



# *2023-2024 Parent Guide*

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# Welcome to Honey Grove

**4990 N 500 W BARGERSVILLE, IN 46106  
317.887.5500**

**BILLING AND ENROLLMENT: HALLIE@HONEYGROVEEDUCATION.COM**

**DIRECTORS:**

- 1. EMMA GERBER (EMMA@HONEYGROVEEDUCATION.COM)**
- 2. ABBY LUCAS (ALUCAS@HONEYGROVEEDUCATION.COM)**

**PROGRAM SITE LOCATIONS (CARE IS PROVIDED ON-SITE AT EACH ELEMENTARY SCHOOL WITH THE EXCEPTION OF CLARK STUDENTS WHO WILL BE TRANSPORTED VIA CLARK PLEASANT TRANSPORTATION TO AND FROM RAY CROWE FOR BEFORE AND AFTER SCHOOL CARE)**

**CLARK ELEMENTARY SCHOOL: CARE HELD ON-SITE AT RAY CROWE ELEMENTARY**

- SITE SUPERVISOR: MS. ALYSSA RUBLE**
- RCES@HONEYGROVEEDUCATION.COM**

**BREAK-O-DAY ELEMENTARY SCHOOL: 900 SAWMILL RD, NEW WHITELAND, IN 46184**

- SITE SUPERVISOR: MS. MALEIGHA JASPER**
- BOD@HONEYGROVEEDUCATION.COM**

**GRASSY CREEK ELEMENTARY SCHOOL: 2111 SHEEK RD, GREENWOOD, IN 46143**

- SITE SUPERVISOR: MS. AMANDA FORD**
- GCES@HONEYGROVEEDUCATION.COM**

**PLEASANT CROSSING ELEMENTARY SCHOOL: 3030 125 W, WHITELAND, IN 46184**

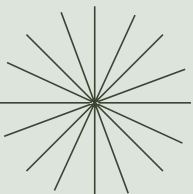
- SITE SUPERVISOR: MS. VICTORIA BASHAM**
- PCES@HONEYGROVEEDUCATION.COM**

**RAY CROWE ELEMENTARY SCHOOL: 1300 RAY CROWE WAY, GREENWOOD, IN 46143**

- SITE SUPERVISOR: MS. ALYSSA RUBLE**
- RCES@HONEYGROVEEDUCATION.COM**

**WHITELAND ELEMENTARY SCHOOL: 120 CENTER ST, WHITELAND, IN 46184**

- SITE SUPERVISOR: MS. GABBY ALARCON**
- WES@HONEYGROVEEDUCATION.COM**



# Weekly Tuition Rates

2023-24	2-3 DAYS	4-5 DAYS
AM CARE	\$35	\$45
PM CARE	\$50	\$65
AM AND PM CARE	\$65	\$90
PUNCHPASS	AM - \$20	PM - \$23

## Registration Information

- A NON-REFUNDABLE REGISTRATION DEPOSIT OF \$150/CHILD OR \$175/FAMILY IS REQUIRED FOR THE 2023-24 SCHOOL YEAR.**
  - \$100 WILL BE CREDITED BACK TO YOUR HONEY GROVE ACCOUNT ON JULY 26TH OR APPLIED TO YOUR FIRST WEEKS TUITION.**
  - REGISTRATION DEPOSIT WILL BE CHARGED WITHIN 2 WEEKS OF SUBMITTING YOUR REGISTRATION**
- IF YOU WITHDRAW YOUR CHILD THROUGHOUT THE SCHOOL YEAR AND RE-ENROLL, AN ADDITIONAL REGISTRATION FEE WILL BE APPLIED TO YOUR ACCOUNT.**
- HONEY GROVE WILL CAP STUDENT ENROLLMENT. IF SPOTS ARE NOT AVAILABLE, PLEASE COMPLETE THE WAITLIST ON OUR WEBSITE AND HONEY GROVE WILL REACH OUT ONCE A SPOT BECOMES AVAILABLE.**
- SCHEDULE REQUIREMENTS: STUDENTS ATTENDING 2-3 DAYS PER WEEK MUST HAVE A CONSISTENT SCHEDULE.**

