

# TREETOP ACADEMICS

*After-School Enrichment Programs*



## Handbook for Parents 2022/23

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## General Information

Welcome to Treetop Academics after-school programs! Our programs are quality academic classes intended for academic enrichment for Eugene K-5<sup>th</sup> grade students.

Business Name: Treetop Academics LLC

Business Address: 1467 E 23<sup>rd</sup> Ave Eugene, Or 97403

Site Address: 1328 E 22<sup>nd</sup> Ave Eugene, Or 97403

Executive Director: Jason Aulicino

Hours of Operation: Edison Extended-care is our State-certified care program held at Edison Elementary. Extended-care is the Treetop care program that operates on all school days M/Tu/W/Th 4:15-6pm and Fridays 1:45-6pm, when our classes are in session, and directly after-school until 6pm when no classes are held. Academic classes are 1.25 hr. sessions directly after school and follow a term-by-term schedule.

Phone: Jason Aulicino 541-510-1279

Email: [Jason@Treetopacademics.com](mailto:Jason@Treetopacademics.com)

Federal Tax ID number: 90-1108210

OCC ID number: CC503135

DHS Provider Number: ISS00015

Website: [www.Treetopacademics.com](http://www.Treetopacademics.com)

### How to use the Handbook

This book is a collection of Treetop Academics LLC policies, procedures, and educational philosophy. There are three Main Sections: Philosophy & Enrollment, Facility & Curriculum, and Health & Safety Sections with additional subheading headings marked in **bold typeface**. Please See the Table of Contents for further direction.

Please review the topics in this handbook. Additional copies can be downloaded from our website [www.Treetopacademics.com](http://www.Treetopacademics.com). If you have other questions not addressed in this document, please feel free to reach Executive Director Jason Aulicino at [Jason@treetopacademics.com](mailto:Jason@treetopacademics.com) or 541-510-1279.

## Philosophy and Enrollment

### Mission Statement

Treetop Academics L.L.C. is dedicated to providing meaningful, hands on, project-based, and student-centered educational opportunities through best teaching practices and age-appropriate curriculum to elementary school students in the Eugene-Springfield area. While providing the structure and tools, and by putting students at the center of learning, our programs are designed to allow exploration and creativity, while encouraging students to use their faculties to the best of their individual ability and, with practice and support, test theories about their own learning.

Treetop Academics LLC is a separate entity from school districts and individual schools.

## Enrollment

To enroll in Treetop classes, the correct enrollment form will need to be completed and processed by Treetop Academics. This can be done electronically. Please contact Jason if you need a paper version. (See below for electronic instructions.) To begin the enrollment process, please submit out Intake Form on our website. Pending on availability in the requested program, Treetop will send via email (request a paper copy) an enrollment form. Only completed enrollment forms can be accepted before your child can be enrolled in our classes or certified childcare. **You will get an additional confirmation email once your child is enrolled in one of our classes.**

**Edison Aftercare Enrollment:** Our after-care program is registered as a state certified childcare center. For enrollment in our after-care program the process will be the same as stated above.

**Electronic Payment and Online class enrollment:** If you use our electronic enrollment form to register for a class or childcare, you will be sent a confirmation email once we have processed your initial enrollment form. Additionally, you will receive an invoice for the program(s) you registered. You are responsible for accepting this email and remitting the amount owed. Your child is enrolled in our class once your payment is received.

If payment is not received within 7 days of the receipt sent, your child's spot will be dropped from the class roster in order to make room for another student. Directions, payment options, and amounts will be clearly indicated on the payment email you receive from Treetop Academics. If there are any problems related to payment, or if you are worried that you missed a deadline, please contact our Executive Director. Online payment is immediate verification.

**Payments:** Parents are responsible for paying all bills owed to Treetop Academics on time. Payment for individual classes are due within 7 days of the date we send the bill via email, as stated above. If you receive a monthly bill from us payment is due within 10 days of the sent statement.

