

*Growing Children Socially
and Academically*

Parent Handbook



Honey Tree and Branches Academy

Private Early Childhood Elementary and Middle School

- Highly Qualified Master Licensed Teachers
- Personal Differentiated Instruction
- State Standards Based Instruction
- Accredited by Kansas State Department of Education
- KSDE Gold Star Recipient for Academic Achievement
- Licensed by Kansas Department of Health & Environment
- Small Class Sizes
- Toddlers, Preschool, Pre-Kindergarten through 8th Grade



Parent Handbook

Welcome to Honey Tree and Branches Academy

Welcome to **Honey Tree and Branches Academy!** We are proud to offer the highest quality educational program possible for toddlers, preschoolers, pre-kindergarten, elementary and middle school students. We are honored that you have chosen us for your child's care and education.

Honey Tree and Branches Academy provides learning in a safe, clean, nurturing, and secure environment that will afford parents with a peace of mind. Our private school provides caring, qualified educators that will guide children through a path of lifelong learning committed to growing the whole child: cognitively, physically, socially and emotionally. We are committed to ongoing professional development, ensuring that we are educated facilitators and child advocates capable of integrating differentiated, challenging experiences into the curriculum that are appropriate to the developmental and academic levels of the children. Our early childhood curriculum, (created by an early childhood education specialist) and our elementary and middle school curriculum, (carefully reviewed and selected), incorporate differentiated thematic activities that encourage exploration, investigation, problem solving, collaboration, project-based learning, and discovery that will prepare the children for success in elementary school and beyond as they become 21st-century learners.

We are looking forward to exploring many new and interesting concepts with your child in an environment where your child will feel loved, accepted, challenged and respected.

Please take a few moments to review this parent handbook to become familiar with our policies and procedures. These guidelines are designed to ensure that you and your child have the best experience possible with Honey Tree and Branches Academy. Please complete and return the Handbook Acknowledgement Form at the back of this book and give it to the Academy Director at the time of enrollment.

Mission Statement

At Honey Tree and Branches Academy we are committed to guiding children toward a lifelong love of learning in an environment that fosters development in socialization, self-esteem, creativity collaboration, and intellectual growth in a nurturing and safe environment.

What to Expect

FIRST DAYS: Change can be challenging for children. It is common for most children to have some separation anxiety or be hesitant in a new environment, especially younger children and kindergarteners. Please rest assured that we will do everything possible to ensure a smooth adjustment for you and your child. We provide a Meet the Teacher day so you may spend a little time in the classroom to make your child feel more comfortable. You are also welcome to call or message the first few days to see how your child is adjusting and to give you peace of mind. Please remember that your child will soon feel comfortable and look forward to attending each day.



DIRECTOR: Kimberly Fielding, Founder/Administrator, has over 39 years of experience working as a KSDE/Licensed Early Childhood and Elementary Educator. She worked with the Wichita Public Schools for 20 years, she is licensed by KDHE to be a Program Director and has been a teacher / administrator at Honey Tree and Branches Academy since 2007. She has a Bachelor's Degree in Elementary Education, a Master's Degree in Curriculum and Instruction, an Early Childhood Certification, and an ESOL Certification for working with children who are learning a second language. She has developed and presented curriculum locally, as well as at state and national conferences, been a Team Leader in the education field and has many accomplishments to her name which can be found on our website.

STAFF: Our staff is one of the most highly qualified for teaching and caring for your child. We thoroughly love children and enjoy working with them. Our teaching staff all have experience as educators working with children and are highly qualified licensed educators in the state of Kansas with Bachelors or Masters Degrees in Education. All staff members receive required yearly professional development hours. The majority of our Assistant Teachers have an Associate's Degree.

Additionally, all staff receive training in First Aid, CPR, Child Development, Signs and Symptoms of Childhood Illness and Abuse, and have KBI background and fingerprint checks. There exists a positive, cooperative relationship among the staff with a genuine love and respect for each other, you and your child.

