

BEST Virtual Program Parent Info



The BEST Skills Academy Virtual Program provides a safe, structured, educational space for students 3rd grade and above. Our program will help your student stay focused and on track with their Virtual learning, while still enabling peer interaction. Students must be able to work independently and be self-motivated.

Contact Information:

BEST Skills Academy

28 Bolt Street

Greenville, SC 29605

864-977-1285

info@best-skills.org

1. Fees

- a. Full week (3 or more days) - \$100
- b. Daily (1-2 days a week, attendance days are set) - \$25/day
- c. Fees for the Virtual Program are due on Fridays by closing for the following week. Failure to pay fees will result in the child being withdrawn from the program.
- d. The fee is to reserve your child's place in the program. The cost of our program is very much below that of comparable programs; therefore, fees must be paid whether or not your child attends.
- e. Payments may be made by cash, card or online (no checks). If there are issues with payments being returned, the director may require that payments be made in cash.

2. Schedule

- a. Monday- Friday
- b. 8:00am – 3:00pm
- c. Drop off – 7:45am to 8:30am
- d. Pick Up – 3:00pm to 3:15pm
- e. After 3:15pm, a \$1 per minute fee will be charged
- f. If you know in advance that your student will arrive after 8:30, please provide a written note on the school day prior. Habitual tardiness, and/or absence will result in a written warning and if persistent, may result in removal from the program.
- g. BEST Skills Academy follows Greenville County Schools holiday/weather schedule

3. Students need to have the following supplies with them daily:

- a. Laptop with charger
- b. Headphones
- c. Lunch / Snacks
- d. School schedule that includes: Classes, Times and Teacher's Name
- e. School supplies (pens, pencils, notebooks)

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4. BEST Skills Academy staff responsibilities
 - a. Coaching / Group Tutoring
 - b. Prompt students to get into their live classes
 - c. Adult supervision and safety
 - d. Relay any concerns to parents
5. Students responsibilities
 - a. Enter classes on time
 - b. Listen to online teachers and follow instructions
 - c. Ensure their work is completed
 - d. Ask for help if needed
 - e. Distraction / inappropriate behavior will not be tolerated
6. Health
 - a. Cloth mask are required at all times if not sitting at assigned table and must be worn properly
 - b. Temperature checks will be performed upon arriving and midday
 - c. If a student has a temperature of 100.4F or higher, he or she will **NOT** be allowed to enter the facility / will be sent home immediately.
 - d. Students should **NOT** come to the facility if they or any family member have the following symptoms.
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
 - e. If a student has come into close contact with anyone who has tested positive for COVID, they will need to follow appropriate CDC quarantine guidelines (two weeks at home learning). Any willful misinformation concerning contact with people who test positive for COVID may result in immediate withdrawal from the program.
 - f. If a student is sent home with a fever, he or she will need to be fever free for 24 hours before returning.
7. If your situation changes, and you no longer need the services of our program, please provide at least one week's written notice to avoid paying for weeks you do not need. If space is available, you may re-enroll your child when your circumstances change.

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At BEST we believe that good discipline is essential to good learning. Each student has a right to learn and function in an environment that is free from the distractions caused by the inappropriate behavior of another. We expect students to conduct themselves in a manner that allows them the opportunity to acquire the fullest education possible. Students should avoid any behavior that is disruptive to the good order of the school.

1. Students will show respect toward all students and school personnel.
2. Students will follow all directions the first time, when given by a staff member.
3. Students who participate in, encourage, instigate, or record a fight on campus or at any school function regardless of its location, will face disciplinary action and may be subject to arrest.
4. Students will use appropriate language and volume while on campus or at any school function.
5. Students will be respectful of school property, resources, and technology.
6. Students who threaten, coerce or intimidate, singly or in groups, any fellow students or staff will be subject to disciplinary action.
7. A student shall not possess, handle, or transmit an object that reasonably can be considered a weapon on school grounds or at any school function regardless of its location.
8. Students are expected to comply with all classroom rules and procedures.
9. Students will, at all times, be in assigned places on time and with necessary materials.
10. Students will act safely and responsibly while on campus.
11. Students who possess, use, sell or are under the influence of any drugs or alcohol at school or school functions will be subject to disciplinary action.
12. Students who possess or use tobacco products/paraphernalia, including vapor and E-cigarettes at school or school functions will be subject to disciplinary action.
13. The inappropriate display of affection, including kissing and prolonged hugging, is prohibited.
14. Student are permitted to bring cell phones, electronic/media devices to school. However, they must be on "silent" and kept in the student's backpack during school hours. Devices will be confiscated by the BEST staff if they are used during school hours. If there is an emergency and a parent needs to reach a student, they are asked to call BEST directly.