



# PARENT GUIDE

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# WELCOME TO HONEY GROVE



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## Program Contact Information

**Center Grove Elementary School:** 2455 S Morgantown Rd, Greenwood, IN 46143

**Supervisor:**

- Ms. MacKenzie Watson

**Site Phone:**

- 317-650-3352

**Email:**

- [CenterGrove@HoneyGroveEducation.com](mailto:CenterGrove@HoneyGroveEducation.com)

## Program Mission Statement

Our top priority for our students is to provide a safe and secure environment, ensuring that our families feel reassured when they walk through our doors. We are committed to creating daily plans that engage students and cater to their individual needs. Our aim is to empower students to grow emotionally, mentally, and physically through support and daily guidance. As a staff, we strive to consistently motivate each other, seek training opportunities for self-improvement, and support one another through any challenges. By leveraging leadership, teamwork, and our unique talents, we are dedicated to building the best program possible for future generations.

# Weekly Tuition Rates

Elementary (PreK-4th)	2-3 Days	4-5 Days
AM Care	\$35	\$45
PM Care	\$60	\$80
Punchpass	\$25/Day	

Middle School (5th-8th)	2-3 Days	4-5 Days
PM Care	\$50	\$65
Punchpass	\$23/Day	

## Registration Information

### Registration Fees:

- A non-refundable registration deposit is required: \$150 per family for the 2024-25 school year.
- Early Registration:
  - Before July 15: Fee processed on July 15th.
  - Before July 28th: Fee processed on July 30th.
- During the school year: Registration fee due within 3 business days of registration submission.
- Re-enrollment: Additional registration fee applies if withdrawing and re-enrolling.
- Enrollment Cap: Honey Grove may cap student enrollment. Use our website's waitlist; we will notify you when spots open.

### Schedule Requirements:

- Students attending 2-3 days per week must maintain a consistent schedule.

## Enrollment Process

- Honey Grove requires a 2-business day waiting period after submitting registration before starting the program.
- All students registered will be enrolled beginning the first day of school.
- Email [Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com) for program availability. Include child's name, grade, schedule, start date, and school.
- Program start is contingent upon settling any outstanding account balances.

# Payment Information

- A discount is provided to GCA employees. Please email [Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com)
- Automatic withdrawal for Honey Grove tuition is mandatory, processed each Monday.
- No refunds after tuition is processed, regardless of attendance (e.g., vacation, illness).
- Use the account change form on our website for schedule changes, withdrawals, payment updates, or account adjustments.
- If three declines occur within a year and payments aren't settled by week's end, childcare services may be terminated. Registration requires a clear account balance.
- A \$5.00 processing fee applies to declined ACH transactions.
- Optional activities may have additional fees throughout the year.
- Access statements and payment proof at [www.MyProcure.com](http://www.MyProcure.com). Honey Grove's Federal Tax ID Number is 35-2142842
- Weekly rates do not apply during specified intermission breaks.
- Fall Break: October 14th-18th
- Thanksgiving: November 25th-29th
- Winter Break: December 23rd-January 3rd
- Spring Break: March 24th-28th

# Illness and Vacation Policy

- Full payment is required to reserve your child's spot, even if they're absent due to illness or vacation. Tuition rates remain unchanged.
- If your child becomes ill during our program, we will notify you for pickup. Honey Grove adheres to the GCA illness guidelines.

# Late Pick Up Policy

- Late pick-up fees apply after 5:35pm: \$1 per minute late.
- Fee increases to \$2 per minute after 10 minutes late.
- If unreachable after one hour, local police may be contacted.
- Frequent late pick-ups (more than 3 times) within the 5:30-5:35pm grace period may result in charges starting at 5:30pm and potential withdrawal of childcare services.
- Late pick-up fees are included in the next tuition withdrawal.

## Program Hours

- Honey Grove provides after school care directly on-site at Greenwood Christian Academy.
- Parents/guardians can pick up their child during the following program hours:
  - PM Care: 3:30pm-5:30pm (including Wednesdays)

## Afternoon Snack

- Honey Grove will provide a peanut-free afternoon snack daily.
- Snack is included in our fee structure.
- You may send your child with a **peanut-free** snack if preferred.

## Electronics & Personal Items

- Students cannot bring electronics or personal belongings into the program.
- Contact your site supervisor immediately if your child loses anything.
- While we will assist in searching, Honey Grove cannot be held responsible for lost or damaged items.