Awards and Recognition

Honey Tree and Branches Academy LLC is:

- Accredited by the Kansas State Department of Education
- Licensed by Kansas Department of Health and Environment
- Recipient of Best of Wichita Preschools 2008, 2009, 2010 and 2012 through present
- Recipient of Best Private School 2011 through present
- Top of the List Wichita Business Journal Preschools and Childcare 2012 through present
- KSDE Silver Star Academic Preparedness Award 2022, 2023
- KSDE Gold Star Academic Preparedness Award 2024, 2025

Your Child's Education

PROGRAM: Honey Tree and Branches Academy is a small, private school. This affords us the ability to offer personal, diversified, high quality services. We foster individual relationships so that our students feel loved, challenged, and secure in an environment that promotes structured choices, responsibility, collaboration, and respect. All children have unique abilities and interests. Our program encourages your child's educational growth and development utilizing differentiated instruction. This helps build a strong foundation, providing your child with the opportunity to get the most out of their educational experiences. We offer a variety of choices to meet the various needs of children and families. We have multi-age classrooms to meet the various leveled needs of our students. We offer Preschool and Pre-Kindergarten Programs, full and half day sessions - two, three, or five days a week, Private Kindergarten - full and half days, Elementary Education for 1st-5th grades, Middle School Education for 6th-8th grades, and Before and After School Care. We are planning on implementing a Hybrid, In-Person, High School program for grades 9th - 12th in the near future.



CURRICULUM: Our Language Arts curriculum for Early Childhood utilizes “In the Bag”, which is composed of thematic sets of literature books and whole language to motivate students to learn their reading readiness skills and the Animated Literacy Program which teaches phonics through characters, songs and actions. We will be focusing on phonics, phonemic awareness, vocabulary, fluency, comprehension, and learning to identify letters, sounds and sight words. This will be accomplished by focusing on one letter and diphthong blend each week and using thematic fiction and non-fiction literature as a teaching tool. The students will learn pre-reading and reading skills, composition techniques, and how to write and illustrate their own stories.

Our elementary curriculum utilizes a carefully selected standardized curriculum, daily oral language, and Animated Literacy which focuses on State Standards. Our Middle School curriculum utilizes both group and independent book studies from a variety of literature genres. We will be focusing on differentiated phonics, phonemic awareness, vocabulary, reading fluency, comprehension, sight words, spelling, six-trait writing composition, and various grammar and language arts skills. All state standards and core standards will be taught with challenging differentiated facilitation.



Our Mathematics curriculum allows for a “hands on” Smartboard interactive and traditional approach to math. We use a carefully selected mathematic curriculum that incorporates investigations, manipulatives, technology, collaboration, and paper and pencil activities. We will be learning how to problem solve and apply math to real life situations at all grade levels. We will be focusing on learning number sense, estimation, numeration, algebra and geometry standards, data analysis and computation. Middle school students will have the opportunity to take Pre-Algebra and Algebra. All State Standards will be taught.

All curricular learning activities are integrated to provide more meaningful experiences for the students. Our Supplemental curriculums include Science, Social Studies, Health, Art, Music, Computer Technology, Keyboarding, Smart Board Technology, Physical Education with fine and gross motor skill development, Social Development, Library Skills, Character Education, and Language Development with a Spanish Enrichment program. The instructional models used to facilitate these concepts are whole group lessons, small group activities, partner activities, academic centers, cooperative learning groups, ability leveled

intervention, project-based learning, enrichment groups, free choice centers, and outdoor activities.

DISCIPLINE: We feel that learning should be an enjoyable experience, so we do need rules in order to ensure that all children are taking responsibility and respecting the rights of others. We help children learn these skills by teaching social emotional learning, character education, modeling appropriate behavior, and gently redirecting them when they are exhibiting inappropriate behavior. We also take a preventative approach by providing positive reinforcement and keeping the students actively engaged in hands-on, challenging activities. Additionally, we use Conscious Discipline, Capturing Kids Hearts, and Love and Logic with our students. When a student displays inappropriate behavior or creates a problem for themselves or others, they will receive redirection, teachable moments, choices, or a logical consequence.

Occasionally, a child may need to be separated from the group for their benefit and that of the rest of the group. In this instance the child will be asked to sit in our “thinking spot” or in another classroom, so that they will have time to think and be redirected. The student may reenter the group when they feel they are ready to do so. Corporal punishment is never allowed.

