



ODENTON SPORTS ACADEMY

Parent Handbook, Enrollment Agreement & Financial Policies

2026–2027 School Year

Welcome to Odenton Sports Academy!

We are honored that you've chosen us to be part of your child's educational and athletic journey.

Our program was designed to provide families with a safe, structured, and engaging after-school experience where students can complete homework, develop athletic skills, build confidence, and learn valuable life lessons through sports.

Our commitment extends beyond basketball. We strive to develop disciplined, respectful, confident, and resilient young people who carry these values into the classroom, at home, and throughout their communities.

We appreciate your trust and look forward to partnering with your family throughout the school year.

1. Program Overview

Odenton Sports Academy is an after-school enrichment program serving elementary and middle school students.

Our program includes:

- School transportation from participating schools
- Daily homework assistance and study hall
- Afternoon snack
- Structured recreational activities
- Basketball skill development and athletic training
- Character development
- Teamwork, leadership, and confidence-building activities

Our goal is to provide a safe environment where every child is encouraged to grow academically, athletically, and socially.

2. Registration & Enrollment

Enrollment is available on a first-come, first-served basis.

Registration is considered complete only after:

- All registration forms have been submitted.
- Required waivers have been signed.
- Registration fee has been paid.
- A valid payment method has been placed on file.
- Automatic recurring payments have been authorized.

Enrollment reserves your child's place in the program—not individual days of attendance.

Odenton Sports Academy reserves the right to deny or discontinue enrollment if required paperwork or payments are incomplete.

3. Tuition & Payment Policies

Automatic Payments

To ensure uninterrupted service, all families are required to enroll in automatic recurring payments.

By enrolling, you agree to:

- Maintain a valid debit or credit card on file.
- Keep payment information current.
- Allow automatic processing of tuition on scheduled billing dates.

Tuition is based on membership enrollment and reserves your child's space in the program regardless of attendance.

Late Payments

Tuition is due on the scheduled billing date.

Accounts remaining unpaid five (5) calendar days after the due date will incur a **\$35 late fee or 5% of the outstanding balance, whichever is greater.**

If an account becomes delinquent, Odenton Sports Academy reserves the right to:

- Suspend transportation services.
- Suspend participation in the program.
- Require payment in full before the child returns.
- Terminate enrollment for excessive delinquency.

Returned payment fees assessed by your financial institution are the responsibility of the parent or guardian.

Tuition Is Not Prorated

Tuition reserves your child's placement in the program.

For this reason, tuition will not be reduced or refunded due to:

- Illness
 - Vacation
 - School closures
 - Holidays
 - Family emergencies
 - Inclement weather
 - Student absences
 - Suspensions
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4. Membership Changes

Families requesting to change their child's enrollment schedule (for example, moving from full-time to part-time, part-time to full-time, or changing attendance days) must submit written notice at least **two (2) weeks before** the requested effective date.

Membership changes:

- Are subject to available space.
- Depend upon transportation availability.
- Depend upon staffing levels.
- Cannot be made retroactively.

Changes requested without the required notice cannot be guaranteed.

5. Withdrawal Policy

Parents wishing to withdraw their child from Odenton Sports Academy must provide **a minimum of two (2) weeks' written notice** via email.

Verbal conversations, text messages, or notifying a coach or staff member do not constitute official notice.

Families remain financially responsible for tuition during the required two-week notice period, regardless of attendance.

This policy allows Odenton Sports Academy to:

- Adjust transportation routes.
- Plan staffing schedules.
- Offer openings to families on the waiting list.

Failure to provide proper notice may result in tuition remaining due for the notice period.

6. Attendance & Pick-Up Procedures

Parents are expected to notify **Johann via TEXT (718-755-0119) and/or Diana (917-242-1441)** as soon as possible if their child will be absent from school or will not require transportation on a scheduled day.

Prompt communication helps maintain safe and efficient transportation routes for all students.

No Show school pick ups will result in a late pickup fee (\$35/per child).

Children must be picked up from the LBGC during designated pickup hours 6-6:10pm). Any pick up after 6:15pm will acquire a \$20 late fee. Any time after 6:30pm is \$30 and \$1 a minute past 6:31pm.

Only authorized individuals listed on the emergency contact form may pick up a child.

Identification may be required before release.

Repeated late pickups may result in suspension or termination of enrollment.

7. Parent Communication

Communication is essential to the success of our program.

Parents are responsible for regularly reviewing:

- Email
- Text messages
- Billing notifications
- Parent announcements
- Program updates

Failure to read or respond to communications does not waive financial responsibilities or program policies.

Parents are responsible for notifying Johann Adams immediately if there are changes to:

- Phone numbers
- Email addresses
- Emergency contacts
- School schedules

- Authorized pickup persons
 - Medical information
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8. Health & Safety

The safety of every child is our highest priority.

Parents agree to provide accurate and up-to-date medical information, including allergies, medications, emergency contacts, and physician information.

Children who are ill, have a contagious condition, or present symptoms that may place others at risk should remain home until they are able to safely return.

In the event of an emergency, Odenton Sports Academy is authorized to obtain emergency medical treatment if a parent or emergency contact cannot be reached.

Every reasonable effort will be made to contact parents immediately.

Participation in athletic activities carries an inherent risk of injury. While every reasonable precaution is taken to provide a safe environment, parents acknowledge these risks and agree to hold Rhythm Dribble Sports Academy, its owners, employees, volunteers, coaches, contractors, and partnering facilities harmless from claims arising from ordinary participation, except where prohibited by law.

9. Behavior Expectations

Students are expected to:

- Treat others with kindness and respect.
- Follow all staff instructions.
- Demonstrate good sportsmanship.
- Respect equipment and facilities.
- Use appropriate language.
- Keep hands to themselves.
- Participate positively in activities.

The following behaviors may result in disciplinary action or dismissal:

- Fighting
- Bullying
- Threats
- Profanity
- Destruction of property
- Theft
- Repeated disruption
- Behavior that jeopardizes the safety of others

Odenton Sports Academy reserves the right to suspend or terminate enrollment for serious or repeated behavioral concerns.

Electronics Policy

To encourage academic engagement, social interaction, and active participation, personal electronics are not permitted during program hours.

This includes:

- Cell phones
- Tablets
- Gaming devices
- Smartwatches used for entertainment

Students may use a phone only with staff permission to communicate with a parent or guardian.

Parent Conduct

We value positive partnerships with families.

Parents and guardians are expected to communicate respectfully with all employees, volunteers, coaches, and other families.

Harassment, threats, intimidation, abusive language, or disruptive behavior may result in immediate dismissal from the program.

10. Parent Agreement & Signature

By signing below, I acknowledge that I have read and understand the Odenton Sports Academy Parent Handbook, Enrollment Agreement, and Financial Policies.

I understand and agree that:

- ☐ Automatic recurring payments are required.
- ☐ Tuition is not based on attendance.
- ☐ Tuition is not prorated for missed days.
- ☐ A minimum of **two (2) weeks' written notice** is required to withdraw my child from the program.

☐ Membership changes require **two (2) weeks' written notice** and are subject to availability.

☐ Late payments are subject to late fees and may result in suspension or termination of services.

☐ I agree to comply with all program policies and procedures.

I understand that failure to comply with these policies may result in suspension or termination of my child's enrollment.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____