

Summit Learning Center Parent Handbook & Policies

Hosted at KTR

Welcome to Summit Learning Center

We are excited to have your child join us at Summit Learning Center, hosted at KTR Glendale. Please read through the following handbook carefully to ensure a smooth experience for all students and families.

Attendance Policy

- Summit Learning Center does not offer make-up days for absences.
- If your child will be absent, please notify staff by email before the start of the school day.

Contact for Absences:

- Tatum Bennett | (602) 481-0372 | tatum@summitlearningcenter.com
- Kim Brooks | (623) 606-1724 | kim@summitlearningcenter.com

Communication Policy

All communication regarding your child's participation in Summit Learning Center must go through Tatum Bennett or Kim Brooks at the contact information listed above.

Drop-Off & Pick-Up Procedures

- Drop-off: Parents must sign their student in at arrival.
- Pick-up: Parents must sign their student out at departure. Approved adults must be on file and show ID.

KTR Membership & After-Hours Supervision:

- If your child has a KTR membership and written permission to stay at KTR after Summit hours, they are considered a drop-off at KTR and are under KTR staff supervision and policies.
- Summit Learning Center is not liable for students after Summit hours.

Non-Members:

- If your child does not have a KTR membership, they must be signed out at pickup either 12:30pm or 1pm depending upon location.
- Students without memberships will wait in KTR's front seating area with a Summit staff member until they are picked up.

Late Pick-Up Policy:

- A one-time courtesy warning will be given for the first late pick-up.
- After the first incident, a \$1 per minute late fee will be charged to the account.
- Late fees must be paid before the student can return to class.

Recess & Free Time

- Students receive a 15-minute break and a 30-minute free time session.
- Free time activities include:
 - Playing at KTR
 - Board games
 - Reading
 - Building with Legos or Magna-Tiles
- No use of the skate park during Summit hours unless incorporated into a class.
- Students may bring their own scooter, skateboard or bike, and protective gear for use after school during KTR's normal hours, following KTR policies.

Dress Code

- Recommended: Comfortable activity wear that allows students to move and play freely.
- If dresses are worn, shorts or leggings must be worn underneath.
- KTR grip socks are required anytime a student is on KTR equipment.
- Slide-style shoes are recommended for easy sock changes, but students may wear other shoes of their choice.

Acknowledgment & Agreement

By enrolling in Summit Learning Center, parents and students agree to adhere to the policies outlined in this handbook.

For any questions or concerns, please contact:

Tatum Bennett | (602) 481-0372 | tatum@summitlearningcenter.com

Kim Brooks | (623) 606-1724 | kim@summitlearningcenter.com

We look forward to an exciting and enriching learning experience at Summit Learning Center!