## Release of Medication

- A medication form must be completed and on file if your child requires medication during our program. The medication form is located on our Account Change Form via our website.
- Note: Honey Grove does not have access to the Nurse's office.

## Account Change Form

- We have an account change form available on our website which should be utilized for the following: Schedule Changes, Medication Release, Withdrawing, Updating: Mailing address, email address, authorized pick up list, and payment information.

# Emergency Procedures & Cancellations

Honey Grove conducts fire drills, tornado drills, and intruder drills to ensure student safety during the elementary school schedule.

- **Emergency Early Dismissal:**

- If school dismisses after the day begins, Honey Grove Aftercare will not be available. Parents must pick up their child from school if they typically attend after-school care.

- **Cancellation Days:**

- If school is canceled due to weather or other reasons, Honey Grove will not offer care.

**Tuition Rates are not adjusted or prorated if school is cancelled or delayed.**

## Intermission Camps

Honey Grove offers a camp from 7am-6pm at Ray Crowe Elementary during various intermission camps. Please view dates below that camp will be offered. A registration form will be available on our website 4 weeks prior to the first day of camp.

**Fall Break:** October 14th-18th

**Thanksgiving Break:** November 27th

**Winter Break:** December 30th, 31st & January 2nd, 3rd

**MLK Day:** January 20th

**Presidents Day:** February 17th

**Spring Break:** March 24th-28th

# Honey Grove Behavior Expectations

## **Behavior Philosophy**

At Honey Grove, our number one priority for our children is to provide a safe and secure environment so that our families are comforted when they walk into our doors. We strive to make sure our daily plans engage students and accommodate their individual needs. We hope to empower our students to grow emotionally, mentally, and physically through support and daily guidance. As we strive to create a successful environment for all children, we ask that families partner with us to best identify and meet the individual needs of their child(ren). With this, Honey Grove will not be able to accommodate consequences from home that do not align to this philosophy.

**Behavior Expectations** At Honey Grove, we believe setting clear expectations for our children is important to their current and future success. With that, we have outlined general behavioral expectations for the children in our care. Through teaching, coaching, and mentoring, it is the priority of our staff to help all children meet these expectations:

### **Show Respect:**

- **For others:** listening and following instructions, speaking to all in a kind manner
- **For property:** taking care of HG/school property, cleaning up materials
- **For ourselves:** speaking about yourself in a kind way, making your success a priority by always trying your best

### **Stick Together:**

- Stay together with the group, unless given permission
- Listening to and following the directions of staff members

### **No Hurts:**

Refraining from any physical aggression or threats to self or others

Refraining from unkind words or bullying to self or others

Just as we have behavioral expectations for the children in our care, we also have expectations for the way our adults conduct themselves. We believe that the behaviors of adults help guide and mentor our children, thus, our expectations for all adults (staff and families) are the same as our expectations for our children. Through professional development and coaching from leadership, it is our priority that all adults meet these expectations:

### **Show Respect:**

- **For others:** addressing issues with children or another adult in private, with the main goal being to resolve the conflict/coach the child in a productive and positive manner
- **For property:** supervising children to make sure HG/school property is being taken care of, ensuring materials are cleaned up at the end of the day, following all safety measures outlined by HG
- **For ourselves:** speaking about yourself in a kind way, always giving your personal best at work

### **Stick Together:**

- Collaborating with parents and staff members for the success of all children, including being united in decision making
- Making sure safety/ratio procedures are being followed

### **No Hurts:**

- Refraining from any physical aggression or threats to self or others
- Refraining from unkind words or bullying to self or others

## Proactive Strategies

At Honey Grove, we believe that positive behavior starts with building strong, trusting relationships with the children in our care that allow them to feel safe. There are several proactive strategies that our staff use to help build these relationships and create felt-safety for our children. These proactive strategies could include, but are not limited to:

- Have compassion for our children, regardless of the type of day they are having.
- Use empathy with children and refrain from shameful responses.
- Intentionally connect with our children by:
  - Using healthy touch: high fives, fist bumps, hand shakes, etc. o Giving eye contact to children when engaging with them
  - Controlling the tone, volume, and cadence of our voices when interacting with children
  - Matching a child's behavior, including talking about their interests or mirroring their body language
  - Interacting playfully with children
  - Engaging in positive conversations during check-in and dismissal
  - Teach children about their regulation and guide them to regulating activities
  - Ensure children have access to water and snacks
  - Give advanced notice of changes that might occur
  - Support transitions that happen throughout a session
  - As adults, being aware of our own stressors and understanding when our stress response system is activated

