



## 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 begins on the first day of school ends 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/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 5 minutes late picking up your student (after 6:00 p.m.) These fees will be billed on your monthly payment.

## Payment

- Please do not give money or checks to any Tree House employee.
- **Payments will be processed through your FACTS account.**
- Billing questions - Renee Lindsey (502) 244-7090 or rlindsey@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 student 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 student 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

1. Drive around to the back of the Middle School building to pick up your child, on the upper level.
2. Enter through the door at the top of the stairs.
3. 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.
4. *It is recommended that you call the Tree House at 502-544-2942 to confirm the location of students.*

## Behavior Expectations

Behavioral expectations for the Tree House program are congruent with the expectations for the regular school day. Students are expected to self-regulate and maintain appropriate interactions with staff and other students. Students are expected to show respect for others at all times, including the property, space, and feelings of others. Any behavior including language that could or does result in the physical or emotional harm to self or others will not be tolerated. If there are recurring behavioral issues with a student, the Tree House staff will alert the Principal, and together they will make a determination as to the proper course of action.

Consequences for unexpected behavior during Tree House may include in this order:

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1. Time out
2. Parent contact
3. Loss of privilege/free-time during the regular school day
4. Student conference with principal
5. Suspension from Tree House program
6. Dismissal from Tree House program

***\* Principal reserves the right to immediately dismiss students from The Tree House program in extraordinary situations.***

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.