programming@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 at the beginning of each 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 highly 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. These bus numbers are subject to change however the schools see fit:

**Bus #22** 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 #25\*** 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 #49** will drop off students from Floyd Elementary and High School around 3:25-3:30.

\*Unless there is a substitute bus driver

1. When dropping off and picking up PLEASE be on time. Our staffing hours are limited and we cannot stay longer than the program or arrive before the program, so please be prompt at dropping off and picking up.
2. Drop-off and pick-up will take place in front of the building. Please pull up to an available parking space when dropping off or picking up your student(s).
3. Drop-off: Upon arrival, your student may walk into the JBC building with an adult or a JBC staff member will be at the doors to greet the students.
4. Pick-up: Upon arrival, the adult picking up the student must come into the building to sign their student out. 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.
5. 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.

### **Harassment, Discrimination, and Retaliation**

The June Bug Center is committed to an environment in which all individuals are treated with respect and dignity. Therefore, The June Bug Center expects that all relationships among persons at the JBC will be respectful and free of explicit bias, prejudice, and harassment. The June Bug Center has developed this policy to ensure that all its students and staff can enjoy an environment free from unlawful harassment, discrimination, and retaliation.

The June Bug Center encourages reporting of incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Program Coordinator or Executive Director. See the complaint procedure described below.

In addition, The June Bug Center encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The June Bug Center recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

JBC shall:

- Promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability, or religion;
- Promptly take appropriate action to stop any harassment; and
- Take appropriate action against any student, JBC staff, or third party who violates this policy and take any other action reasonably calculated to end and prevent further harassment of students.

### **Complaint Procedure**

Complaints may be filed by a student and/or parent or guardian pursuant to the following procedure:

**Step 1:** Complaints are to be reported to the Program Coordinator. Complaints filed with the instructor or other JBC staff will be forwarded by the instructor or JBC staff to the Program Coordinator for investigation and action.

Alternatively, a student or parent may report a complaint to the Executive Director. It shall be the goal of the Executive Director and/or Program Coordinator to arrive at a prompt and reasonable resolution of the complaint which is equitable to all parties.

The Program Coordinator or Executive Director shall inform the complainant in writing of what action, if any, shall be taken within ten (10) days of receiving the complaint. Complaints of student on student harassment may result in disciplinary measures which are consistent with the JBC Behavior Policy.

**STEP 2:** If the action of Step 1 fails to resolve the complaint to the satisfaction of the complainant, the complainant shall submit, within seven (7) days of receiving the decision of the Program Coordinator or Executive Director, the complaint in writing to the JBC Board President (the "President"). The President shall investigate and inform the complainant in writing of what action, if any, shall be taken within fifteen (15) days of receiving the complaint.

**STEP 3:** If the action of Step 2 fails to resolve the complaint to the satisfaction of the complainant, the complainant shall, within seven (7) days of receiving the written decision of the President, submit the complaint in writing to the JBC Board (the "Board"). The Board shall commence consideration of the complaint at its next regular meeting and may, if it deems appropriate, conduct a hearing which hearing may be on a later date. The board shall, within fifteen (15) days of having completed its consideration and/or hearing of the matter, render a decision and shall inform the complainant of that decision in writing through its designee. The decision of the board shall be final.

In determining whether alleged conduct constitutes a violation of this policy, the JBC shall consider:

- the surrounding circumstances;
- the nature of the behavior;
- past incidents or past or continuing patterns of behavior;
- the relationship between the parties;
- how often the conduct occurred;
- the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim);
- the location of the alleged harassment;
- the ages of the parties; and,
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The June Bug Center encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The June Bug Center will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

#### **Informal Procedure**

If the complainant and the person accused of harassment are both students, and mutually agree, the student's instructor or Program Coordinator may arrange for them to resolve the complaint informally with the help of the Program Coordinator or Executive Director. If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The Program Coordinator or Executive Director shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved.

#### **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.

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#### **Health Guidelines:**

##### **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 ask that if any student feels unwell or has complaints of feeling unwell that they refrain from attending JBC programs.

### **Reporting Symptoms**

Students experiencing symptoms of any illness are asked to stay home from June Bug Programming until they are no longer contagious. Symptoms 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

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

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### Summer Camps

JBC summer camps are typically one week camps that last for three (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% off the camps you have registered for. ***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" you will be charged full price.*** If you have questions about our discounts please contact [programming@thejunebugcenter.com](mailto:programming@thejunebugcenter.com)

### Cancellation Policy

Registration fees are fully refundable if cancellation is made 3 days before the camp begins (the Friday before camp begins). If cancellation is made after this time, 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 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

[programming@thejunebugcenter.com](mailto:programming@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</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>