## Enrollment Process

- HONEY GROVE REQUIRES AT LEAST A 2-BUSINESS DAY WAITING PERIOD FOROM THE TIME YOUR REGISTRATION IS SUBMITTED BEFORE BEGINNING THE PROGRAM.**
- PLEASE EMAIL [HALLIE@HONEYGROVEEDUCATION.COM](mailto:HALLIE@HONEYGROVEEDUCATION.COM) TO INQUIRE ON AVAILABILITY WITHIN THE PROGRAM. PLEASE INCLUDE THE FOLLOWING: CHILD(REN)'S NAMES, GRADES, SCHEDULE (I.E. M-F AM CARE), START DATE, AND SCHOOL.**
- YOU MAY NOT BEGIN CARE IF YOU HAVE AN OUTSTANDING BALANCE ON YOUR HONEY GROVE ACCOUNT.**

# Payment Information

1. **AUTOMATIC WITHDRAW IS REQUIRED FOR YOUR HONEY GROVE TUITION. PAYMENT WILL BE PROCESSED EACH MONDAY.**
2. **NO REFUNDS WILL BE GIVEN AFTER TUITION IS PROCESSED REGARDLESS OF ATTENDANCE (I.E. VACATION, ILLNESS, ETC.).**
3. **IN ORDER TO REQUEST A SCHEDULE CHANGE, WITHDRAW FROM THE PROGRAM, UPDATE PAYMENT INFORMATION, AND MAKE ADJUSTMENTS TO YOUR ACCOUNT PLEASE COMPLETE THE ACCOUNT CHANGE FORM ON OUR WEBSITE.**
4. **IF THERE ARE THREE DECLINES WITHIN ONE YEAR AND PAYMENTS ARE NOT MADE BY THE END OF THE WEEK, HONEY GROVE RESERVES THE RIGHT TO TERMINATE CHILDCARE SERVICES FOR THE CHILD(REN). REGISTRATIONS WILL NOT BE PROCESSED FOR ANYONE WITH A CURRENT OUTSTANDING BALANCE ON THEIR ACCOUNT.**
5. **THERE WILL BE A \$5.00 PROCESSING FEE ADDED TO YOUR ACCOUNT FOR ANY DECLINED ACH TRANSACTIONS.**
6. **OPTIONAL ACTIVITIES WILL BE OFFERED THROUGHOUT THE SCHOOL YEAR IN WHICH ADDITIONAL FEES MAY BE APPLIED.**
7. **STATEMENTS AND PROOF OF PAYMENT MAY BE OBTAINED BY GOING TO [WWW.MYPROCARE.COM](http://WWW.MYPROCARE.COM)**
  - A. **HONEY GROVES FEDERAL TAX ID NUMBER IS 35-2142842**
8. **DURING INTERMISSION BREAKS, WEEKLY RATES DO NOT APPLY. YOU WILL NOT BE CHARGED ON THE FOLLOWING DATES UNLESS YOU REGISTER FOR CAMP.**
  - A. **FALL BREAK: OCTOBER 9TH & 16TH**
  - B. **THANKSGIVING:**
    - I. **TUITION PRORATED WEEK OF NOVEMBER 20TH (CHARGED 40% OF WEEKLY TUITION)**
  - C. **WINTER BREAK:**
    - I. **TUITION PRORATED WEEK OF DECEMBER 18TH (CHARGED 40% OF WEEKLY TUITION)**
    - II. **NO TUITION WEEK OF DECEMBER 25TH**
    - III. **TUITION PRORATED WEEK OF JANUARY 1ST (CHARGED 40% OF WEEKLY TUITION)**
  - D. **SPRING BREAK: MARCH 25TH & APRIL 1ST**