Parents are a child’s most influential teachers. If a serious behavior problem arises with your child we will contact you to facilitate your support in solving the problem. Rare instances may require office referrals or removal of the child for the remainder of the day. In this instance students must be picked up within the hour. Serious offenses, which we do not anticipate, will result in a suspension. Tuition will not be reduced. We have a zero-tolerance policy for weapons, physical violence, inappropriate language / touching / gestures / exposure, and bullying.

According to Kansas State Statute 72-6114:

Any school district may suspend or expel any student; willfully violating published school regulations, who has disruptive conduct, has conduct that endangers the safety of others or impinges upon their rights, has conduct that would be a misdemeanor or felony if the child was an adult, or disobeys an order of a teacher or school authority figure that results in disorder, disruption, interference of the school, or is an invasion of the rights of others.

ASSESSMENTS: Students are assessed each nine-week grading period at the building level. Early Childhood students will receive cognitive and personal, social, motor skills assessments. Elementary and Middle School Report Cards and Benchmark Assessment Reports will be given to students in grades 1-8. These are sent home quarterly. Our grading scale is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or lower	U



State assessments will be given at the appropriate grade levels and times. Results will be provided to parents once they are available from KSDE.

SMALL CLASS SIZES AND MULTI-GRADE GROUPING: We provide a rich, diversified learning environment with small class sizes that encourages mixed-aged grouping of students based on the philosophy that all children are unique and develop at their own pace, according to their individual abilities and interests. Younger children benefit from learning more advanced cognitive and socialization skills. Older children have the opportunity to be helpful, patient leaders and to learn at an application level while assisting peers. All children benefit by learning to play, explore, and apply concepts with children of diverse interests and abilities. Our students receive core instruction at their appropriate grade level, however, enrichment, standards, and expectations are set at each student's differentiated instructional level. State Standards are taught at each grade level, and beyond as needed by individual students.

Your Child's Health

HEALTH: Each child must turn in a completed Health Assessment form from a physician with current immunizations according to KDHE. The Health Forms are provided in the enrollment packet. We also require that you fill out a hospital emergency form. If your child should have an accident and require emergency care, this form will authorize personnel to contact your physician and/or administer emergency care in the event you cannot be located. Your child's files and medical records will be kept confidential and must be kept current.

ILLNESS: In order to benefit from their educational experiences, children need to be in good health. To maintain the health of all the children in our Academy, your child may be excluded for the following reasons:

- A fever of 100 degrees or higher
- A contagious condition and the child has not had sufficient treatment to reduce the risk to others
- An illness that requires more individual care than our academy staff members can provide without compromising the health and safety of other children
- Frequent diarrhea or blood in stools
- Communicable diseases (a notice to parents will be posted)
- Eye drainage
- Infestation
- Mouth or unexplained body sores
- Rash
- Persistent abdominal pain
- Respiratory distress
- Vomiting
- Unexplained irritability, lethargy, or persistent crying
- Constant runny nose or severe coughing
- Unusual color of stool, urine, eyes, or skin

If your child becomes ill we will notify you immediately and your ill child must be picked up within the hour. Please keep all of your emergency contact information updated so that we may contact you. Children must be free of fever (without the aid of a fever reducer) and any other symptoms for 24 hours before returning to school. Return after a communicable illness requires a doctor's note. Regardless of the illness, tuition will not be reduced and payment must be made timely in order to hold your child's place in class.

ABSENCES: If a student is absent due to illness or any other reason, please notify us as soon as possible. This helps us to understand why your child is absent. Late arrivals are undesirable as they disrupt class. Tardies and unexcused absences are not acceptable and are tracked at the Elementary and Middle School level. If a child has five or more tardies or three or more unexcused absences, the administrator will have to schedule an appointment with the parents. Excess tardies and absences are automatically reported to the appropriate agencies due to state regulations and policies. There are no refunds for absences.