## Responsive Strategies

While our goal is to implement proactive strategies to support children through their behavioral regulation, we also understand there will be times that behavior needs correction. The following are some of the strategies that could be used when a child is displaying behaviors within our program:

- Address the behavior immediately.
- Get on the child's eye level and directly address the behavior, while also staying connected.
- Use only the amount of structure needed to correct behavior, but not escalate it further.
- Allow children to re-do the behavior correctly, mentoring them through the appropriate words/actions.
- Level correction at the behavior, not the child, always reminding children that they are not defined by their behaviors and mistakes.
- Give children choices and allow for compromises.
- Re-establish the connection with the child after correcting behavior

## Behavior Management Plan

Honey Grove has identified different levels of behaviors and will address them accordingly to help students learn the skills they need to be successful, while also ensuring all programs are safe environments.

**Level 1 behaviors:** These behaviors are minor, but they are also disruptive and inappropriate in the Honey Grove setting. Such behaviors could include, but are not limited to: talking back, not following directions, using profanity, disrespecting the boundaries of others, repetitive rough housing, and being uncooperative.

In the instance of a child exhibiting Level 1 behaviors, staff will refer back to the responsive strategies when they are correcting behaviors, while also ensuring general proactive strategies are being implemented. If Level 1 behaviors are ongoing (defined by multiple behaviors in a single session or repeated behaviors over a period of sessions), the following plan will be followed:



1. Child will fill out a Think it Through sheet and discuss it with a staff member
2. Child will fill out a Think it Through sheet, which will be provided to parents at pick-up
3. Formal write up, provided to parents at pick-up
4. Formal write up, followed by mandatory parent meeting with HG staff to discuss an individualized plan for their child. (Child will not be able to return to HG until the primary guardian(s), child, and HG staff have collaborated on a plan.)
5. After the agreed-upon plan has been implemented, if behaviors continue, the child will be subject to a series of suspensions before they will be dismissed from Honey Grove programs
  - 1-day suspension (include formal write-up)
  - 3 day suspension (include formal write-up)
  - Dismissal from program
    - i. **Note:** If voluntary withdrawal happens in the middle of this process, Honey Grove staff will resume implementation of the individualized plan and current behavior status if the child should re-enroll at a later date.
      - 1. Dismissal from the program could be up to 1 year, depending on the severity of the behavior.

**Level 2 behaviors:** These behaviors are more significant and pose a risk of danger to the child or others. Such behaviors could include, but are not limited to: physical aggression or threats of violence, property damage, bringing weapons, \*fleeing from the room or building without permission, aggressive profanity, and defiance causing 1:1 support for a period of time that prevents the supervisor from running the program safely. \*Note that if a child elopes from the building, Honey Grove will call for police assistance, if necessary, to keep the child safe.

In the instance of a child exhibiting Level 2 behaviors, staff will first make sure the child and others are safe and will focus on regulating the student. From there, the following plan will be followed:

- Parents will be called for immediate pick-up. 2
- Parents and HG staff will schedule a meeting to discuss the behavior displayed and outline an appropriate individualized plan to reduce behavior from reoccurring. (meeting must be held before child can return to HG) a. Note: Honey Grove reserves the right to move forward with dismissal from the program immediately after a level 2 behavior, if the behavior warrants that action.
- If ongoing level 2 behaviors are displayed, after an individualized plan has been implemented, Honey Grove staff may utilize suspensions of 1-3 days, depending on the severity of the behavior. The child is then subject to dismissal from any/all Honey Grove programs, to include Before and After Care, Summer Camp, and Intermission Camps for up to 1 year. **Note:** Upon re-admittance to any future Honey Grove program, the child will have a 1- month probationary period to ensure the same behaviors are not displayed. Any and all individualized plans will be implemented to help support the child.

#### Restrooming Statement

- Children in Honey Grove programs will have access to restrooms in all settings. All school-aged children (K-12) MUST be potty-trained by their start date in our programs. In the event of a toileting accident, the child must be able to clean and change themselves. 1:1 toileting assistance or changing is not permitted, as Honey Grove staff are not authorized to assist with this.
  - If your child needs a specific restroom plan to reduce accidents, please inform Honey Grove staff ASAP so they can structure a plan.