## ILLNESS AND VACATION POLICY

1. **IF YOUR CHILD IS NOT ATTENDING THE PROGRAM DUE TO ILLNESS OR VACATION, FULL PAYMENT WILL STILL BE REQUIRED TO RESERVE YOUR SPOT WITHIN THE PROGRAM. TUITION RATES WILL NOT BE PRORATED OR ADJUSTED.**

## DISCOUNTS

1. **A 10% MULTIPLE CHILD DISCOUNT WILL BE APPLIED TO YOUR OLDEST CHILD'S TUITION IF BOTH STUDENTS ARE ATTENDING FULL-TIME (M-F AM AND PM CARE)**
2. **HONEY GROVE OFFERS A 25% DISCOUNT OFF THE TOTAL TUITION FOR CENTER GROVE AND CLARK PLEASANT EMPLOYEES.**
3. **FREE CARE IS PROVIDED DURING EARLY RELEASE HOURS (WEDNESDAY: 3PM-4PM) FOR CENTER GROVE AND CLARK PLEASANT EMPLOYEES. A REGISTRATION MUST BE ON FILE. LIMITED SPOTS AVAILABLE.**

## LATE PICK-UP POLICY

1. **LATE PICK-UP FEES WILL BE ASSESSED TO ANY PICK-UPS AFTER 6:05PM. THE CHARGE IS \$1 FOR EVERY MINUTE LATE (EXAMPLE: CHILD PICKED UP AT 6:09PM EQUALS A \$4 PER CHILD LATE FEE). THE CHARGE SHIFTS TO \$2 PER MINUTE AFTER 15 MINUTES LATE (EXAMPLE: CHILD PICKED UP AT 6:30PM EQUALS A \$40 PER CHILD LATE FEE). IF WE ARE UNABLE TO GET IN CONTACT WITH YOU AFTER ONE HOUR, THE LOCAL POLICE DEPARTMENT WILL BE CONTACTED.**
2. **IF YOU FREQUENTLY (MORE THAN 3 TIMES) PICK UP BETWEEN OUR 6:00PM-6:05PM GRACE PERIOD, HONEY GROVE RESERVES THE RIGHT TO BEGIN CHARGING YOU BEGINNING AT 6PM. IF CONTINUES, HONEY GROVE RESERVES THE RIGHT TO WITHDRAW YOUR CHILD FROM CARE.**
3. **LATE PICK-UP FEES WILL BE INCLUDED IN YOUR NEXT TUITION WITHDRAW.**

# Program Details

1. HONEY GROVE IS ON-SITE AT EACH ELEMENTARY SCHOOL (EXCLUDING CLARK ELEMENTARY AND CPMS). PARENTS/GUARDIANS ARE WELCOME TO DROP OFF AND PICK UP THEIR CHILD AT ANY POINT DURING THE FOLLOWING HOURS OF THE PROGRAM.

A. AM CARE: 6:30AM-8:15AM

B. PM CARE: 4:00PM-6:00PM (INCLUDING WEDNESDAYS)

## Afternoon Snack

1. HONEY GROVE WILL BE PARTNERS WITH CLARK PLEASANT FOOD SERVICE FOR A DAILY AFTERNOON SNACK. MENUS WILL BE POSTED ON OUR WEBSITE BEFORE THE 1ST DAY OF SCHOOL. SNACK IS INCLUDED IN OUR FEE STRUCTURE.

2. YOU ARE WELCOME TO SEND YOUR CHILD WITH BREAKFAST OR SNACK (PEANUT FREE)

## Electronics and personal items

1. STUDENTS ARE NOT PERMITTED TO BRING ELECTRONICS OR OTHER PERSONAL BELONGINGS INTO OUR PROGRAM. IF YOUR CHILD HAPPENS TO LOSE ANYTHING WHILE AT THE PROGRAM, CONTACT YOUR SITE SUPERVISOR IMMEDIATELY. ALTHOUGH WE'LL BE MORE THAN HAPPY TO LOOK, WE CANNOT BE HELD RESPONSIBLE FOR LOST OR DAMAGED ITEMS.