Late Fee: There is a \$25 late charge fee for bills that are not paid within 10 days of the sent statement and additional \$25 late charge for the next 10 days of non-payment. If the monthly bill is not paid within 20 days of the sent statement, your child will be immediately dropped from the program and may not be allowed back into our programs. Each case will be reviewed on an individual case-by-case with a minimum requirement basis with the bill paid in full, and if there is room available. Parents will be properly notified prior to this action. This is our general policy unless there is another arrangement discussed and approved by the Executive Director. We ask that you please pay your bills; and do so on time. If you have extenuating circumstances, please contact our Executive Director.

Refused Payment: Treetop Academics LLC will properly inform a patron of outstanding invoices, late payment notices, and termination of our services. Additional refusal of payment by a patron will result in collection attempts consistent with Oregon State Law, which may include any fees associated with such action.

**DHS Provider:** Treetop Academics is a certified DHS provider. The Provider Id number for Treetop Academics is ISS00015. If you plan to use DHS services to pay for childcare with Treetop Academics, please contact the Executive Director so we can get the correct paperwork for your student to receive our services.

Payment: Once the payment and services are set up with DHS and Treetop Academics, the patron is required to pay the assigned copay to Treetop Academics. Patrons are also required to pay any amount not covered by DHS, including the copay. This may include a monthly amount depending on the amount of copay and the amount of care accrued each month. Unless other arrangements are made, failure to pay on-time will result in a cancellation of our services and a report to DHS.

If you are using DHS to help with the cost of childcare with us, please review their rules and payments so you clearly understand the details of *their* coverage.

General guidelines when working with DHS to think about are:

- 1) DHS requires a copay, of a specific amount, depending on your individual case.
- 2) DHS will help pay for the cost of childcare at the rate of \$7.50/hr based on an accumulation of hours per month. *(Your child may be with us for 35 hours on month and 50 another. Our monthly rates are set and the amount of hours of care you accumulate each month will vary.)*
- 3) By agreeing to Treetop Academics providing care and working with DHS, you as the patron, are responsible for the bill beyond the coverage from DHS. Treetop will work with the client to fully explain the billing process and any out of pocket expenses.

**Dropping from enrollment:** Treetop Academics academic classes are NOT drop-in/drop-out classes except for the Drop-in program offered at Edison. For all prepaid classes students are enrolled for the term and there are no tuition refunds for that term. This is because the spot reserved for your child is one less spot reserved for another child wishing to attend the class, and because supplies, etc. were bought accounting for your child to attend the class. If you feel there are exceptional circumstances that warrant a refund from academic classes, please reach our Executive Director.

**Tuition Refunds:** For our patrons who pay a monthly fee and who are attending Edison aftercare as part of that monthly fee: To receive a partial prorated refund on their monthly bill, parents are required to provide a minimum of 14 days written notice to our Executive Director prior to the last day of attendance. If a student is dropped or drops, patrons are responsible for 14 days of tuition whether this occurs as a partial prorated refund or as an additional bill, as in the case of a drop at the beginning of the month or with less than 14 days prior to the beginning of the next scheduled bill.

**No School days:** All Treetop Academics classes and programs have corresponding dates that clearly show what day classes are in session. Treetop school fliers and our website provide this information. If you have a question, please refer to our website first. All Treetop programs follow your school's calendar. The school calendar may be slightly different when compared to the general district calendar due to conferences, etc. When in doubt, refer to your school calendar. The general rule is: If your child has school the day our classes are scheduled, then Treetop will be in session.

**EXCEPTION:** If school is closed mid-day for inclement or hazardous weather, or otherwise closed for some unforeseeable reason, Treetop programs will not be in session that day. We take direction from the school district and school when it comes to emergencies and student protocol with building closure.

## Programs and Facility

### Programs

Treetop Academics offers a variety of programs to K-5<sup>th</sup> grade students in the Eugene/Springfield Area. As of 2022/23, we offer academic classes, aftercare programs, and no-school day camps. In the coming year, we may offer additional programs for students. Please visit our website for the latest information regarding programs.

