

Before/After School Program



2015-2016

PARENT/GUARDIAN HANDBOOK

The Honey Grove Extended Day program believes that all students have the potential for success. Our commitment is to provide an encouraging environment by developing positive relationships and promoting student involvement. Our staff promises to individually recognize and celebrate what makes each of our students unique.



Contact Information

Honey Grove Educational Center:

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Program Emails:

Honey Grove Center: HoneyGrove.Info@gmail.com
CGES/MSC: CenterGrove@HoneyGroveEducation.com
MGES: MapleGrove@HoneyGroveEducation.com
NGES: NorthGrove@HoneyGroveEducation.com
PGES/MSN: PleasantGrove@HoneyGroveEducation.com
SGES: SugarGrove@HoneyGroveEducation.com

Enrollment Information

Step 1: Complete the online registration located on our website homepage, HoneyGroveEducation.com > *K-8 Registration*
Step 2: After submitting your online registration, you will receive a confirmation email with additional forms to be completed.

You will be notified by your Site Supervisor before your start date.

*If registering during the school year, please allow at least 2 full business days for enrollment.

Enrollment Check List

- Registration/Enrollment Agreement
- Payment Form (Credit or Debit)
- Discount- Proof of Employment

Meal Plan

Breakfast and Afternoon snack will be included in your fee and provided by Honey Grove via the Center Grove Food Service. The menu will be a rotating weekly schedule and adjusted on a semester basis.

****If your child chooses to attend breakfast after dismissal of Honey Grove students, the charge will not be covered by Honey Grove.**

Fee Structure

Registration Fee: \$30/child or \$50/family

* Registration waived if completed by June 5, '15

* Registration half price if completed by June 26, '15

1-2 Day Rate	AM Only	PM Only	Both
Monthly	\$85.00	\$105.00	\$155.00

3-5 Day Rate	AM Only	PM Only	Both
Monthly	\$140.00	\$210.00	\$285.00

Punch Card Options			
Day Pass (1 visit)	Bronze Pass (5 visits)	Silver Pass (10 visits)	Gold Pass (20 visits)
\$15	\$65	\$125	\$220

How to Pay

- **Automatic Withdraw: (preferred method of payment)** (form locate in registration confirmation email or on our website under resources)
- **Online payment:** (form locate in registration confirmation email or on our website under resources)
- **Cash or Check** mailed to HG center or paid to school supervisor

Payment Policy

***Monthly payments:** We will bill on the 1st of each month, payment is due by the 20th of each month thereafter.

Refund Policy

***Monthly payments:** May not be transferred or refunded after the 20th of each month.

***Punch Cards:** May not be refunded and punches must be used by the end of the school year in which they were purchased.

Arrival & Departure Procedures

Parents/Guardians are free to drop-off and pick-up their child at any point during our Before & After School hours (exception: drop off by 9am on 2 hour delay days). Each parent/guardian is responsible for walking their child into school and signing them in with the Honey Grove teachers. Students are only released to individuals listed as “authorized pick-ups” and must be at least 16 years of age. Each authorized pick up shall have identification available for pick up.

*Late pick up fees will be assessed to any pick-ups after 6:05pm. The charge is \$1.00 for every minute late (e.g. child picked up at 6:09pm equals a \$4 per child late fee charge). The charge shifts to \$2.00 per minute after 15 minutes late. (e.g. child picked up at 6:30pm equals a \$40.00 per child late fee).

Behavioral Expectations

The Before & After program promotes positive guidance techniques. Redirection and logical consequences are used to help children develop self-control and assume responsibility for his/her actions.

Expectations and consequences permit students an opportunity to eliminate inappropriate behavior. Honey Grove Before/After Guidelines are enforced:

- By all staff members at all times
- In substantial part by adult role modeling
- Using techniques that promote the growth of positive self-esteem
- By holding students accountable for their actions
- By keeping parents informed
- Using age appropriate reflection time
- By limiting group discipline to a maximum of 5 minutes

Morning Schedule

7:00-7:10am	Parent Drop-off
7:00-7:30am	Let's Get Active!
7:30-8am	Breakfast (provided)
8-8:30am	Student Choice Clubs
8:30-8:45am	School Day Prep
8:45am	Dismissed to Class

Afternoon Schedule

3:45-3:55pm	Student Check-in
4:00-4:45pm	Snack (provided); Stations/Activities
4:50-5:40pm	Enrichment Clubs
5:40-6pm	Free time and Clean up

*Note: These schedules are subject to change (mainly on early release Wednesday) depending on school and parent requests.

Emergency Procedures,

Cancelations, or Delays

Honey Grove staff and students will review various emergency drills to ensure proper preparation in the event of an emergency.

Two Hour Delays- We will make every effort to be at the school at the scheduled time and provide care until the school day begins. There will be no additional fees unless the 2 hour delay morning is added to your schedule. ***Your child must be dropped off by 9am***

Two Hour Delays turns into

Cancellation- If a two hour delay turns into a school cancellation, after the before program has begun but before the school day has officially begun, you will be required to pick up your child by 10am (late pick-up fee applies).

Emergency Early Dismissal after the school day has begun- If school is cancelled after the school day has begun, Honey Grove aftercare will not be provided at the school location.

Cancellation Days- Care will not be provided at the school location.

HG Intermission Camps (7am-6pm)

Honey Grove strives to create educational, enjoyable, and unique camps at one of our Center Grove Elementary locations. In the past, each camp offers seasonal events and themes, and are designed and planned by our Site Supervisor's and Director. Our camp guides (with rates and details) are located on our website throughout the year before registration begins. Details regarding these camps are typically on our website 2-3 months in advance for planning purposes. Please visit our website throughout the year to explore your options! We are waiting on a confirmation for the exact location and dates for these camps. This will be provided and emailed once the school year has begun.

Tentative Camp Dates

- *Fall Break '15: October 12-October 23
- *Thanksgiving Break '15: Wednesday, November 25
- *Winter Break '15: December 28-December 30 AND January 4 and 5
- *Martin Luther King, Jr. '16: Monday, January 18
- *President's Day '16: Monday, February 15
- *Spring Break '16: March 21-April 1
- *Summer Break '16: June 6-July 29

Camp will be closed Monday, July 4th and Monday August, 1st during 2016 Summer Break

HG Intramural League

Honey Grove began an Intramural league in the spring of 2015. Our goal for this league is to provide a competitive team opportunity for students to get excited about. In addition, we plan to provide team competitions that aren't traditionally offered in competitive leagues.

Our first trial league was offered in spring of 2015 and the competition was Dodgeball. Each Wednesday (throughout five weeks), one of the five CG Elementary school's traveled to another CG Elementary school to compete in a game of dodgeball. This league was offered to our 3rd-5th grade students and our first Intramural champion was Pleasant Grove Elementary! We plan to continue this tradition and offer different competitions throughout the year.

This league will be announced in advance to all our Honey Grove families and details and sign-up information will be available at that time. Please visit our website for league updates throughout the year!