## Release of Medication

1. IF YOUR CHILD WILL NEED TO BE GIVEN MEDICATION DURING OUR PROGRAM, WE WILL REQUIRE A MEDICATION FORM TO BE COMPLETED AND ON FILE. PLEASE CONTACT YOUR SITE SUPERVISOR TO OBTAIN THIS FORM.

A. NOTE: HONEY GROVE DOES NOT HAVE ACCESS TO THE NURSE'S OFFICE.

## Emergency Procedures, Cancellations, or Delays

HONEY GROVE WILL PRACTICE THE FOLLOWING DRILLS AROUND THE ELEMENTARY SCHEDULE TO ENSURE THE SAFETY OF OUR STUDENTS: FIRE DRILLS, TORNADO DRILLS, AND INTRUDER DRILLS

### TWO-HOUR DELAY

01.

HONEY GROVE WILL NOT PROVIDE AM CARE.

### EMERGENCY EARLY DISMISSAL

02.

IF SCHOOL IS CANCELED AFTER THE SCHOOL DAY HAS BEGUN, HONEY GROVE AFTERCARE WILL NOT BE PROVIDED. IF YOUR CHILD NORMALLY ATTENDS AFTER-SCHOOL CARE, YOU WILL NEED TO PICK YOU CHILD UP FROM THEIR ELEMENTARY SCHOOL.

### E-LEARNING DAYS

03.

HONEY GROVE WILL NOT PROVIDE CARE.

### CANCELLATION DAYS

04.

IF SCHOOL IS CANCELLED DUE TO WEATHER, OR ANY OTHER REASON, HONEY GROVE WILL NOT PROVIDE CARE.

TUITION RATES ARE NOT ADJUSTED OR PRORATED IF SCHOOL IS CANCELED OR DELAYED.



# INTERMISSION CAMPS 2023-24



**HONEY GROVE STRIVES TO CREATE EDUCATIONAL, ENJOYABLE, AND UNIQUE CAMPS FOR ALL STUDENTS. OUR CAMPS WILL BE HELD AT RAY CROWE ELEMENTARY SCHOOL. LOCATION WILL BE POSTED TO OUR WEBSITE AT LEAST 6 WEEKS AHEAD OF TIME. HONEY GROVE WILL PROVIDE CAMPS THAT INCLUDE SEASONAL EVENTS, THEMES ARE DESIGNED AND PLANNED BY OUR SITE SUPERVISOR'S AND DIRECTORS. 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 CAMPS ARE AVAILABLE 4 WEEKS IN ADVANCE FOR PLANNING PURPOSES. PLEASE VISIT OUR WEBSITE THROUGHOUT THE YEAR TO EXPLORE YOUR OPTIONS!**

**FALL BREAK CAMP: OCTOBER 9TH-20TH**

**WINTER BREAK CAMP: DECEMBER 20TH-22ND & JANUARY 2ND-3RD**

**NO CAMP DECEMBER 25TH-29TH**

**MLK DAY CAMP: JANUARY 15TH**

**PRESIDENTS' DAY CAMP: FEBRUARY 19TH**

**SPRING BREAK CAMP: MARCH 25TH-APRIL 5TH**

**ELEARNING DATES: AUGUST 30TH & NOVEMBER 1ST**

**SUMMER CAMP 2024 DATE:**

**MAY 30TH-JULY 25TH**

**\*NO CAMP JULY 4TH/5TH\***

**CAMP TUITION RATE: \$45/DAY**

**\*DISCOUNT APPLIED IF ATTENDING FULL WEEKS (M-F)**



# 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**



## **BEHAVIOR MANAGEMENT**

### **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.**
  - **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.**
  - **ENGAGING 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 BEHAVIOR 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.**