**Academic Classes:** Treetop Academics offers theme-based academic classes that specialize in a specific content area. For the 2022/23 school year, classes are 1.25 hrs. each class in Art, Science, World Languages, Robotics, Maker-Space and Publishing. Descriptions of these classes can be found on our website.

All academic class content is designed for 1<sup>st</sup>-5<sup>th</sup> grade students or K-5<sup>th</sup> grade students (Edison) and will be differentiated to accommodate learning styles between grade levels and individual ability. With that said, parents are often the best judge of their children's

capabilities and interest. Treetop Academics asks that parents take a moment to consider whether one of our classes (or which classes) would fit best your child. Our aim here is to provide excellent educational opportunities to all participating students, which often begins with their initial enthusiasm and interest.

## Edison

At Edison Treetop Academics offer academics classes and after-care, and a drop-in option. A full description of our Edison offerings can be found on our website. If you are unfamiliar with Edison, please read the descriptions below.

**Where we are located:** The central meeting place for all Treetop programs at Edison is in the Cafeteria. Parent pick-up will be in the cafeteria and parents are asked to enter through the South-side playground doors.

**Edison After-Care:** Aftercare is childcare for Edison students enrolled in Treetop Classes (or another after-school program) who need additional care beyond the academic classes. This is separate and additional from our Academic classes and is only offered at Edison Elementary and for Edison students. After-care is offered M/T/W/TH/ from 4:15-6pm and 3-6pm on Friday all days that Edison Elementary is in session, and directly after school until 6pm on school days that our classes are not in session. We provide care from the first day of school until the last. Our after-care program is a state certified childcare center registered with the OCC.

**Edison After-Care Structure:** Students enrolled in aftercare will have the opportunity to eat their snacks at the beginning of our programs and throughout if needed. Students have structured and supervised free-play time outside on the playground, in the cafeteria, or in the gym. In the cafeteria we have a variety of activities where students can become engaged. There are plenty of books, Art supplies, building stuff, games, investigative Science materials, and pretty much anything else we can think of doing. It is also a time if students want to quietly read or work on homework. .

**Edison Drop-in:** The Edison drop-in program is at Edison and for Edison students only. Currently, this program is closed for the 2022/23 school year. A full description on how to register for drop-in care is on our website. Drop-in is generally for those patrons who have a few dates that do not follow a regular weekly or every-other-week schedule. Students who need to drop-in will be placed in our Homework class T/TH and the Maker-Space class on Friday. As a drop-in patron we reserve the right to place your student in one of our classes that we feel will be best productive for your student. For full description and details please see our flier online.

## Guidance

It is the aim of Treetop Academics to provide quality hands on educational opportunities to a diverse range of students. We actively encourage and foster an environment where ALL students can learn, share their ideas, and test their theories within the framework of our classes. Students are encouraged and asked to work with others in both partners and in large/small group settings. We believe in providing positive encouragement and praise for acceptable behavior. We also believe in redirecting negative behavior to a more positive outcome through best teaching practices.

We ask that all students are respectful, compassionate, and understanding with other students and staff. Instructors/teachers will work with students to resolve problems and provide guidance for those who are having trouble physically, emotionally, socially, or otherwise. Often difficulties are temporary and can be resolved with individual attention and caring.

Classroom expectations will be discussed with students in the first weeks of childcare and revisited as a class or individually as needed. Instructors will work to positively redirect negative behavior and provide positive encouragement and praise for acceptable behavior. Occasionally, a student needs to be talked to individually, away from the rest of the class, about acceptable behavior. This may need to occur if all other “in class” attempts to change behavior or attitude have failed.

For all Treetop programs, we do reserve the right to remove your child from the academic setting of our classes if we find a student is: 1) too disruptive and is impeding the learning of others on a regular basis, 2) puts other students or staff in harm’s way, or 3) cannot follow the requests of the teachers for the safety or instruction of the rest of the class. Temporary removal from the class will be supervised. If we find that it is necessary, we will call parents to pick up a child from the class for that day.

