

# Parent Guide

## Honey Grove Before and After School Program

### 2018-19 School Year



### Clark Pleasant School Corporation

*Our number one priority for our students is 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 to their individual needs. We hope to empower our students to grow emotionally, mentally, and physically through support and daily guidance. Our goal as a staff is to consistently motivate one another, find trainings to better ourselves, and support any challenge we endure. Through leadership, teamwork, and using our individual talents as a staff, we will strive to build the best program possible for our future generations to come.*



# HONEYGROVE

1709 S. State Rd 135 Greenwood, IN 46143 Phone: 317.887.5500

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# General Program Information

## Contact Information

Honey Grove Phone: 317.887.5500

Billing and Enrollment: Ms. Hallie Smith; Email: [Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com)

Clark Pleasant District Director: Mrs. Holly White; Email: [hwhite@HoneyGroveEducation.com](mailto:hwhite@HoneyGroveEducation.com)

CP and CG District Director: Mrs. MacKenzie McClurg; Email: [MacKenzie@HoneyGroveEducation.com](mailto:MacKenzie@HoneyGroveEducation.com)

## Program Site Locations

Clark Elementary: 5764 E 700 N Franklin, IN 46131

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

Break-O-Day Elementary: Located at Sawmill Preschool: 700 Sawmill Rd, New Whiteland, IN 46184

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

*Please Note: Break-O-Day students' are transported via Clark Pleasant Transportation to and from Sawmill Woods Preschool.*

Whiteland Elementary: 120 Center Street, Whiteland, IN 46184

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

Grassy Creek Elementary: 2111 Sheek Rd, Greenwood, IN 46143

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

Pleasant Crossing Elementary: 3030 N 125 W, Whiteland, IN 46184

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

Clark Pleasant Middle School: 1354 East Worthsville Rd, Greenwood, IN 46143

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

*Please Note: Middle School students' are transported via Clark Pleasant Transportation to and from Grassy Creek Elementary School*

Sawmill Preschool: 700 Sawmill Rd, New Whiteland, IN 46184

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

## **Meet Our Before and After School Administration Team**

### **Clark Pleasant District Director: Mrs. Holly White**

Mrs. Holly White joined our Honey Grove team in October of 2016 as a Supervisor at one of our site locations. She currently holds an Associates in Business. Before joining Honey Grove, Holly worked as an Interventionist at Center Grove Elementary servicing K-5 students for ten years. Holly spent her first ten years of her professional career at Met-Life as a Policy Retention Specialist. She currently lives in the Greenwood area with her husband, two kids, and her 150lb Great Dane! Holly will continue to work hard as she creates a safe, secure, and loving environment for all students and families involved in our Before and After School Program.

### **Program Director for both Clark Pleasant and Center Grove: Mrs. Mackenzie McClurg**

Mrs. Mackenzie McClurg graduated from Indiana University with her Bachelor's Degree in Elementary Education. She joined our Honey Grove team in April of 2013 as the Program Director for Center Grove Schools. Before joining Honey Grove, she had wonderful experiences as an Instructional Assistant, 1<sup>st</sup> Grade Teacher, and Kindergarten Teacher in Carmel, Whiteland, and Perry Townships. She currently lives in the Greenwood area with her husband and three children. Through these past experiences, Mackenzie has learned and developed expectations within the Honey Grove Before and After School Program that focuses on the needs of students in the classroom and their basic life skills. She will continue to spread this philosophy to our Clark Pleasant family and ensure that all expectations are met at both districts.

### **Training Coordinator: Mr. Dustin Cottrill**

Mr. Dustin Cottrill graduated from Ohio University with a degree in History and Minor in Business in 2002. Dustin also coached the Franklin College girls soccer team for nine years! He joined our Honey Grove team in August of 2013 and has done it all! He has reached almost all locations as a teacher assistant, Supervisor, and is now our Training Coordinator for both districts. Dustin currently lives in Greenwood with his wife and two children. Honey Grove is very fortunate to have someone on board who is extremely passionate about his work, creates a motivating atmosphere for our employees, and sets high expectations for all to ensure our program is everything it needs to be!

