



Nalu

a wholehearted homeschool
enrichment program

Policies and Enrollment

Welcome to *Nalu Homeschool Enrichment Program!*

We are pleased to announce our classes in Longmont serving homeschooling families from Longmont, Boulder, Fredrick, Firestone, Hygiene, and Lyons. This is a drop-in program with the option to enroll for full days. Classes are embedded into our full-time program, North Star Microschool, and follow the same rules and expectations. Fran Stuart is a certified Colorado teacher who has been background checked, certified by the Red Cross in CPR/First Aid, and trained to be able to administer medications if needed.

Schedule

School starts January 8th and meets Monday-Wednesday for the first two weeks and then adds Thursdays in on January 25th. Our Spring Break is March 18th-21st. Classes meet Monday-Thursday with Thursday's activities alternating weeks. Our schedule is as follows:

- Monday: 9:30 Right Start Math Level B (ages 6-8)
10:30 Right Start Math Level C/D (ages 8-11)
1:30 Art with Kate Otte
- Tuesday: Writer's Workshop 9:30-10:30
Private Piano lessons with Lacey Wheeler (times vary)
1:00 Group Music
1:30 Science (possibly)
- Wednesday: TBA-Science/Social Studies
- Thursday: TBA-Field Trips/Farm Days/Pool

Daily academic and social activities include Reading Intervention, Writer's Workshop, Spanish, outdoor park play, free play, piano practice, crafts, read-aloud, calendar math, and online educational resources such as Prodigy, Education.com, and Guided Readers. If your child drops in for a full day, they are welcome to participate in the daily activities.

Academic class sizes are limited to 10 students. Field Trip/Farm Days capacities are limited to 3 Nalu students, outside of my full-time students unless I have a parent chaperone who is willing to drive. Enrollment options include **drop-in, four-week blocks, and full semester**. Please let us know what classes/events interest you and we will begin the registration process! Feel free to reach out with any questions!

Tuition Payments/Sibling Discounts

Tuition can be paid by the class or monthly for 4 classes at once. There will be 14 classes in total for the semester.

Prices are as follows: (sibling discount is 20%)

Per class fee	\$30.00	sibling	\$24.00
Set of four classes	\$115.00	sibling	\$92.00
Full semester (19 wks.)	\$546.25	sibling	\$437.00
Field Trips	\$52.50	sibling	\$42.00 (additional fees are sometimes required)
Full-day Drop-in	\$52.50	sibling	\$42.00

Class Choices (Classes are not yet permanently set as I am waiting on parent input)

_____ Right Start Math Level B	Monday	9:30-10:30
_____ Right Start Math Level C/D	Monday	10:30-11:30
_____ Art with Kate Otte	Monday	1:30-3:00
_____ Writer's Workshop	Tuesday	9:30-10:30
_____ Group Music	Tuesday	1:00
_____ Science	Wednesday	TBA
_____ Social Studies-Passport to Fun	Wednesday	TBA
_____ Field Trip/Farm Day/Pool	Thursday	9:00-3:00

Attendance & Refund Policy

It is expected that students will be in attendance on the days they are registered for, so please only register your child for the days you know they will be able to attend each month. There will be no refunds given to students who are absent for a field trip or elective day they have previously registered for, as we prepay for entrance tickets and materials, and staff for these days based on the number of students registered. In the case of illness or injury, exceptions will be considered, and a refund offered in the form of credit for a future drop-in or class.

Behavior Policy

- To maintain a positive and inclusive atmosphere for our students, we expect that all participants in our program will always treat our students and staff with kindness and respect.
- Foul language, inappropriate jokes, and disrespectful words and/or actions toward our staff or students will not be tolerated.
- If we have a behavior concern with your child, you will receive a phone call from our staff, and we will ask you to address this concern with your child over the phone. If the poor behavior continues the same day after a phone call is made, we will call you again to come and pick up your child immediately for that day.
- We have a zero-tolerance policy for bullying of any kind or intentional physical harm. If your child hits, slaps, scratches, punches, pulls hair, bites, spits on, or kicks another student/staff member, you will be called and expected to pick up your student immediately.
- In the event we have a student who repeatedly exhibits poor behavior that jeopardizes the safety and/or enjoyment of our program for our students and/or staff, we reserve the right to dismiss that student from our program entirely.
- To ensure a conducive learning environment for all students, it is expected that students can complete learning activities in a way that is not disruptive to the learning of the other students in that classroom/group.
- Students who exhibit disruptive behavior will be redirected by the teacher, and should this behavior continue, parents will be contacted to support our efforts to correct the disruptive behavior. If a student continues their disruptive behavior after a parent phone call has been made, they will be separated from the other students and their parents will be called to pick them up.
- We reserve the right to dismiss any student from our program at any time if we feel they are negatively impacting the learning environment and/or safety of our staff and/or students. No tuition refunds will be given for students who miss any classes and/or activities due to poor behavior that leads to early pick-up or dismissal from our program.
- If a parent has prepaid tuition in full and their child is dismissed from our program before the end of our academic semester/calendar year, a refund will be offered for future months (after the current month) that the child will not attend due to dismissal from the program.