Please note that all rules that apply to 4j/Bethel/Springfield schools must also be also followed in our classes. Please see individual school district policies (posted on their websites) if you have questions.

## Snacks

All snacks will be brought from home. Treetop Academics will not provide snacks to students except when a student forgets their snack and is in need or there is a special prior arrangement. All snacks provided by Treetop Academics will be prepackaged and nut free. Treetop Academics snacks will include these options:

- 1) Kirland Signature Soft & Chewy Granola Bars 0.85oz + Sun-Maid Organic California Raisins .5oz
- 2) Nature Valley Crunchy Granola Bar, Oats 'n Honey 1.49oz + Sun-Maid Organic California Raisins .5oz



## Arrival/Departure

**Arrival:** Students are responsible for getting to Treetop Academics' class on their own from their regular school classrooms. For 2022/23 Edison plans to have students dropped off at the cafeteria as school is dismissed. Roll call will be taken at the beginning of class each day, and Treetop Academics staff will check with the school office and inform them of the students who are absent on a particular day. Treetop Academics is not responsible for your child if they do not show up for class. Treetop will make every effort, including contacting parents if students do not show up to their regular Treetop program. **If your student will not be showing up after-school a particular day, please contact Jason via email so we know your student is not planning on attending.**

If your child is one who might forget they have an after-school class, please either remind them at the beginning of the day and/or talk to your child's classroom teacher or school about what protocols they may have in place to help your child get to our class. If you have any additional concerns/questions about this, please feel free to reach our Executive Director before the beginning of the term.

**Departure:** A Parent/Guardian or approved person is responsible for picking up your student each and every class or have other arrangements for childcare directly available after our classes. Treetop Academics is *not* responsible after a child is checked out. Each class, depending on the school will have a different departure procedure and location. Generally, instructors walk classes to a central meeting area for pickup or pickup is in the classroom itself. An explanatory email from Treetop Academics will be sent to parents prior to the first day of class with details pertaining to location and times.

### Late policy: Please Note

If parents are more than a few minutes late picking their child up from class more than once, or if the one time exceeds 10 minutes beyond the time class ends, Treetop Academics will charge \$1 per minute for every minute parents are late picking up a student. In the event that this happens, the account will be sent an electronic bill for that late charge. If the late charge is not paid, the amount will be deducted from the cost of tuition and your child will not be allowed to come to subsequent classes beyond that total deduction. To avoid this, please pick up your kids or arrange childcare necessary to ensure your child feels safe and is not worried about where you are or what will happen to them.

## Health and Safety

### Student Responsibilities

Each student is responsible his or her own behavior. It is important to have a learning environment that fosters the highest level of inclusiveness and where students feel safe physically, emotionally, and intellectually. As stated above in the **Guidance** section of this document, instructors and teachers will work with students in a manner consistent with reinforcing and praising positive behavior and taking re-directive action to curb negative behavior.

It is the responsibility of the student to be a positive contributing member of the class to the greatest capability of him or herself. We expect students in all Treetop classes and programs to follow all school rules and take direction from our staff while they are in our class. This includes in-class time with regard to the activity of the day and subsequent directions given by Treetop staff.

**Removal from class:** If we do need to remove a child from the class or move the class away from child, that child will be supervised at all times. If Treetop staff believe a student's behavior warrants a phone call home to come a be picked up, we ask the child be picked up as soon as possible. *\*As with the illness policy below, Treetop Academics defines "as soon as possible" to mean within 30 minutes of notification or before.*

In all instances involving a child being removed from a class as described above, we do reserve the right to remove a student from a class both temporarily and permanently. The Treetop Executive Director will attempt to make contact with the parent in order to determine the best course of action going forward. Treetop Academics will inform a parent before permanent removal from the class takes place. It is generally our policy to support students in every endeavor, but it is also our prime directly to provide a safe learning environment for ALL students.