### **Human Resource Director: Ms. Hallie Smith**

Ms. Hallie Smith is currently working towards her Bachelor's in Business Management with a Minor in General Education. She joined our Honey Grove team in August of 2012 where she began her journey with our Preschool students at our Greenwood location. In 2014, Hallie was given the opportunity to work in our Before and After School Program. After years of hard work, she is now our Human Resource Director for both districts. Hallie currently lives in the Greenwood area and is very involved in our community. Hallie will continue to work hard to ensure that all areas of the program are organized and communicated to all Honey Grove families. Hallie enjoys spending time with her fiancé and golden retriever puppy, Jack!

# Program Fee Structure

## Elementary Sites (Monthly Rates)

1-2 Day Rate	AM Only	PM Only	Both
Monthly	\$75.00	\$105.00	\$145.00
3-5 Day Rate	AM Only	PM Only	Both
Monthly	\$115.00	\$210.00	\$265.00

## Middle School (Monthly Rates) \*Additional hour after school\*

1-2 Day Rate	AM Only	PM Only	Both
Monthly	\$75.00	\$115.00	\$145.00
3-5 Day Rate	AM Only	PM Only	Both
Monthly	\$115.00	\$225.00	\$265.00

## Punchpass Options

Day Pass (1 visit)	Bronze Pass (5 visits)	Silver Pass (10 visits)	Gold Pass (20 visits)
\$15	\$65.00	\$125.00	\$220.00

### HOW TO PAY (Monthly Billing)

- Automatic Withdrawal (option to withdrawal on the 1<sup>st</sup> or the 10<sup>th</sup> of the month)

**Late Payment:** \$10/week after the 20<sup>th</sup> of the month (If you fail to update your card on file)

**Updating Card Information:** It is the families responsibility to update card information on file via the account change form prior to the selected billing date.

### Discounts:

Multiple Child Discount: 10% off the youngest child (if two children are enrolled M-F AM and PM Care)

Educators Discount: 5% off (if enrolled M-F AM and PM Care)

Center Grove Employee Discount: 25% off total tuition

Clark Pleasant Employee Discount: 25% off total tuition

### Enrollment Process:

**Step 1:** Complete the online registration located on our website homepage, HoneyGroveEducation.com>Newsfeed

**Step 2:** After submitting your online registration, you will receive a confirmation email with a copy of your registration. Our HR Director will be in contact with you regarding any additional information we may need to complete the enrollment process.

*You will be notified by your child(ren)'s home school "HG Site Supervisor" before your start date.*

**Please Note: If registering after July 26<sup>th</sup> (first day of school), please allow 2 full business days for the enrollment process to be complete and your child to attends a HG program.**

## Punchpass Program

Our Punchpass Program was designed to help families that need care on occasion and do not have a set schedule. To purchase Punchpasses, guidelines below must be followed:

- Step 1: Child must be enrolled in our program. (See enrollment process above)
- Step 2: Submit a Punchpass form online via our website: HoneyGroveEducation.com. Payment is due upon submission. The Punchpass form will not be available on our website until mid-July.
- Step 3: You will receive confirmation via email from your Site Supervisor at your school.
- Step 4: Please notify the following parties to ensure your child is accounted for at Honey Grove on the day of attendance. (1) Note to teacher and office at school and (2) email to Honey Grove Supervisor.
- Step 5: After purchasing Punchpass(es), you will be notified via email when you have less than two.

### Punchpass Policies

1. If currently enrolled with Honey Grove, your child(ren) **may not attend** any earlier than 1 full business day from when the Punchpass form was submitted. *Example:* If submitted by on Thursday @ 6pm, child may not attend until Monday morning. If submitted by Wednesday at 4pm, child may not attend until Friday morning.
2. If you are not currently enrolled with Honey Grove, you must register for our program and fill out Punchpass form online two full business days before attending our program.
3. If your child is sent to our Program and is not registered or does not have any Punchpasses available, they will be sent to the school front office.

## Arrival and Departure Procedures

Parents/guardians are free to drop-off and pick-up their child at any point during the following hours of our Before and After School hours:

*AM Care:* 6:30am and 8:35am

*PM Care:* 4p and 6p

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). After one hr, the local police department will be contacted.