MEDICATIONS: To authorize dispensing of prescription, topical and non-prescription medication, you must complete a Medication Administration Authorization Form. You must indicate the dosage, number of days and frequency your child is to receive the medication. All medication must be in the original container, placed in a plastic bag and clearly labeled with your child's name. We do request that you administer medication before arriving and after leaving the academy in order to reduce the amount of medication your child will need while in our care. **Fever reducing medication is not allowed.**

FOOD AND NUTRITION: We provide nutritious morning and afternoon snacks and drinks. Snacks are provided in quantities that meet your child's dietary requirements. Lunch is catered by a licensed caterer for all full day Early Childhood students, and for K-8th grade students. The menu is very healthy, kid friendly, developed by a nutrition specialist and meets nutritional guidelines set by the Kansas Department of Health and Environment and KSDE. Menus will be posted in the school lobby. Snacks and lunch are included in the weekly tuition fee. Half day students will not eat lunch at the Academy unless specific arrangements have been made. K-8th grade students may opt to bring their own lunch for a tuition discount.



SCHOOL DRESS CODE: We find that learning is more conducive in a structured environment free from distractions. Consequently, we have a Uniform/Dress Code Policy. Uniforms are required for students ages two and older. Toddlers may wear solid colored clothing instead. Uniforms can be purchased from the uniform supplier that has a complete line of uniforms in stock for us. (store information can be found in the enrollment packet and on our website)

- Uniforms are **required** for *all* students entering the Academy.
- Uniforms will be worn M-Th. On Fridays students may wear blue denim (jeans, shorts, or skorts) with our School t-shirts, (or School Logo apparel that can be purchased in the office) if they choose to wear those clothes **instead** of uniforms, otherwise uniforms should be worn on Fridays also.
- We will have spirit weeks each nine weeks when uniforms will not be required and we will have 'fun theme days' during those weeks for student incentive choice days.
- **Uniform components will include:** plaid jumpers and skorts, hunter green monogrammed shirts (long sleeve and short sleeve), hunter

green monogrammed dresses, khaki pants, skorts and shorts, white dress button up blouses with round collars for girls, and white button up dress shirts for boys (**not white polos**). Uniforms can be purchased through the uniform link on our website. Polo shirts and dresses must have the school logo on them.

- Khaki items (pants, skorts, and shorts) and white button up blouses and dress shirts may be purchased from other retailers or discount stores instead of through the uniform supplier, if you prefer. These items are not monogrammed. This does not include the polo shirts, dresses, or plaids. They must be purchased from the school uniform supplier.
- Sweaters worn in the classroom will need to be school uniform hunter green or black uniform cardigan sweaters which can be purchased at any retailer, or the black logo fleece jackets that must come from the school uniform supplier.
- Leggings may be worn only under dresses or skorts. These may be solid black, navy, gray, white, or hunter green. These are not a substitute for uniform bottoms.
- Long sleeve shirts may be worn only under uniform shirts. These may be solid black, navy, gray, white, or hunter green.
- Socks need to be solid colored white, black, hunter green, gray, navy, or khaki. These may be purchased at stores of your choice.
- Shoes should be solid colored, closed toed black, brown, tan, navy, hunter green, gray, or white. They may not be light up or have additional non-listed colors.

We will have a uniform resale three times a year at the school so that parents can buy/sell used uniform components in good condition for cash only.

We have a few additional requirements that are part of our dress code for all students.

- Girls must wear shorts under all dresses or skirts. These may be solid black, navy, gray, white, or hunter green.
- Skirts, skorts, shorts should be a modest length.
- No graphics, pictures, or words are allowed on clothing/shoes/jackets/coats other than our school logos. 'Branding' (logos) on clothing smaller than a thumb print are acceptable.
- Clothing/socks/shoes must be solid colored without prints, stripes, embroidery, or appliqués.

- All students must wear closed toed shoes, and shoes with a strap around the heels. Additionally, Elementary/Middle school students must wear athletic shoes on PE days.
- Shoulder straps should be at least two fingers wide, midribs must always be covered, and shorts/skorts must be longer than fingertip length.
- Hoodies with strings are prohibited due to safety issues, and all hoodies are prohibited for children at Honey Tree.
- Hair accessories need to be the uniform plaid, or solid colored white, black, hunter green, gray, navy or khaki.
- Facial piercings, hair coloring, and excessive makeup are not allowed.
- *Summer School students at Branches only - not Honey Tree - may wear printed fabrics. Uniforms are not required at Branches in the summer only.*

NO CELLPHONES - Students are not allowed to bring cellphones to school. Smartwatches and other electronic devices are prohibited as well.

