



# FOREST PATH ACADEMY

*A Branch of*



2019-2020 Student Handbook

# ABOUT THE PROGRAM

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Forest Path Academy offers a variety of options for home-schooling families. Our goal is to help families on their home-school journey. We have available classes for students from infant through high school.

## EARLY CHILDHOOD PROGRAM

Our Discovery Tree program offers a complete curriculum for Preschool and Kindergarten students. Please see our separate Discovery Tree Handbook for information on our early childhood program.

## PATHS PROGRAM

We offer the PATHS complete curriculum for grades 1-high School. PATHS stands for Parent And Teacher, Home and School. This is a complete curriculum in ALL subject areas for students in grades 1 through high school. Students attend classes twice weekly on Tuesdays and Thursdays. Subjects included are phonics/spelling or grammar/vocabulary, literature, math, science, Spanish, art, and music. A third day option on Wed is available for additional instruction. Students will have additional assignments to complete at home. All lesson planning is done for you, so you are free to enjoy your home-schooling journey!

## MONDAY CLASSES

We have a selection of STEM based classes that meet on Mondays. Classes include our animal care classes, gardening, science explorers, and more. These classes do not have homework and are designed to be enrichment classes. There are 5 class periods from 9:15-2:00. These classes can be added taken as a 5 class block or individually. Tuition for the class block is \$150 for students not enrolled in the core PATHS program or \$100 add on to the PATHS program.

## INDIVIDUAL CLASSES

At this time, most of our core programs on Tues/Thurs are not available for individual registrations. Music, art, some high school classes, and our Monday science classes are available for individual registrations.

## ELECTIVES

In addition to the core subjects included in the PATHS curriculum, we offer additional classes such as Lego Robotics, dissection, computer programming, private music lessons, choir, theater and many others. These classes are open to students that are not enrolled in the main PATHS program.

## FIELD TRIPS

We offer a variety of field trips, holiday parties, and other activities. Many of these activities are open to all, including families who are not enrolled in our classes. We invite

families to join our mailing list and our Facebook pages to receive info on these programs. Field trips are family events- parents bring their own children and may bring siblings and friends. Some field trips may have additional fees.

## MUSIC AND MORE

Forest Path Academy is a branch of Friendswood Music and More which offers music and art classes for all ages. We offer Kindermusik for infant-age 7, group piano, musical theater, private music lessons, and art for all ages.

## FACEBOOK

We have THREE Facebook pages. Our main page is for Friendswood Music and More. We recently added a second page for Forest Path Academy. In order to see posts on your timeline, you will need to "follow" the page and also select "get notifications," otherwise you may not receive notifications on your page. We suggest following both pages for all information on our program. In addition to these pages, we have a private page just for our registered families called Forest Path Families where you can chat with other families. Please search for this page when you register and you will be added.

## FINANCIAL POLICIES

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### SCHOOL YEAR

Our school year includes 28 class weeks. Classes meet twice weekly for 45 minutes or longer. Please refer to our calendar for class holidays and other important dates. There are no classes held between Thanksgiving and Christmas so that our students can focus on their families and enjoy travel and other holiday activities.

### TUITION AND FEES

The tuition for all classes is based on a **yearly rate**. The monthly tuition on installment plans is the same regardless of classes per month. We are pleased to be able to offer several different payment options for families. A discount is available for families who pay in full for the semester or the school year

### TUITION: COMPLETE PROGRAM – 2 or 3 DAY OPTIONS

Students may choose either the 2 or 3 day option.

### THREE DAY OPTION

For younger students in K-4 the Wed classes offer additional instruction in English and Math. For older students the Wed is primarily a study hall type program where the instructors help them with their assignments but new materials are not covered. We **STRONGLY** recommend that beginning readers in K-2<sup>nd</sup> grade choose the 3 day a week option as it provides consistency with phonics instructions. Students will meet Tues/Thurs from 9:00-3:45 AND Wed from 9:00-2:00 pm. Tuition for the three day program is \$3,375 per student for the school year. This can be paid as 9 monthly installments of \$375, plus registration/supply and textbook fees.

## TWO DAY OPTION

The core PATHS classes meet 2 days a week from 9:00 am -3:45 pm. Tuition for Tues/Thurs is based on a yearly fee of \$2,565 per student for the entire school year. This can be paid 9 monthly payments of \$300 for the school year, plus registration/supply and textbook fees.

## REGISTRATION/SUPPLY AND TEXTBOOK FEES

There is a yearly textbook fee of \$125 and a registration / supply and lab fee of \$175 **per semester** for the full program, due twice a year. The first is due at time of enrollment; the second is due by Jan 25th for Spring semester. The Spring semester fee will be charged with the February installment payment on Jan 25th. Families who pay in full for the semester or year receive a tuition discount.

