

*Growing Children Socially  
and Academically*

**Parent Handbook**

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# Honey Tree and Branches Academy

## Private Early Childhood Elementary and Middle School

- Highly Qualified Master Licensed Teachers
- Personal Differentiated Instruction
- State/Common Core Standards Based Instruction
- Accredited by Kansas State Department of Education
- Licensed by Kansas Department of Health & Environment
- Small Class Sizes
- Toddlers, Preschool, Pre-Kindergarten through 8<sup>th</sup> 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 curriculums, (carefully reviewed and selected), will 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, middle school, and beyond as they become 21<sup>st</sup>-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 have 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.

**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. Kimberly Fielding, Owner/Administrator, has over 35 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 the 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. Our other 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

## 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 1<sup>st</sup>-5<sup>th</sup> grades, Middle School Education for 6<sup>th</sup>-8<sup>th</sup> grades, and Before and After School Care.

**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 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 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 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. 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, and bullying.

**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.

**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 request 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 first through eighth grade students that choose to have school lunches. 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.

**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.)

Uniforms are **required** for *all* students 2 and older 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 at the uniform supplier. 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 uniform supplier.

- Sweaters worn in the classroom will need to be hunter green or black uniform sweaters which can be purchased at any retailer, or the black logo sweat jackets that must come from the 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, close 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 twice a year at the school so that parents can buy/sell uniform components in good condition for different sizes if they are available (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.
- No graphics, pictures, or words are allowed on clothing/shoes 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. (Summer School students at Branches only – not Honey Tree- may wear printed fabrics. Uniforms are not required at Branches in the summer only.)
- All students must wear closed toed shoes. 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.
- Hair coloring must be natural hair colors only.
- Hair accessories need to be the uniform plaid, or solid colored white, black, hunter green, gray, navy or khaki.
- Facial piercings and excessive makeup are not allowed.

## **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, lesson plans, 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 children at school. We have Parent/Teacher Conferences twice a year for you to discuss your student's progress with the teacher. We encourage 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, or a sad note sent home describing their actions if they had any inappropriate behavior that day. We ask these be signed and returned. Our Elementary and Middle school students will 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.

**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. We ask that students do not bring toys or personal belongings on other days. We cannot assume responsibility for lost or damaged belongings. 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 share project-based learning at various times during the year.

**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 and special treats have proven to be a viable alternative. We appreciate your cooperation and understanding.

**TIGGERRIFIC/TREERIFIC:** Every week a different child from each classroom will be chosen to be our Tiggerrific/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 and picture in our online app 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.

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

## 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 3:55. 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 3:55. 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 you student's 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. The late fee is \$5.00 for every five minutes or any part thereof you are late. 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, 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.

**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, Withdrawal Form, Payment Form, Income Eligibility Form and the Parent Handbook Acknowledgement Form**. A complete list of all required forms can be found on our website. 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 (\$10.00 for part-time students), and 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 student's withdrawal at Honey Tree. Students in K-8th Grade must sign a school year contract and will be charged for the remainder of the contracted enrollment period. School records will be sent to your student'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.

**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 transportations costs, art projects, presentations 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!



## Supplies

**SUPPLIES:** The supplies your student will need are listed on our website: [www.honeytreeandbranchesacademy.com](http://www.honeytreeandbranchesacademy.com). Please label each individual item with your child's name.

### **Toddler (Honey Tree Academy) Ages 12-24 months**

- 1 - Crayola Crayons - 8 thick size
- 1 - Writing Pencil - thick primary pencil
- 1 - Glue Stick
- 1 - Kleenex - square box
- 1 - Play Dough - 1 four pack package or larger, any color
- 2 - Extra Sets of Clothing - Clearly labeled with your child's name in a sealed bag. This does not need to be a uniform but does need to be solid colored clothes. Please include under clothing and socks.
- 1 - Backpack - Regular size full backpack, no wheels
- 1 - Clorox Wipes - 75 count
- 2 - Toothbrushes - children's size labeled with your child's name
- 1 - Rest Mat - Purchased from the Academy. Rest mats are sent home at the end of each week to be laundered and returned.
- 1 - Flip Top Diaper Wipe Package – This must be labeled with your child's name. You will need to send a refill each month, unless you run out and are asked more frequently.
- 1 - Package of Pull Ups, labeled with your child's name. No Diapers as we are potty training. You will need to send a new bag each week, unless we tell you we have too many, or need more.
- 1 - Spill Proof Tippie Cup filled **daily** with Milk, labeled with your child's name.
- 1 - Spill Proof Tippie Cup to **keep** at school, labeled with your child's name.

### **Preschool and Pre-K (Honey Tree Academy) Ages 2-5**

- 1 - Crayola Crayons - 1 box of 8 regular size Crayola (If you purchase a larger box, please send only red, blue, yellow, orange, green, purple, brown, black, white and pink.)
- 2 - Writing Pencils
- 1 - Children's Fiskars Scissors - (spring open scissors are preferable for 2-year olds)

- 1 - Crayola Classic Markers
- 1 - 4 oz. Elmer's School Glue - plain white
- 2 - Glue Sticks
- 1 - Kleenex - square box
- 1 - Extra Set of Clothing - Clearly labeled with your child's name in a sealed labeled bag. This does not need to be a uniform but does need to be solid colored clothes please include under clothes and socks.
- 1 - Backpack - Regular size full backpack, no wheels
- 1 - Clorox Wipes - 75 count
- 2 - Toothbrushes - children's size toothbrushes, labeled
- 1 - Rest Mat - Purchased from the Academy. Rest mats are sent home at the end of each week to be laundered and returned.

**Elementary School (Branches Academy) Grades K-5**

- 1 - Box of 24 Crayola Crayons
- 4 - Writing Pencils
- 1 - Headphones (Grades 1-5 only)
- 1 - Crayola Classic Markers
- 1 - 4 oz. Elmer's School Glue (plain white works best)
- 2 - Glue Sticks
- 1 - Kleenex (rectangle box)
- 1 - Clorox Wipes - 75 count
- 1 - Backpack - Regular size full backpack, no wheels
- 1 - School Box
- 5 - Two Pocket Folders - Grades 3-5
- 1 - Spiral Notebook - Grades 1-4
- 5 - Spiral Notebooks - Grades 5
- 1 - Three Ring Binder - 2 or 3 inch binder Grades 3-5
- 1 - Notebook Paper - one package wide ruled
- 1 - Rest Mat (KDG only) - Purchased from the Academy. Rest mats are sent home at the end of each week to be laundered and returned.
- 1 - Extra Set of Clothing (KDG only) - Clearly labeled with your child's name in a sealed labeled bag. This does not need to be a uniform but does need to be solid colored clothes please include under clothes and socks.

**Middle School (Branches Academy) Grades 6-8**

- 1 - Box Crayola Colored Pencils
- 4 - Writing Pencils
- 1 - Box Crayola Classic Markers
- 1 - 4 oz. Elmer's School Glue (plain white works best)
- 2 - Glue Sticks
- 1 - Kleenex (rectangle box)
- 1 - Backpack - Regular size full backpack, no wheels
- 1 - Clorox Wipes - 75 count
- 1 - School Box
- 5 - Two Pocket Folders
- 5 - Spiral Notebooks
- 1 - Three Ring Binder - 2 or 3 inch binder
- 1 - Notebook Paper - one package wide ruled



## **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



## **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.

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Child's Name

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Parent/Guardian Name (Printed)

---

Signature

Date

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## Honey Tree & Branches Academy



## Core Beliefs

12725 W. 21<sup>st</sup> N.  
Wichita, Kansas 67235

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