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Center for Learning & Cultivation

Vision, Mission, services, School, and Non-Profit.

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Challenge Island background, Programs/Activities, and Awards.

PG. 4

Staff expectations, Onboarding, Payroll, Code of Conduct, etc.

ORIGINS

THE START & FOUNDATION

The Center offers services in E-learning, Tutoring, and K-12 curriculum for kids of all ages. We provide face-to-face and virtual Tutoring sessions for all grade levels. We offer award winning interactive, and dynamic homeschooling curriculum, as well. The Center was founded in September 2020 and opened its doors in Newnan, GA on November 2020.

The Center for Learning & Cultivation is also the home of Challenge Island Peachtree City/Newnan, a leading provider of STEM/STEAM activities for kids. Challenge Island is a franchise with Owners in 30+ states. The Peachtree City/Newnan region was originally acquired in 2017, and then transferred in 2020 to the current Owner, Sherieka “Sherry” Anglin.

(CLC) CENTER FOR LEARNING & CULTIVATION

VISION & MISSION Our vision and mission is to assist youths and families worldwide with achieving all educational goals.

TARGET Our client and student base consists of families with students in grades K-12 worldwide. Our students are general learners, advanced learners, and students requiring special accommodations. Special accommodations include but are not limited to Autism, ADHD, ADD, and undiagnosed.

SERVICES & PROGRAMS We offer E-learning & Tutoring services for youths of all ages and grade levels. E-learning consists of us monitoring students as they flow through their daily public/private/charter school curriculum. Our tutoring services are specialized or grouped. We also team with organizations to provide Tutoring for specially classified families.



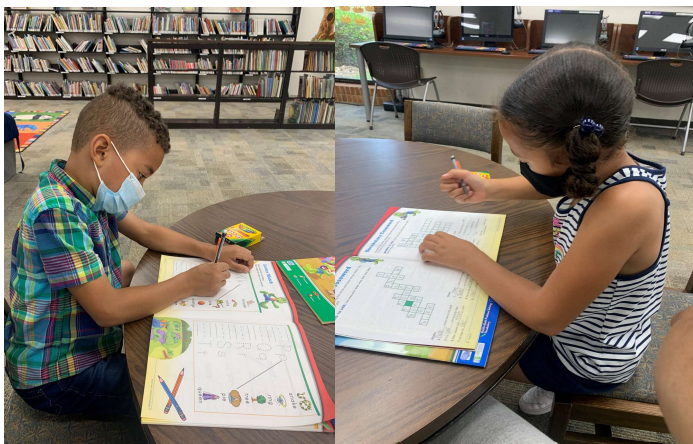
WEBSITE

<https://www.learnandcultivate.com>

PHONE NUMBER

1.800.309.0770 ext. 5

ACTUAL TUTORING, ENRICHMENT, RECREATION, & HOMESCHOOL SESSIONS



A DIGITAL LEARNING INSTITUTION

SCHOOL The Center for Learning & Cultivation is a School in the state of Georgia. We are a private entity that is completing accreditation as a Digital Learning Institution with Cognia, formerly AdvancedEd.

CURRICULUM We offer K-12 grade curriculum that aligns with standards in the State of Georgia, as well as several other regions. Families are encouraged to complete 180 days and 4.5 hours per day of school-work. We offer options for face-to-face, hybrid, and at-home learning. The curriculum is hand picked from a catalog and tailored to each students' individual learning style. Students are given periodic quizzes, tests, assessments, and diagnostics to gauge growth, mastery, and retention.

NON-PROFIT ORGANIZATION We founded a non-profit organization in 2021 to aid and provide financial assistance to economically disadvantaged families. The goal is to form a scholarship program for families to alleviate stressors associated with payment for hardware/software. Fundraising and grant writing efforts are in process and ongoing.



CHALLENGE ISLAND PEACHTREE CITY/NEWMAN

TOP RANKED STEM/STEAM FRANCHISE

The Challenge Island program and curriculum are designed to meet the needs of two entities: Today's playful, imaginative child and tomorrow's empowered, globally-successful adult. We rest this core mission on our foundational palm tree pillars.