Family Communication & Involvement

COMMUNICATION: We encourage open communication between you, your child's teacher, and the Academy Administrator. We have an open-door policy encouraging you to volunteer anytime. Parent/teacher conversations and written communication are strongly encouraged. Every Friday we will be sending home a newsletter. It will contain important academic information about the coming week and a personal comment about your child's performance for the week. It should prove to be very beneficial for you to read. We have important notices, menus, licenses, and emergency plans posted on a parent communication board in the lobby. Additionally, we strive to keep parents informed about important information through email, Facebook, our website, and our school communication app. Remember to like us on Facebook and look for cute pictures of your child(ren) at school. We have Parent/Teacher Conferences twice a year for you to discuss your student's progress with the teacher. We expect 100% participation of our parents at conferences. Special conferences can also be arranged through the office or your child's teacher if specific concerns arise with your child at other times during the year.

BEHAVIOR NOTES: Your child's socialization skills will be written on their newsletter weekly. Our Early Childhood students will receive a hand

stamp or sticker daily if they had a super day. All students will receive an incident report sent in our school app describing their actions if they had any inappropriate behavior that day. We ask that you discuss this with your child. Our Elementary and Middle school students will also have their behavior noted on their daily behavior charts or agendas. If your child has a super week they will have the opportunity to earn a prize. Please discuss your child's weekly behavior with them, and praise them for appropriate behavior. Socialization skills are a vital part of early education, and a valuable life skill. We are looking forward to sending home positive comments and lots of hand stamps, prizes, and stickers. Our goal is to collaborate and team with parents to assist them in growing their children into kind, caring, and considerate individuals.

SHOW AND TELL: We will be having Show and Tell every Thursday and Friday at Honey Tree and in the Kindergarten classroom (depending on the student's last attendance day of the week.) Students may bring an object from home to share with the class, or current information about their lives. Students are expected to bring in one item that corresponds with



our theme, as this is part of our instructional time. If your child wishes to bring something that requires parental assistance, please notify the Administrator or classroom teacher in advance to discuss an appropriate time. Students in the upper grades will have the opportunity to be the special person of the week, share information about themselves, and share project-based learning at various times during the year. We ask that students do not bring toys or personal belonging on other days. We cannot assume responsibility for lost or damaged belongings.

BIRTHDAYS: Celebrations and birthdays are special days for children. If you would like to celebrate an occasion at the Academy, please make arrangements in advance with the Administrator or classroom teacher. We are flexible and willing to work with you to facilitate your plans. We do ask that the "party" be limited to 20 minutes or less. Treats need to be school friendly. We do ask that no cakes or cupcakes be brought for parties. The large amount of icing is very unhealthy and cake has proven to be extremely messy in our school. The cleanup time has caused these items to be prohibitive. Cookies, brownies, cake pops, fruit, and other special treats have proven to be a viable alternative. We appreciate your cooperation and understanding.

TREERIFIC: Every week a different child from each classroom will be chosen to be our Treerific person of the week. This gives every student a chance to share things about themselves with the class during their special week, create a poster about themselves, and bring in a special snack for the week. A note and the snack basket will be sent home when your child is chosen, and he/she will receive a certificate at the end of the week.

CAUGHT BEING GOOD: Every month a different Branches student in grades K-8 will be chosen to be our “GOOD CITIZEN” person of the month at Branches Academy. This gives all students a chance to be acknowledged and celebrated. A certificate will be awarded in a monthly assembly and sent home when your student is chosen. This is a special recognition for students displaying appropriate character traits and good citizenship at school.

FIELD TRIPS: Periodic fieldtrips may be taken in order to expand classroom learning. Parents/guardians will be notified in advance with the details and any additional costs involved for each trip. Parent volunteers/drivers are always welcome and encouraged! A signed permission slip will be required for each trip. Telephone permission cannot be accepted.

FAMILY INVOLVEMENT: Volunteers are always welcome at the Academy! We enjoy doing a lot of “hands on” activities with our students. We feel children can learn best by seeing and doing. We encourage you to volunteer and join us in our activities. Your participation, involvement and parental support are appreciated in and out of the classroom as we work together as partners in your child’s education. Please let us know anytime you can assist us. We can always use you!

