The Honey Grove Before & After 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*
1709 S. State Road 135
Greenwood, IN 46143
Phone: 317.887.5500

*Program Director- CG & CP*
Mackenzie McClurg: Mackenzie@HoneyGroveEducation.com

*Center Grove District Director*
Emma Gerber: Emma@HoneyGroveEducation.com

*Human Resource Director*
Hallie Smith: Hallie@HoneyGroveEducation.com

*Program Site Emails*
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

**Step 2:** After submitting your online registration, you will receive a confirmation email with additional instructions. 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
- Educator Discount- Proof of Employment
- Single ($30) or Family ($50) reg. fee

**Meal Plan**

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. Breakfast is not provided while at Honey Grove.

**Fee Structure**

<table>
<thead>
<tr>
<th></th>
<th>1-2 Day Rate</th>
<th>3-5 Day Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM Only</td>
<td>PM Only</td>
</tr>
<tr>
<td>Monthly</td>
<td>$75.00</td>
<td>$105.00</td>
</tr>
</tbody>
</table>

**Punchpass Options**

<table>
<thead>
<tr>
<th></th>
<th>Day Pass (1 visit)</th>
<th>Bronze Pass (5 visits)</th>
<th>Silver Pass (10 visits)</th>
<th>Gold Pass (20 visits)</th>
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<tbody>
<tr>
<td></td>
<td>$15</td>
<td>$65</td>
<td>$125</td>
<td>$220</td>
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</tbody>
</table>

**How to Pay**

- Automatic Withdraw: *(preferred method of payment)*
- Online payment

**Payment Policy**

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

*Automatic Withdrawal:* May be charged the 1st or the 15th of the month.

**Refund Policy**

*Monthly payments:* May not be transferred or refunded after the 15th 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.
**Punchpass Pricing and Policies**

<table>
<thead>
<tr>
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</table>

Expiration Date: Thursday, May 31st 2018

*ALL visits equal one session (before OR after)*

*Discounts do not apply to Punchpass*

*Payment is due at the time of purchase, and all Punchpasses are non-refundable and must be used by the end of the school year (Thursday, June 1st).*

*If currently enrolled, Punchpasses can be purchased anytime between the hours of 9:30a-6p.*

*If not currently enrolled, please allow at least 2 full business days before attending our program.*

*You will receive an email notification when you have 2 or less passes.*

**Currently Enrolled with Honey Grove?**

**Purchasing a Punchpass**

1. Visit website under “resources.”
2. You will receive a confirmation receipt and email that your Supervisor will also receive.
3. For safety and attendance reasons, email Site Supervisor and send note to classroom teacher (if attending pm care) every time your child is using a Punchpass.
4. Must purchase 2 full business days before attending. Must receive confirmation before attending.

**What do I do once I have purchased a Punchpass?**

Notify the school with a note stating the day your child will be attending our Program. This communication is so important because the teacher will send your child to their regular scheduled transportation unless a note is sent for change.

**How is Punchpass logged and how will I know when I am low on passes?**

We currently use an outside source called “Punchpass” that keeps track of all families who have purchased passes. The Supervisors at each school will log your attendance every time a pass is used. Each week it is reviewed through attendance and sign in/out sheets to ensure that your attendance is accurate.

You will receive a notification when your passes have reached 2. If you are needing more in the future, please call Hallie to purchase more passes before attending.

**What happens if I have no more passes and my child is sent to our Program?**

Our Supervisors will do their best to communicate to all families if they know a child is attending and no passes are available. If a family is not reachable, your child will be sent to the front office to be picked up immediately.

**Not currently enrolled in Honey Grove and want to use our Punchpass System?**

*You must register and be enrolled in our Program before purchasing Punchpasses.*

1. Please allow 2 full business days before attending and visit our website and register under “K-8 Registration.” A $30 single/$50 family registration fee does apply.
2. You will receive an email with confirmation on start date and information for your site specific school.
3. To purchase Punchpasses, please see steps above under “currently enrolled.”
Arrival & Departure Procedures

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

*AM Care: 7am and 8:35am
*PM Care: 4p and 6p

(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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:10am</td>
<td>Parent Drop-off</td>
</tr>
<tr>
<td>7:00-7:30am</td>
<td>Let’s Get Active!</td>
</tr>
<tr>
<td>7:30-8:30am</td>
<td>Student Choice Clubs</td>
</tr>
<tr>
<td>8:30-8:45am</td>
<td>School Day Prep</td>
</tr>
<tr>
<td>8:45am</td>
<td>Dismissed to Class</td>
</tr>
</tbody>
</table>

Afternoon Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:45-3:55pm</td>
<td>Student Check-in</td>
</tr>
<tr>
<td>3:55-4:35pm</td>
<td>Homework Buddies/Stations/Snack</td>
</tr>
<tr>
<td>4:40-5:30pm</td>
<td>Student Clubs</td>
</tr>
<tr>
<td>5:40-6pm</td>
<td>Free time and Dismissal</td>
</tr>
</tbody>
</table>

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

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.

*No Electronics are allowed during all hours of Program, unless it is a Center Grove School Laptop or Ipad*
**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! Location=TBD. Please look on our website for updates.

**Tentative Camp Dates**

- *Fall Break ‘17: October 16-October 20*
- *Thanksgiving Break ‘17: November 20th-21st*
- *Camp will be closed November 22nd-November 24th*
- *Winter Break ‘17/18: Dec 18th-22nd, 27th-29th; Jan 2nd/3rd*
- *Camp will be closed Dec. 25th 26th, and Jan 1st*
- *Martin Luther King, Jr. ‘18: January 15th*
- *President’s Day ‘18: February 19th*
- *Spring Break ‘18: March 19th-March 30th*
- *Summer Break ‘18: Begins June 4th*

*Summer camp will be closed on the following dates for professional development and holidays*

- July 4th – July 6th
- July 27th, July 30th, and July 31st

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**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 eight weeks – both Fall and Spring), one of the five CG Elementary schools traveled to another CG Elementary school to compete in a game of kickball and dodgeball. This league is offered to our 3rd-5th grade students.

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!