Payment of registration and supply fees are due **at the time of registration** to hold your spot in class. Monthly tuition will be charged automatically beginning on August 25th. All registration and supply fees can be seen on the tuition table. All supplies are provided by Forest Path Academy including art supplies and science lab supplies.

## DISCOUNTS

A 10% discount is available for siblings. The tuition of the first student will be regular price, and a 10% tuition discount will be taken off for siblings. If the tuition amounts are different for each student, the student with the highest tuition will be full price and discounts will be taken off the remaining students.

## REQUIRED TEXTBOOKS

All Textbooks needed are included in the \$125 yearly supply and textbook fee. Many books belong to the school and are non consumable. These books will need to be returned at the end of the school year. Students will be financially responsible for books that are not returned.

## REFUNDS

There are **NO REFUNDS** given unless class is cancelled or rescheduled by Forest Path Academy, so please be certain before making any payments.

## INSTALLMENT PLAN

As a courtesy to our students, we offer an installment plan. This plan divides the total tuition for the year into 9 equal payments. Please understand that this is an installment plan for the year's tuition, and not a "month by month" payment plan-if you simply "stop coming" one month you are still responsible for tuition unless you have formally withdrawn from the program under the guidelines below. As this is an installment plan, **the installment amount is the same regardless of the number of classes in each month.**

## PAYMENT OPTIONS

**We require all students on an installment plan to have a valid credit or debit card on file with the office.** We offer a convenient automatic payment option for our families. Payments will be charged to your credit or debit card on the 25th of each month beginning Aug 25th for the Sept payment and ending April 25th for the May payment. **The supply fee for the Spring semester will also be charged to the card on file with your February payment on January 25th.** WE NO LONGER ACCEPT CHECK PAYMENTS FOR MONTHLY INSTALLMENTS, however we will accept check payments if paying in full for the semester or year. We have had problems with late payments in the past and do not have the staff to continually deal with this problem. These policies enable us to continue to offer an installment plan option for our families.

## ADD/DROP

We are happy to help you make adjustments to your schedule and will work with parents who are interested in changing their child's classes. Our goal is to help each individual child find the class combination that is best for them and their family.

## WITHDRAWAL FROM PROGRAM

We must receive written notification if you wish to withdraw. **Please remember there are no refunds of tuition and fees paid.** You may withdraw anytime before December 1st. **After December 1st, you are responsible for tuition for the full year.** Please visit the website at [www.friendswoodmusic.com](http://www.friendswoodmusic.com) and fill out the withdrawal form on the website. The date this form is submitted will be considered the notification date of the withdrawal. **You must notify the office in by the 15th of the month to avoid being responsible for the next month's payment.** We suggest you plan for your last lesson to be at the end of the month, as **payments made for the month are non-refundable. Students who simply stop coming will continue to accrue charges until notice is received in the office.** Alternatively, you may submit written notice of withdrawal. Written notice should include the parent and child's full name and e-mail address and turned into the studio or left in the drop box. If your notification is received AFTER the 15th of the month, you will be charged the next installment on the 25th but no additional charges, and would still be welcome to attend for the final month of class. **Students who do not notify the office in writing that they are withdrawing from the program are responsible for 100% of the tuition and materials for the year, regardless of attendance.**

## ADJUSTMENTS AND CHANGES

Please allow the first month of class for us to make adjustments as needed with your child's classes based on each child's maturity and academic level. Since classes only meet twice weekly, this is only a total of 8 classes.

## LATE PICK UP

Parents who are more than 10 minutes late will be charged a \$25 late pick-up fee.

## MID YEAR REGISTRATIONS

New students may join mid-year at the discretion of the individual teacher. For new students joining after the beginning of class, the tuition will be pro-rated, but the full materials and registration fee will be required.

## Forest Path Academy Student Information and Policies.

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### STUDENT SUPPLIES

Generally, all supplies are provided by Forest Path Academy including colors, markers, glue and scissors. Students may also need notebooks and/or binders for some classes, but generally these are provided at the start of class. Students are expected to bring class textbooks, literature books, and any notebooks or binders to each class period.

### STUDENT CUBBIES/DESKS

Students are assigned a cubby or desk at the beginning of the year. It will be labeled with the student's name. Help us keep the student area neat- please take home all work and books at the end of each day and do not leave their school papers. Toys, clothes, and other items should not be left in cubbies between classes. Students are asked not to bring large toys or other items that will not fit in their cubby during class.