Pick up/Drop off

Class-only students may arrive early for class to allow some time for socializing with peers. Pick-up times for morning classes are promptly when scheduled **classes end** and afternoon classes are promptly at 3 pm.

Parents must give written consent for caregivers and relatives to pick up children and provide full contact information for each pick-up person. If an unauthorized person arrives to pick up a child, the child will NOT be released. If a parent, guardian, or designated pick-up person arrives unfit to safely care for the child, another authorized person will be contacted immediately.

If a parent or guardian is late, for pick-up, a teacher will always stay with the child and every attempt will be made to reach all contacts which have been designated.

A fee of **\$10.00 will be assessed for every 15 minutes** that passes before parents or guardians arrive. This fee will be added to the following month's invoice.

Parenting Safe Children

I have completed Feather Berkower's course called Parenting Safe Children. Listed below are the overarching themes of her program. I am committed to cultivating a deep awareness of the signs and recognizing behaviors that might indicate sex abuse or make a child more vulnerable to it, utilizing the correct language, and creating body safety rules. At NSM we encourage our families to take Feather's course and, upon enrollment for full-time students, will deduct the cost from the first month's tuition. Her website is <https://parentingsafechildren.com/>

- *What makes children and their families vulnerable to sexual assault*
- *Grooming behaviors that precede sexual assault*
- *Language to speak with your children about sex and sexual development*
- *Language to speak with your children's teachers, coaches, nannies, family members, faith leaders, and other parents about body safety*
- *Body-safety rules every child should know to decrease vulnerability*
- *Why forcing your child to hug a grandparent or loved one could make them more vulnerable to sexual assault in the future*
- *How to build a Prevention Team™ of caregivers*

My Household

The members of my household consist of myself, Frances Stuart, my three daughters, Joni Stuart, Laurel Stuart, and Margaret Stuart-Byrne, Margaret's husband, Darragh Byrne, and their baby Sadhbh (Sive) Stuart-Byrne. No member of the household will be held liable for any problems, accidents, or injuries which may occur during school times. I am happy to introduce you and be transparent with any questions you may have regarding household members.

Nalu Homeschool Enrichment Program is home to many animal friends including four dogs, two cats, a leopard gecko, a hamster, and a fish. Students and parents/guardians are expected to treat animals with the same kindness and respect as people.

Personal Liability

Parent(s) give me, Frances Stuart permission to be in a one-on-one dynamic with their child. This includes students riding in Fran's 2009 Honda Odyssey van, being in Fran's home (the property at 813 Nelson Park Drive), in public parks, on field trips, or any other previously agreed upon destination. Parents will always be informed daily as to the whereabouts of their child/children.

Neither myself nor my staff will be held liable for injuries or negative experiences sustained while your child attends Nalu Homeschool Enrichment Program unless outright negligence can be cited.

Nalu Homeschool Enrichment Program will not be held responsible for the loss, damage, or theft of a child's personal belongings.

Firearms and other weapons or dangerous tools are not allowed on Nalu Homeschool Enrichment Program's property. **There are not any firearms nor weapons of any kind on the property and no one in the household owns or possesses firearms or weapons of any kind.**

Academic Disclaimer

I, Frances Stuart, and Nalu Homeschool Enrichment Program will not be held responsible for student performance in public academic settings. This includes missed homework assignments, poor test results, or lack of measurable improvements or progress over time. I do not teach to any standardized test; however, I do use the Colorado state standards and benchmarks as a guideline. I tend to focus less on the "grade" level and more on the fundamental understandings and the syntheses of academic concepts presented over time. This is born both of philosophy and

necessity for some students who possess learning challenges. I will do my best to work cooperatively with parents and students to provide optimal academic performance outcomes.

Media Usage

Technology is incorporated for academic purposes sometimes. I have subscriptions to [IXL](#), [Guided Readers](#) and [Education.com](#), and [Prodigy](#). These programs provide added fun and augment the concepts being taught. I do not lean heavily on technology, and it is used for academic purposes only. I have strict policies regarding the use of the internet. Students are not allowed access to the internet and are always supervised when using the academic programs. In the case of research projects, the internet may sometimes be accessed by some students, and I will obtain permission beforehand.

Emergency Preparedness

Parents or guardians will be notified immediately of an accident, injury, or illness. There will also be an accident report kept on file documenting any incidents. A phone call will be made first to the parent(s) and then, if necessary, to the emergency contact(s) on file. Even if the incident appears minor, I will call so that parents have the option of personally assessing the situation.