### Minor Injuries

Try as you may to stop them, sometimes unforeseeable minor injuries do occur in the regular course of a young child's day. In the case of a minor injury during one of our programs, a child will be given immediate attention by one of Treetop's staff. First Aid kits are available on hand for all classes. If a minor injury does occur, we will attempt to pass this information along to parents. Anything more than a band-aid for a very minor injury, we will make sure to contact parents of any details if it seems relevant to do so. Generally, we error on the side of caution and inform parents of anything that seems important.

### Emergencies

Emergency contact information is on hand with Treetop Academics staff for each enrolled child. In the event that there is an emergency or need for one of our staff to contact parents or others who are listed as emergency contact persons, please either be available to take a phone call while you child is attending one of our programs or,

provide us with contact information of trusted individuals who will be available in such an instance.

**Evacuation:** If the school where Treetop programs are taking place ever needs to be evacuated because of fire, earthquake, bomb threat, blizzard or other natural disaster and if parent(s) were unable to contact us by phone (through the school or Administrative Director) or could not get here, the following procedure is in place:

If our building is safe, Treetop staff will stay with all children no matter how long it takes for parent(s) to get here.

If our building is not safe, the staff will evacuate students from the building in fashion, direction, and location based on individual school policy, plan, and emergency routes and remain with all children no matter how long it takes for parents to get there.

The emergency plan involving an evacuation will follow suit in tandem with the direction of the school in order to best work with school employees and serve the needs of students in such an emergency. This includes contacting parents of students.

#### **Edison Aftercare/Certified Childcare**

Our after-care program is a state-certified daycare program with separate rules and regulations. For those enrolled in our Edison after-care program, all of the Health and Safety policies will be followed, but a separate emergency medical release form and permission to obtain emergency medical treatment must be on file. This is part of our regular Edison Enrollment Form.

**First Aid /CPR Training, Food Handlers & Child Abuse & Neglect Mandatory Reporting, etc:** All Treetop staff are required to have current Pediatric First Aid/CPR cards within the first two months of employment ,Food Handler's Permit within 30 days of employment in addition to state training qualifying staff as considered a mandatory child abuse and neglect reporter and a Safety Set Training. All Treetop Teacher, Directors, and Assistant Directors are required to have additional yearly training as required by the Office of Childcare, in accordance with Oregon State Law.

**Emergency Medical Care:** In case of accidental injury, Treetop Academics will make every attempt to contact a parent or guardian based on the information we have on file. If we are unable to reach a parent or other authorized adult to make decisions in the case of an emergency, the child's doctor will be called or, if necessary, we will call an ambulance or EMT. Until arrival of a parent or trained medical personnel, our Executive Director will make all decisions concerning the child. Parent(s) are responsible for any and all expenses that may be incurred.

## Illness Policy

Treetop Academics will follow the illness policy from the Child Care Division Rule Book, Ordinance 414-300-0220, as stated under Illness or Injury. For the purposes for applying this policy Treetop Academics defines “center” to mean: Treetop classes and Edison aftercare.

A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:

Is diagnosed as having or being a carrier of a child care restrictable disease, as defined in Health Division OAR 333-19-200; or

(B) Has one of the following symptoms, or combination of symptoms, of illness:

- (i) Fever over 100°F;
- (ii) Diarrhea (more than one abnormally loose stool per day);
- (iii) Vomiting
- (iv) Nausea;
- (v) Severe cough;
- (vi) Unusual yellow color to skin or eyes;
- (vii) Skin or eye lesions or rashes that are severe, weeping, or pus-filled;
- (viii) Stiff neck and headache with one or more of the symptoms listed above;
- (ix) Difficult breathing or wheezing; or
- (x) Complaints of severe pain.

(b) A child who shows signs of illness, as defined in this rule, shall be isolated and the parent(s) notified and asked to remove the child from the center as soon as possible.

\*Treetop Academics defines “as soon as possible” to mean within 30 minutes of notification of illness or before.

## Sign/Date

Please sign and date the Illness Policy and return it to Treetop Academics Administration, where it will be kept on file.

A signature means you have had time to review the terms of the document and have had opportunity to ask Treetop Academics administration for any clarifying questions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parent/Guardian Initial: \_\_\_\_\_

2022/23