### Daily Schedule (Varies upon location) \*Middle School schedule will vary due to an earlier dismissal

AM Care	PM Care
6:30-7a Organized Stations	3:45p-3:55p Student Check In
7a-7:50a Group Activities (Age Appropriate)	4-4:50p Homework/Activities/Snack Rotations
7:50a-8a Morning Message	4:50p-5p Afternoon Message
8a-8:30a Student and Staff Lead Clubs	5p-5:45p Student and Staff Lead Clubs
8:30a-8:45a School Day Preparation/Dismissal	5:45p-6p Cleanup and Final Pick-Ups

## Behavior 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

***\*No Electronics are allowed during all hours of Program, unless it is a Clark Pleasant School Laptop or Ipad\****

## Meal Plan

Honey Grove will be pairing up with the Clark Pleasant Food Service and will be providing our menu and snack each day. Menu will be posted before the 1<sup>st</sup> day of school on our website. Snack is included in fee structure.

## Emergency Procedures, Cancellations, 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.

**IMPORTANT:** Honey Grove will practice the following drills based off the school schedule to ensure the safety of our students: Fire Drill, Tornado Drill, and Intruder Drill.

## HG Intermission Camps

Honey Grove strives to create educational, enjoyable, and unique camps and will be located at Sawmill Woods Preschool. Honey Grove will provide camps that are seasonal events and themes, and are designed and planned by our Site Supervisor's and Director. Each camp will have several groups that are age appropriate to ensure that each activity works for each grade. 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!



### Tentative Camp Dates

First Day – Wednesday, July 26<sup>th</sup>

Fall Break – Monday, October 8<sup>th</sup> – Friday, October 19<sup>th</sup>

**HG Camp: October 8<sup>th</sup> – 19<sup>th</sup>**

Winter Break – Thursday, December 20<sup>th</sup> – Tuesday, January 2<sup>nd</sup>

**HG Camp: December 20<sup>th</sup> and 21<sup>st</sup>, December 27<sup>th</sup> and 28<sup>th</sup>, January 2<sup>nd</sup>**

Martin Luther King Jr. Day – Monday, January 21<sup>st</sup>

**HG Camp: Monday, January 21<sup>st</sup>**

Presidents Day – Monday, February 18<sup>th</sup>

**Monday, February 18<sup>th</sup>**

Spring Break – Monday, March 18<sup>th</sup> – Friday, March 29<sup>th</sup>

**HG Camp: March 18<sup>th</sup> – 29<sup>th</sup>**

Last Day – Friday, May 24<sup>th</sup>

Memorial Day – Monday, May 27<sup>th</sup>

Summer Break – Tuesday, May 28<sup>th</sup> – TBD

**HG Camp: TBD**







*At our Honey Grove Before and After School Program and all camps, we do our best to ensure that every child has the ability to be successful in his/her environment. Our staff members are well trained with developmental milestones and understand how to approach and handle disruptive behaviors at each site. However, it is very important that we have a plan in place to follow if a behavior begins to effect the safety of students and/or staff within the building. Below is our policy that will be followed if we consistently see this type of behavior.*

Step 1: Director Meeting with Supervisor	The Supervisor and Director will meet to discuss the behavior and come up with strategies to implement within the program.
Step 2: Parent Communication	The Supervisor will contact parents to discuss behavior concerns.
Step 3: Tracking	The concerning behavior will be tracked to see if we can find a common trigger or cause.
Step 4: Parent Communication	The Supervisor will communicate our findings from Steps 1 and 3 with parents.
Step 5: Parent Meeting	A meeting will be scheduled to communicate next steps.
Step 6: Three Step Plan	<p>If we are unable to make improvements we will enforce our three step plan.</p> <ul style="list-style-type: none"> <li>• First occurrence: Supervisor will process the behavior with the student.</li> <li>• Second occurrence: Parents will be notified via e mail or phone call.</li> <li>• Third Occurrence: Parents will be asked to pick the student up from Honey Grove immediately. The student will remain up front with the Supervisor until pick-up occurs.</li> <li>• If the student is not picked up within the hour, student may not return to program for 24 hours.</li> </ul>
Step 7: Follow Up Meeting	After two weeks a meeting will be held with parents, teacher and Director. Behavior will be discussed and we will determine if the student will remain at Honey Grove with accommodations put in place, if needed, or if the student will be dismissed from the program. If the student is dismissed from the program, Honey Grove will give a two-week notice. (Unless behavior is too extreme for program)