Safety and Security

SECURITY: One of our primary goals is to provide a safe and secure environment for your child. Entrance to the Academy is permitted only through a security key code panel. Families are given a secure code upon enrollment. However, all students must be signed in and out in the office daily by an authorized person listed on the **Primary/Emergency Contact** section of their **Enrollment Packet**. (Students at Branches Academy may sign themselves in but an adult 18 or older must check out each student.) Each adult signing students in or out must have their own code for security purposes. It is your responsibility to maintain complete and accurate information on your child’s forms and online account. We cannot accept telephone requests that deviate from your

written authorization for security reasons. All requests must be documented in writing.

SECURITY CAMERAS: The school property and classrooms are monitored by private recorded cameras and audio. Our intent is to provide the safest environment for our students, and to afford parent with peace of mind. The purpose of the cameras is to allow administrative review of any incidences as needed. This capability allows us to protect students, parents, staff, and property with visual and audio evidence as needed for any and all situations.

SAFETY: We regularly schedule and practice all fire, tornado, and crisis drills as required by KDHE and KSDE to maintain a safe environment for your child. We do have a special constructed storm shelter/safety crisis room in both of our buildings in case of severe weather or other emergencies. Parents, staff, guardians, and guests are prohibited from smoking or possessing firearms and/or weapons on our property.

Policies and Procedures

ARRIVAL AND DEPARTURE: We want the children to begin and end their day on a happy, positive note. Please allow a little extra time in the mornings and evenings to spend a few moments acknowledging your student and learning about their classroom activities for the day, as well as time to communicate with your child's teacher. Your student will enjoy sharing his or her day with you. Please remember that at **Honey Tree** the school day begins at 8:30 and ends at 4:00. All students should arrive between 8:15 and 8:25 so they have their belongings put away and are seated and ready to start their day when the bell rings at 8:30. Children that are not enrolled for before school may enter the building at 8:15 or after. Students are dismissed at 4:00.

Please remember that at **Branches** the school day begins at 8:15 and ends at 3:45. All students should arrive between 8:00 and 8:10 so they have their belongings put away and are seated and ready to start their day when the bell rings at 8:15. Children that are not enrolled for before school may enter the building at 8:00 or after. Students are dismissed at 3:45. Please strive to schedule appointments after 4:00 so that students' learning is not interrupted by an early pick up.

LATE PICKUP: Please make every effort to pick your child up on time. If students are picked up late, we charge a substantial late fee. There is a late fee for picking your child up after the end of their enrolled session and after closing time. A fee of \$5.00 is charged after the first five minutes. An additional late fee of \$1.00 for every additional minute,

beginning 5 minutes after dismissal, is charged. Please notify the Academy Administrator if a late pick up is unavoidable so that we may lessen any worries your student may have. If no contact has been made by you or one of your emergency contacts, the administrator will determine whether or when the appropriate authorities should be contacted, based on state regulations.

HOLIDAYS/SCHOOL CLOSURES: The Academy will be closed for observance of New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Holiday, Christmas Eve, Christmas Day, two conference days, and on Professional Development Days throughout the school year. Tuition will not be reduced. Please see our school calendar for special dates



that we are closed and school is not in session. If severe weather or other conditions prevent the school from opening on time or at all, the Academy Administrator will attempt to notify you by email, or our School App alert system. Additionally, please listen to the local television stations and check our Facebook page or school website for weather related closings. Our policy is to close for severe weather if Maize USD 266 closes. In the event of a closing, payment will be as usual. Our school year and summer calendars can be found on our website. Branches, K-8th students only, will receive one week at Spring Break and Christmas off tuition free.

REGISTRATION AND ENROLLMENT:

All forms provided to you at enrollment must be completed prior to your student attending. To enroll your child, you must complete and sign the **Enrollment Information and Tuition Agreement Form**, and pay a nonrefundable enrollment fee. The other required enrollment forms include a completed **Health Assessment** form from your child's physician with current immunizations according to KDHE, a **Hospital Emergency form**, **Payment Form**, **Income Eligibility Form** and the **Parent Handbook Acknowledgement Form**. Please be sure to update all information as needed.