We follow guidelines issued by the Federal Emergency Management Association (FEMA) regarding natural disasters such as fire, flood, tornado, and procedures for evacuation or sheltering in place.

Smoking

Smoking is not allowed on the Nalu Homeschool Enrichment Program's property. If there is a risk of possible exposure to secondhand smoke in a public setting, children will be removed from the area in which secondhand smoke is present immediately.

Reporting Abuse

Nalu Homeschool Enrichment staff are mandatory reporters with the Colorado Department of Human Services, Division of Childcare. This includes suspected child abuse or neglect. You also have the right to report any suspected abuse. Child Abuse and Neglect Hotline: **1-844-264-5437**

Field trips

In the event of a scheduled field trip, a form will be provided in advance of the planned excursion. The form will state the destination, the associated additional costs, method of transport, and will require parent signatures and contact information as well as emergency contact information. In the event of an unscheduled trip, I will ask for verbal and/or text consent before leaving the premises of the Nalu Homeschool Enrichment Program.

- Students will be transported via Fran's 2009 Honda Odyssey Van or parents can choose to drive them to/from the venue. If your child needs a booster or car seat, please bring one at drop-off so that we can label and install it in the van. Each student is expected to wear their seatbelt properly when riding in our van. No eating or drinking is permitted in the car at any time. Failure to follow these rules van may result in your student losing the privilege of attending future field trips, and they will only be permitted to attend future field trips with parental transportation.
- Please apply sunscreen and bug spray on your child before dropping them off for a field trip. Students may bring and apply bug spray or sunscreen so long as they are not aerosol products. Students are also encouraged to wear a hat and sunglasses on field trip days.
- A field trip form will need to be signed for each trip to allow us to transport your child to the designated location. We reserve the right to require a chaperone for any student who may need prolonged, individual behavior support on a field trip, and if a chaperone is not available for that student, he/she will not be permitted to attend the field trip.
- There will be a \$52.50 full-day, drop-in fee for each field trip day a student attends. This **does not include** the price of admission, gift shop purchases, or in-house activities. We try to use the library system when we can to keep admission costs to a minimum. For those enrolled in our full-time program, these days are already included in their tuition cost.

Transportation

Transportation will occur in my 2009 Honda Odyssey van which has additional insurance coverage through State Farm for transporting children who are not my own. In the event of a planned trip, parent or guardian volunteers may offer the use of their vehicles and drive children to the destination. students will be required to use parent-approved booster seats if size and age dictate the necessity. Parents will always be notified as to the whereabouts of their child.

Walking or Driving Field Trips

I/we _____ and _____ parents of _____ permit Frances Stuart to leave the premises of 813 Nelson Park Drive either on foot or in the car for field trips _____.

Signature _____ Date _____
Parent 1

Signature _____ Date _____
Parent 2

Transportation in Vehicle

I/we _____ and _____ parents of _____ give Frances Stuart and authorized individuals working in North Star Microschool permission to ride in Frances Stuart’s Honda Odyssey Van or Laurel Stuart’s Dodge Ram pickup to and from any designated location.

Signature _____ Date _____
Parent 1

Signature _____ Date _____
Parent 2

Minor (Child) Photo and Visual Media Release Form

I/we _____ and _____ the parents or legal guardians of _____ grant Nalu Homeschool Enrichment Program permission to use photographs or videos for any legal use, including but not limited to:

- publicity
- copyright purposes
- illustration
- advertising
- website and social media content

Nalu Homeschool Enrichment Program will post photographs and videos for advertising purposes on the North Star Microschool designated Facebook and Instagram accounts, flyers, brochures, business cards, and website. No names will be used to identify the students. Furthermore, I understand that no royalty, fee, or other compensation shall become payable to Nalu Homeschool Enrichment Program or North Star Microschool because of such use.

Signature _____ Date _____
Parent 1

Signature _____ Date _____

Student Health Information

Important Information Regarding Children with Health Concerns/Allergies

The safety of our students is our number one priority. If your student has any medical concerns and/or allergies (environmental or food), you must include that information on your registration form. Frances Stuart is trained in CPR and first aid, including training for administering EpiPens. While we have procedures in place to ensure the safety of our students, if your child has any severe allergies or medical concerns we feel cannot be accommodated at our facility, we reserve the right to deny acceptance into our program.

Any student medications will be stored in a cool, darkened, and locked place in the home. Unused medications will be returned to the parent or guardian.

I am certified to administer medications. Medications will be recorded and stored appropriately as per my daycare license. When medications are administered, there will be a written record kept including date, time, and dose.