WEBSITE

<https://challenge-island.com/peachtree-city-newnan>

PHONE NUMBER

1.800.309.0770 ext. 6

CHALLENGE ISLAND OFFERS THE FOLLOWING PROGRAMS & ACTIVITIES

SUMMER CAMP Whether You Are a Parent Looking Camps for your Child, a Venue Looking for Camps to be Offered at Your Location, or a Summer Program Looking for In-Camp Field Trips, we have the Perfect Camp Adventure for you in our wide array of themed STEAM camp programming. We have hundreds of daily and weekly options.

FIELD TRIPS (ONSITE & VIRTUAL) We send K-12 Students on an Action-Packed, Standard-Aligned, STEAM and PBL Based, 21st-Century-Skill-Building Island Adventure Without Ever Leaving School Grounds! There are hundreds of themes to choose from.

BIRTHDAY PARTIES With hundreds of party possibilities, we can custom design the perfect STEAM-based celebration for your birthday boy or girl! We currently have a promotion running on Groupon for select themed birthday parties.

SCHOOLS OUT CAMP We offer camps during any break or holiday throughout the School Year. Spring break, mid-winter break, winter break, and all accompanying holidays noted on the calendar.

CHALLENGE ISLAND JUNIORS We offer a lighter load of STEM/STEAM activities that cater to the young mind. Our programs are scaled down to cater to children in Pre-K and Kindergarten.

CHALLENGE ISLAND SENIORS We offer programming for Senior living facilities, Nursing Homes, and mature adults. We provide STEM/STEM activities to boost the brains of those young at heart.

SOCIAL BUBBLES Social Bubble STEAM Adventures (for ages K-6), allow parents to create and join custom "social bubbles" or pods of kids; they even get to choose the locations and themes for their children's classes.

IMAGINATION LABS Imagination Labs complement their cross-curricular STEAM programs with up to 4 hours of supervised e-learning time. These programs will help children continue to interact with their peers – both in person and virtually – while enjoying the infinite magic and benefits of Challenge Island.

HOME ISLAND Home Island (for ages K-8), which was Ranked a Top 3 Virtual Program in the USA by Insider, includes virtual field trips, enrichment classes, camps and Girl Scout workshops that allow kids to experience the magic of Challenge Island online while interacting virtually with Challenge Island teachers and other children.

ENRICHMENT 10,000 schools and organizations have partnered with Challenge Island to bring our award-winning afterschool enrichment programs to their students!

STEAMBUILDING Our STEAMbuilding® programs inspire collaboration, critical thinking and creativity in all kinds of teams – from kid to corporate!

FAMILY/KIDS NIGHT Our Multi-Generational Family Challenge Events are a perfect Family Night Out activity for your school community! This unique Challenge Island program brings families together as a unified STEAM Team. Together they take on some of our most popular STEAM (Science, Technology, Engineering, Art and Math) challenges centered around fun, family-friendly themes.

STREAM STEAM + Reading = STREAM! Combine the Magic of Challenge Island Programs with the Magic of Reading with our Bestselling Book Series. There are currently 3 books available for pre-order and utilization during Shark Camp.



WELCOME TO THE TEAM

EXPECTATIONS FOR CLC & CHALLENGE ISLAND PTCN

EMPLOYEE/CONTRACTOR ONBOARDING

Interns that are 16 years and younger, must complete a Work Permit, submit your Birth Certificate, and bank Direct Deposit form (if available). If you are 17 and older, you must follow these steps to get started:

- Complete the application: <https://www.learnandcultivate.com/application>
- Receive an invitation to the CLC app via your mobile phone. Once the mobile app is downloaded, head to *Assets -> Workflows -> Employee Onboarding* to complete and submit all tasks.
- Complete CPR/First Aid/AED training: <https://www.nationalcprfoundation.com/courses/standard-cpr-aed-first-aid>
- Watch the EpiPen informational video: <https://www.epipen.com/about-epipen-and-generic/how-to-use-epipen>
- * Receive an invitation for Orientation & Training.
- * Receive an official offer letter, head to Job Scheduler in the app, and start claiming shifts.

TRAINING & CERTIFICATION

* CLC Staff 18 years and older are required to be certified and experienced in their area of expertise. Acceptable certification includes but is not limited to: State Teacher Certificate (any content area), Paraprofessional Certificate, Degrees in Education/Early Childhood Development, and DECAL Childcare Certificates.