### ABSENCE/MAKEUP POLICY

It is an unfortunate fact that all children will become sick. It is courteous to call and let us know if your child will be absent due to illness. We ask that ill students remain home to avoid spreading the illness to other students and teacher. Children need to be without a fever for 24 hour to return to class. Children who are vomiting should not have vomited in the last 48 hours as stomach bugs are highly contagious! Your instructor will contact you and let you know what was covered in class, and parents may need to come by and pick up any handouts to complete assignments. Just as in a private school, there are no refunds for missed classes. **You are responsible for payment for all classes scheduled regardless of attendance. There are no refunds for missed classes.** Tuition paid for one month cannot be rolled over to a later month due to absence or illness.

### INSTRUCTOR ABSENCES/CLASS CANCELLATIONS

In the event of instructor illness, a substitute will be provided. Any missed classes due to instructor absences will be rescheduled. In the event of hurricane, flooding, or severe weather, we will close based on Friendswood ISD. FISD cancellations can be viewed on their website [www.fisd12.net](http://www.fisd12.net). We will also close in the event of hurricane evacuation. Such events are considered "Act of God." Due to the number of classes on our schedule, such classes unfortunately cannot be rescheduled or refunded. We send out e-mail notifications in the event of cancellations, so please be sure to have a valid e-mail on file. Make-up classes are scheduled at the end of the semester. Please see the calendar for the make-up dates for the current school year.

## SPECIAL NEEDS/ALLERGIES

If your child has a special need, or an allergy, please be sure to notify the office and the teachers, especially if they will be eating lunch with us.

### LUNCH

Children enrolled in PATHS will need to bring will need to bring a lunch. Please bring a lunch that does not require microwaving or refrigeration. Children should also bring a water bottle for drinks during the day, as we do not have a water fountain.

### PARENT PARTICIPATION

Forest Path Academy is a program for home-schooled students. We provide the curriculum and qualified instructors in a variety of subject areas. However, our classes are only part of a complete course. Each class has required home assignments, and parents will need to work with their child outside of class to complete their curriculum.

### PARENT COMMUNICATION

Please be sure to have a valid e-mail address on file with the office, as most communication is done via e-mail. Families will receive a weekly e-mail with detailed information on your child's assignments. Parents will also receive a log in for our grading software so you can view your child's grades at any time. However, **students are also expected to be responsible in communicating assignments to the parent.**

### GRADING

Grading varies by the class. Please check your class syllabus for details on the teacher's grading methods.

### SPECIAL NEEDS

We are happy to work with students with special needs such as ADHD; however, we are not able to offer one-on-one care for students if your child has severe special requirements.

### AGE GUIDELINES

Students must be the correct age for entering the grades listed. Please register your child based the class he or she would be attending if in public school. Students in lower elementary grades (K-3<sup>rd</sup>) will be placed in reading and math based on their academic level, so gifted young readers will be working with more challenging material. Younger students, even if very bright or gifted, may not attend classes scheduled for older students. This is to ensure students are at similar maturity levels and will enjoy making friends. Our history and science programs are designed to be experienced at multiple levels.

### BEHAVIOR EXPECTATIONS

We are proud to offer a customized learning that works for a variety of learning styles. Our instructors have experience in working with students with behavioral issues such as ADHD and autism. All enrolled students are expected to be able to follow our classroom rules

which include being respectful to our teachers and our friends and being careful with our supplies. Friendswood Music and More/Forest Path Academy reserves the right to cancel enrollment for any child with a severe behavioral issue. This may include issues such as hitting or poking other children, being destructive with school property, or inability to follow teacher instructions. We also do not allow bullying or other harassment of our students in class. In case of a severe behavioral issue, we will contact the parent or caregiver and ask for the child to be picked up. Students may be allowed to attend class the next day, at our discretion. There are no refunds for students who are withdrawn from class due to behavioral issues.

#### **INSTRUCTORS:**

All classes for 1<sup>st</sup>-12<sup>th</sup> have a lead instructor with a minimum of a Bachelor's degree. All instructors have passed a criminal background check or have Texas teaching certificates which include background checks. All instructors have experience working with children.

#### **ELECTRONIC DEVICES**

**Forest Path Academy does not allow cell phones or electronic items to be brought to school.** Students should leave these items at home. Students will not be allowed to use electronic devices such as phones and I-Pads during class time. Friendswood Music and More is not responsible for damaged or lost devices. Please leave electronic items at home.

#### **DRUG/ALCOHOL POLICY**

We have a zero tolerance policy. Any student who brings drugs or alcohol to school, including vape pens, will be expelled from the program. No refunds of tuition will be provided.

#### **CONTACT US**

If you have any concerns at any time during the school year, we want to know!