



# Parent Guide



2025  
2026



[www.HoneyGroveEducation.com](http://www.HoneyGroveEducation.com)



[Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com)

# WELCOME TO Honey Grove



Billing and Enrollment: Hallie Brummett: [Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com)

Program Director: Emma Gerber: [Emma@HoneyGroveEducation.com](mailto:Emma@HoneyGroveEducation.com)

Assistant Director: Abby Lucas: [ALucas@HoneyGroveEducation.com](mailto:ALucas@HoneyGroveEducation.com)

## Program Contact Information

Break-O-Day Elementary: 900 Sawmill Rd, New Whiteland, IN 46184  
([BOD@HoneyGroveEducation.com](mailto:BOD@HoneyGroveEducation.com))

Grassy Creek Elementary: 2111 Sheek Rd, Greenwood, IN 46143  
([GCES@HoneyGroveEducation.com](mailto:GCES@HoneyGroveEducation.com))

Pleasant Crossing Elementary: 3030 125 W, Whiteland, IN 46184  
([PCES@HoneyGroveEducation.com](mailto:PCES@HoneyGroveEducation.com))

Ray Crowe Elementary: 1300 Ray Crowe Way, Greenwood, IN 46143  
([RCES@HoneyGroveEducation.com](mailto:RCES@HoneyGroveEducation.com))

*\*Clark and CPMS Students are bussed to Ray Crowe for Before/After Care*

Whiteland Elementary School: 120 Center St, Whiteland, IN 46184  
([WES@HoneyGroveEducation.com](mailto:WES@HoneyGroveEducation.com))

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# 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

	2-3 Days	4-5 Days
AM Care	\$35	\$45
PM Care	\$50	\$65
AM and PM Care	\$65	\$90

## Registration Information

### Registration:

- A non-refundable supply fee of \$50 per child will be charged for both the first and second semesters. The fee for the first semester will be processed on July 28th or within two days of completing your registration. The fee for the second semester will be processed on January 5th or within two days of completing your registration.
- Registration will be processed within 2-business days of submitting registration.
- Enrollment Limit: Honey Grove may set a cap on student enrollment. Please use our website's waitlist, and we will notify you when spots become available.

### Schedule Requirements:

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

## Enrollment Process

- Honey Grove requires a **2-business day processing period** after registration is submitted before a student may begin the program.
- All registered students will be enrolled starting on the first day of school.
- To inquire about program availability, please email [Hallie@HoneyGroveEducation.com](mailto:Hallie@HoneyGroveEducation.com) and include your child's name, grade, preferred schedule, start date, and school.
- Please note: Enrollment is contingent upon any outstanding account balances being paid in full.

## Program Hours

- Honey Grove provides after school care directly on-site at Center Grove Elementary Schools.
- Parents/guardians can drop off/pick up their child during the following program hours:
  - AM Care: 6:30am - 8:15am
  - PM Care: 4:10pm - 6:00pm

## Payment Information

- Automatic withdrawal for Honey Grove tuition is mandatory, processed each Monday.
- No refunds will be issued once tuition has been processed, regardless of attendance (e.g., vacation, illness, weather-related closures).
- To request schedule changes, withdraw from the program, or update payment or account information, please use the Account Change Form available on our website.
  - Note: Schedule changes are subject to availability and are not guaranteed.
- If three payment declines occur within a year and payments aren't settled by week's end, childcare services may be terminated. A zero balance is required at the time of registration.
- A \$5.00 processing fee applies to declined ACH transactions.
- You can access statements and payment receipts at [www.MyProcare.com](http://www.MyProcare.com).
- Honey Grove's Federal Tax ID Number is 35-2142842
- Weekly rates do not apply during designated intermission breaks when students are out of school for a full week.

## Illness and Vacation Policy

- Full tuition is required to reserve your child's spot in the program, regardless of absences due to illness or vacation. Tuition rates are not prorated.
- If your child becomes ill during the program day, you will be contacted for immediate pickup. Honey Grove follows **Clark Pleasant's illness guidelines** to ensure the health and safety of all students.

## Late Pick Up Policy

- Late pick-up fees begin at 6:05 PM, with a charge of \$1 per minute. After 6:15 PM, the fee increases to \$2 per minute.
- If a parent or guardian cannot be reached after one hour, local authorities may be contacted for the child's safety.
- Frequent late pick-ups, more than three occurrences within the 6:00–6:05 PM grace period, may result in fees starting at 6:00 PM and could lead to withdrawal from the program.
- All late pick-up charges will be included in the next tuition withdrawal.

## Meals

- Honey Grove provides a peanut-free afternoon snack each day, which is included in the program fee.
- Families may choose to send a peanut-free snack from home if preferred.
- Please note: Fast food and candy are not permitted in the program.

## Electronics & Personal Items

- Students are not permitted to bring personal belongings into the program.
- Upperclassmen (4<sup>th</sup> -6<sup>th</sup> grade) may use a school-issued device for homework purposes only.
- If your child loses an item, please contact your site supervisor immediately. While we will do our best to help locate lost items, **Honey Grove is not responsible for any lost or damaged personal belongings.**

## Release of Medication

- If your child requires medication during our program, a **Medication Authorization Form** must be completed and kept on file. This form can be accessed through the **Account Change Form** on our website.
- Note: Honey Grove staff do not have access to the school nurse's office or any school medical supplies (e.g., EpiPens, inhalers, etc).

## Emergency Procedures & Cancellations

Honey Grove regularly conducts fire drills, tornado drills, and intruder drills to ensure the safety of our students.

### **Two-Hour Delay**

- No AM Care provided.

### **Emergency Early Dismissal:**

- If school is dismissed after the day has started, Honey Grove Aftercare will not be available. Parents must pick up their child or arrange for alternative care if their child usually attends after-school care.

### **Cancellation Days:**

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

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

# Account Change Form

An Account Change Form is available on our website and should be used for the following updates:

- Schedule changes
- Medication release
- Withdrawal from the program
- Mailing address updates
- Email address updates
- Authorized pick-up list changes
- Payment information updates

## Intermission Camps

Honey Grove offers a camp from 7am-6pm during various intermission camps. Please refer to the dates listed below for when camp is available. Registration forms will be posted on our website four weeks prior to each camp's start date.

**eLearning:** August 22nd

**Fall Break:** October 6<sup>th</sup> - 17<sup>th</sup>

**eLearning:** November 7th

**Thanksgiving Break:** November 26<sup>th</sup>

**Winter Break:** December 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>, and January 2<sup>nd</sup>

**MLK Day:** January 19th

**Presidents Day:** February 16th

**Spring Break:** March 23rd-April 3<sup>rd</sup>

# 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.