Become a Certified Challenge Island Instructor	Challenge Island Interns
<ul style="list-style-type: none"><input type="checkbox"/> Complete 10 hours in the Challenge Island classroom<input type="checkbox"/> Complete First Aid Training<input type="checkbox"/> Follow the Challenge Island Model	<ul style="list-style-type: none"><input type="checkbox"/> Complete 5 hours assisting in the Challenge Island classroom<input type="checkbox"/> Follow the Challenge Island Model

Additional Training provided upon request for CLC focused Staff

- * Cyber/Technology training
- * Homeschool Curriculum software training and Professional Development
- * Social Media & Graphics training

DRESS CODE

- * Our dress code is casual and respectful. Individuality and uniqueness are applauded and encouraged. We simply ask that you do not wear articles of clothing that are revealing or promote graphics that are biased, racist, egregious, and profane.
- * A Challenge Island t-shirt must be worn at all Challenge Island events, programs, and activities. T-Shirts will be provided upon request.

ATTENDANCE

* All attendance and timekeeping are tracked through our mobile app with the geo-locator enabled. The geo-locator allows your phone to track and mark your location during your shift. We utilize the honor system and provide hybrid model services; the geo-locator is a necessity for CLC and Challenge Island. Time needs to be properly recorded to avoid delays in compensation. All timesheets can be viewed and downloaded from the app.

INCIDENT REPORTING

- * All CLC and Challenge Island Staff must report and record all incidents that occur while onsite or at an event. The general incident types are injuries, accidents, and behavior related. We don't want to limit the types to those categories alone. Submit a report for any incident type. It is better to have it documented and on file to protect the interest of all parties involved.
- * To submit an incident report, open the mobile app and go to *Assets -> Workflows -> Incident Report*

COVID COMPLIANCE, HEALTH, & SAFETY

- * All CLC and Challenge Island Staff must complete a compliance check-list upon arrival. To submit the checklist, open the mobile app and go to *Assets -> Workflows -> Coronavirus Daily Checklist*
- * All CLC and Challenge Island Staff must properly sanitize and disinfect all surfaces and supplies used frequently. Vaccinations and masks are encouraged but not mandated for Staff, Interns, and Families registered for our events/programs. Temperatures are taken daily during sign-in for all. You will be required to stay home if there is an infectious disease and return with guidance and note from a Healthcare official.
- * We comply with CDC guidelines at the accompanying link. Please note the guidelines are modified on occasion.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

CODE OF CONDUCT

* All CLC and Challenge Island Staff must comply with the Code of Ethics of a governing association in their areas of expertise. Instructors/Teachers/Interns must comply with the NEA Code of Ethics for Educators. Specifics about the Ethics for Educators are noted here: <https://www.nea.org/resource-library/code-ethics-educators>

ACCESS

* All CLC and Challenge Island Staff receive door codes and gate codes which provide access to event sites, schools, businesses, and institutions that we own/lease/partner with. By accepting your job offer, you agree to be a good steward of the access shared. You are not to share this access with alternate parties without advanced permission from the Owner (Sherieka “Sherry” Anglin) only. No merchandise, office supplies, fixtures, hardware, software, documents, and furniture will be removed without permission from the Owner (Sherieka “Sherry” Anglin). While on the premises you are also agreeing to keep the premises clean, undamaged, unvandalized, and in good stature.

RESPONSIBLE USE OF TECHNOLOGY

* All CLC and Challenge Island Staff may utilize hardware and software loaded with proprietary information. By accepting this position, you agree to not share information at any time, for any reason. You are expected to act in accordance with CLC and Challenge Island’s mission, vision, and values. The use of electronic devices as well as information and material accessed on the CLC network should be in keeping with values: Respect, Responsibility and Integrity. CLC and Challenge Island uses technology resources and a personal device programs in order to create richer learning experiences both in class and through extracurricular programs. Practicing good digital citizenship and responsible use and care of personal technology is everyone’s responsibility.

PAYROLL

* We utilize Gusto as our Payroll provider. Once you have completed the Employee onboarding tasks in the app, you will receive an email invitation requesting the completion of your W9 form and direct deposit information. Tax forms are mailed out each year systematically.

* Once this is complete, login to <https://app.gusto.com/login> to view your tax documents, pay statements, and all other payroll related details.

* You will receive pay twice a month; on the 15th and final day of the month. Holidays and change in banking dates may alter your payday.