### **RESTROOMING STATEMENT**

- **CHILDREN IN HONEY GROVE PROGRAMS WILL HAVE ACCESS TO RESTROOMS IN ALL SETTINGS. ALL SCHOOL-AGED CHILDREN (KØ12) 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.**



**LEVEL 1 BEHAVIORS: THESE BEHAVIORS ARE MINOR, BUT 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. THE CHILD WILL FILL OUT A THINK IT THROUGH SHEET AND DISCUSS IT WITH A STAFF MEMBER.**
- 2. CHILD WILL FILL OUT 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.**
  - A. 1 DAY SUSPENSION (INCLUDE FORMAL WRITE-UP)**
  - B. 3 DAY SUSPENSION (INCLUDE FORMAL WRITE-UP)**
  - C. DISMISSAL FROM PROGRAM**
    - I. NOTE: IF VOLUNTARY WITHDRAW 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. DISMISSAL FROM THE PROGRAM COULD BE UP TO 1 YEAR, DEPENDING ON THE SEVERITY OF THE BEHAVIOR.**

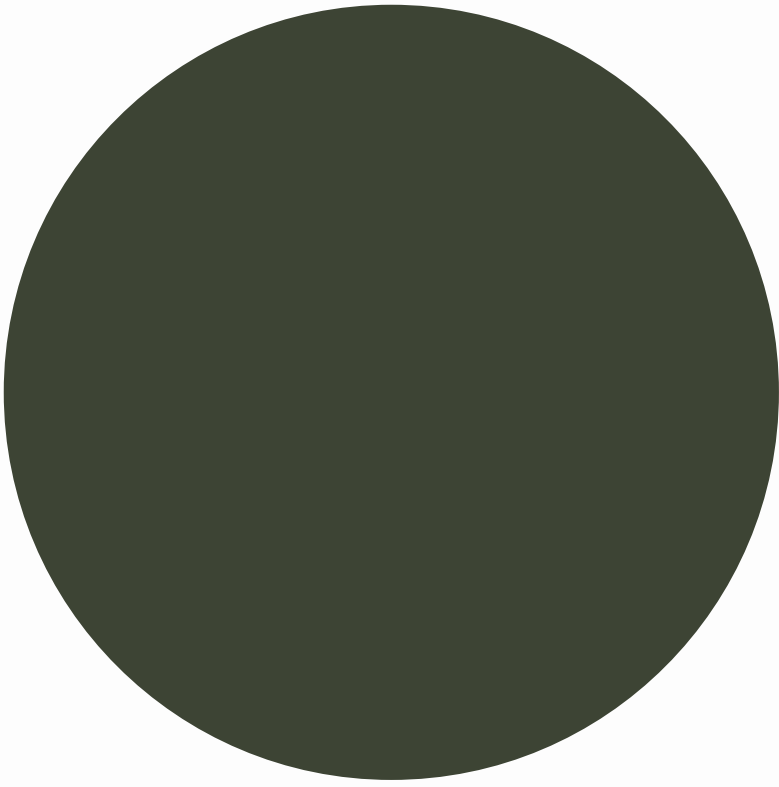
**LEVEL 2 BEHAVIORS: THESE BEHAVIORS ARE MORE SIGNIFICANT AND POSE A RISK OF DANGER TO THE CHILD OR OTHERS. SUCH BEHAVIORS COULD INCLUDE, BUT ARE NOT LIMITED TO: PHYSICAL AGGRESSION OR THREATS OF VIOLENCE, PROPERTY DAMAGE, BRINGING WEAPONS, \*FLEEING FROM THE ROOM OR BUILDING WITHOUT PERMISSION, AGGRESSIVE 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:**

- 1. 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.**
- 3. 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.**





4990 N 500 W  
BARGERSVILLE, IN 46106

WWW.HONEYGROVEEDUCATION.COM  
HALLIE@HONEYGROVEEDUCATION.COM  
@HONEY GROVE @ CLARK PLEASANT SCHOOLS

*Honey Grove Before and After  
Programs*