TUITION AND PAYMENT POLICY: Your student's weekly tuition fee is payable in advance of the week of service. Payments are due no later than Friday prior to the week your child attends. A late charge of \$30.00

per student is affixed and your student will not be able to attend the Academy until payment is received. Tuition must be paid through our tuition payment app. Please make arrangements to pay ahead if you are going to be gone on a scheduled date to avoid late fees. Returned payments will be charged a fee of \$30.00 in addition to your payment. Payment and fees must be paid in cash prior to the student returning to the Academy. Future payments may then be required in cash, money order or cashier's check.

VACATION: Prior to Kindergarten, **Honey Tree** Students receive one week of vacation per year, tuition free, **after** one full year of enrollment (a full year includes summer). Vacation must be taken in a one-week block. A one-week written notice is required to the Academy, and the use of vacation is not applicable without notice. Vacation time is not accumulative. We cannot reserve a child's space past the vacation period without prepayment of each additional week the child will be gone. **Branches Academy** students Kindergarten-8th grade receive two weeks of vacation per year, tuition free. These two vacation weeks are during spring break and winter vacation. Tuition will not be charged. Fun Holiday Programs are available during these weeks for an additional charge if you choose to bring your child. Vacations should be taken during spring break, Christmas, or the summer months to avoid unexcused absences during the school year.

MULTIPLE CHILD DISCOUNTS: If multiple children from the same immediate family attend the Academy, the first student pays regular tuition. The second full-time student receives a \$25.00 weekly tuition reduction (\$15.00 for MWF and \$10.00 for T/TH part-time students). The third child receives a 50% weekly tuition reduction. Enrollment fees are reduced by 50% for each additional student.

WITHDRAWALS: We require a 30-day written notification of your child's withdrawal at Honey Tree. Students in K-8th Grade must sign a school year enrollment contract and will be financially responsible for the contracted enrollment period / academic school year. School records will be sent to your child's new school after a release has been signed and all tuition and fees are current.

DISMISSALS: We feel confident that there will be no need to dismiss any child. However, if a severe problem arises and we have tried unsuccessfully to work out a resolution, we reserve the right to dismiss the student. Under most circumstances, Honey Tree and Branches Academy will give a 30-day notice, however, we reserve the right to

dismiss students immediately. Tuition will not be due in the case of student dismissal.

SUMMER PROGRAM: We offer an exciting summer enrichment program as an extension of our regular school year. The children learn and have a fun summer experience along the way. We teach an extension of our school year program and help students avoid regression. Supplemental activities such as Spanish Enrichment, art, music, science experiments, swimming, swimming lessons, sport lessons, water fun, sports, picnics, cooking, dramatic play, weekly presentations, and field trips are provided. Field trips may include movies, picnics, bowling, skating, museums, nature walks, community attractions, and tours. A separate summer program activity fee is charged to cover transportation costs, art projects, presentation costs, and entrance fees. Is your child struggling elsewhere and needs to catch up academically? We can help with that too! Give your child a fun-filled summer, full of learning they will never forget!



SCHOOL SUPPLIES: The supplies your student will need are listed on our website: www.honeytreeandbranchesacademy.com. Please label each individual item with your child's name.

Parent Non-Disclosure / Privacy Policy

All written school communication shared with parents through our school app or other written correspondence, is private and proprietary information. Sharing this written communication with others, or sharing the information publicly, is strictly prohibited and may be legally pursued. Parents will be financially responsible for the legal fees incurred by the school in the event of such a breach of disclosure and/or damages occurring from such disclosure.

Non-Discrimination Statement

In accordance with Federal civil rights law **Honey Tree and Branches Academy** does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations in regard to accepting enrollees. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents and families.

We are looking forward to working with you to create a partnership that will meet the unique educational needs of your child. If you ever have any questions, concerns or suggestions regarding our program, please feel free to contact the Academy Administrator. Once again, thank you for entrusting us with the care of your child. We look forward to being a part of your lives and watching your child learn and grow.

Sincerely,

Ms. Kimberly Fielding
Founder/Administrator

HONEY TREE AND BRANCHES ACADEMY



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Parent Handbook Acknowledgement Form

I have read, fully understand, and agree to the policies outlined in the Parent Handbook. I have received a copy of this handbook for my personal reference.

Child's Name

Parent/Guardian Name (Printed)

Signature

Date

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