



The Tree House Overview

The intent of The Tree House program is to provide students with a safe and enriching environment while parents are at work. The Tree House is not an instructional time for students, although time is allotted for homework after school. Children will be encouraged to socialize and play.

Tree House Director/After School Care:

Gray Middleton - (502) 544-2942
gmiddleton@summit-academy.org



Dates and Hours

DATES: *The Tree House Program will begin on the first day of school and end on the last full day of school.*

HOURS: Before School Care 7:30 - 8:00 a.m.
After School Care 3:00 - 6:00 p.m.

CONFERENCE DAYS, WINTER BREAK, SPRING BREAK, HOLIDAYS: NO BEFORE OR AFTER SCHOOL CARE

SCHOOL DELAYS: NO BEFORE SCHOOL CARE

NOON/EARLY DISMISSAL DAYS: NO AFTER SCHOOL CARE

Rates and Late Fees

Before School Care -- \$6 per day OR \$25 per week

After School Care -- \$20 per day OR \$80 per week

Late Fees will apply if you are more than five (5) minutes late picking up your child (after 6:00 p.m.) These late fees will be billed on your monthly invoice.

There is a \$100 non-refundable registration deposit that will be applied toward future Tree House fees.

Payment

- Please do not give money or checks to any Tree House employee.
- **Payments will be processed through your FACTS account.**
- Billing questions - Fred Sabo (502) 244-7090 and fsabo@summit-academy.org
- Standard late fees will apply to unpaid invoices.
- Late pick-up fee is \$1.00 per minute for every minute you are late after 6:05 p.m. **Chronic lateness for pick-up can result in your child's dismissal from the program.**

Day to Day Procedures:

Before School Care

- Your child must be signed-in to Before School Care each morning . If he/she is old enough to sign themselves in, they can sign in at the front desk.
- **If your child is not old enough to sign themselves in, YOU must park, bring them in, and sign in.** They will play quietly until 8:00 a.m. At 8:00 a.m. the children will be excused to go to their homerooms.

Day to Day Procedures:

After School care

Students are allowed to bring their own snack. If your student would like to bring in books, please encourage him or her to do so, however toys are not allowed. Summit Academy is not responsible for lost or damaged personal property. The schedule given below is intended to offer an example of what a typical day in After School Care is like.

3:00 - 3:15	Tree House students in Grades 1-8 are dismissed and signed in by staff.
3:15 - 3:50	Games, enrichment activities, projects and crafts, free play, playground, and/or computer time.
4:00 - 4:15	Nutritious snack and drink provided by Summit Academy.
4:15 - 5:30	Students with homework will work in the Homework Room while supervised by a staff member. Others will be given quiet enrichment activities to do.
5:40 - 6:00	Free play in the Tree House, or computer time, and enrichment activities. Staff members will begin contacting parents after 5:45.

Pick-Up Procedure

- Drive around to the back of the Middle School building to pick up your child, on the upper level.
- Enter through the door at the top of the stairs.
- You (or anyone authorized by you on the Pick-Up Authorization Sheet) must personally **SIGN THEM OUT EVERY DAY** - both as a security precaution and to help us with late fee billing.
- ***It is recommended that you call the Tree House at 502-544-2942 to confirm the location of students.*** Also, you are encouraged to rent a key fob (\$10.00) from Mr. Sabo.

Behavior Expectations

A student may be dismissed from the Tree House program for any of the reasons listed below. If there is a recurring problem with a child, program employees will confer with the Head of School, and they will make a determination as to the course of action.

1. Unreasonable behavior
2. Insubordinate behavior
3. Any behavior that could result in physical or emotional harm to self or others
4. Chronic late pick-up (after 6:00 p.m., more than 5 times)
5. Any other reason deemed appropriate

Concurrent with school policy, cell phones will be kept in back packs and will be off-limits during After School Care. If you have an emergency, please call 544-2942 and we will relay the message to your child.