Sick Policy

Students demonstrating any symptoms of illness should be kept at home. If your child wakes up and needs any kind of medication at home to treat symptoms of illness, please do not send them to our center that day for the safety of our students and staff. If a student demonstrates signs of illness while at our center, the student will be separated from the group and made comfortable in a separate room. We will contact those listed as emergency contacts to arrange for the immediate pick-up of the child. Students must be fever-free for 24 hours before they are allowed to return, and some illnesses may require a doctor's note for readmittance. We will allow students who have been prescribed medication that needs to be taken during their time at our facility an opportunity to do so, and a medication log will be kept on file. There are no refunds for days missed due to illness.

Because of the small number of families participating in our learning community, NSM does not require masks currently, however, we do have policies with regard to safe health practices.

These are the NSM policies for illness:

- Please be transparent if you, your child, or anyone else in your household is sick.
- If anyone in your household has a fever, a contagious illness, or is actively feeling unwell with a stomach bug, congestion, or cough your child is not welcome to attend NSM that day.
- I would like to have a conversation about what is going on regarding any illness before you send your child to my home.
- Children will not be admitted when running a fever. They must be fever-free, without the use of fever-reducing medication, for a full 24 hours before returning to school. I consider a fever to be above 100.4 degrees F.

These are the Nalu/NSM policies for COVID-19:

- If you or your child have a known exposure to COVID-19, please notify me as soon as possible.
- In the case that anyone in your household tests positive for COVID-19, a mandatory five-day absence from school is required.
- After five days, the student needs to have a negative COVID-19 test result and remain asymptomatic to return to school.

Medical Information

In the event of a medical emergency, Fran will call parents. If a parent cannot be reached, I will call the designated emergency contacts. If the situation is emergent, I, Frances Stuart have permission to call Emergency Services (911) on behalf of _____ and transport them to the nearest hospital.

Parent Signature _____

Parent Signature _____

Student Information

Allergies _____

Health Concerns _____

Vision Problems _____ date of last screening _____

Hearing Problems _____ date of last screening _____

Medications _____

Primary Doctor/Clinic _____ Phone _____

Address _____

Dentist/Office _____ Phone _____

Address _____

Insurance _____

Hospital _____

Address _____

Parental Consent for Medication Administration

I/we permit Nalu Homeschool Enrichment Program to administer prescribed medication on my/our child/s behalf.

Name _____

Signature _____ Date _____

Parent 1

Name _____

Signature _____ Date _____

Parent 2

Sunscreen Use

I/we _____ and _____ give Frances Stuart permission to apply parent-approved and supplied sunscreen to my/our child/s _____.

Signature _____ Date _____

Parent 1

Signature _____ Date _____

Parent 2

Tell Us About You and Your Child

Please list specific (academic, social, or emotional) areas your child struggles with?

What are some of the specific areas your child excels in?

What goals do you have for your child? Are there any areas of concern you have?

What hobbies or interests does your child have?

Describe comforting measures for your child when distressed:

Outline measures for managing negative behaviors that you implement at home:

Are there any areas of academic or cultural content that you feel particularly drawn to or familiar with? Would you want to collaborate to teach on your perspective about these topics?

Designated Pick-Up People

I/we the parent/s or guardian/s of _____, allow Nalu Homeschool
Enrichment Program to release my/our child, _____, to:

Person #1

Name _____ Relation _____

Email _____

Phone #: Cell _____ Work/Home _____

Address _____

Person #2

Name _____ Relation _____

Email _____

Phone #: Cell _____ Work/Home _____

Address _____

Person #3

Name _____ Relation _____

Email _____

Phone #: Cell _____ Work/Home _____

Address _____

Please list anyone who is NOT allowed to pick up your child:

Student Information

Child's Name _____ Grade Level _____ DOB _____ Age _____

Parent #1

Name _____

Email _____

Phone #: Cell _____ Work/Home _____

Home Address _____

Work Address _____

Parent #2

Name _____

Email _____

Phone #: Cell _____

Home Address _____

Work Address _____

Emergency Contact/Pick Up #1

Name _____ Relationship to student _____

Email _____

Phone #: Cell _____

Home Address _____

Work Address _____

Emergency Contact/Pick Up #2

Name _____ Relationship to student _____

Email _____

Phone #: Cell _____

Home Address _____

Work Address _____

Nalu Homeschool Enrichment Program Contract

I/we consent to the enrollment of my child/children _____ in Nalu Homeschool Enrichment Program (Nalu HSE) on this day, ____/____/_____, operated by Frances Stuart. We understand that we will be notified in writing of any changes to these policies. By signing below, I/we, the parent or legal guardian, am confirming that I/we have read and received a copy of the Nalu HSE Enrollment Package, accept the conditions within, and agree to follow the policies/procedures therein. I/we give authorization and approval for the activities described within the Policy Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

I/we understand that Frances Stuart is present for my child/children during working hours, 8:30 am-3:00 pm unless a previously agreed upon substitute is called in. Care provided beyond these hours will incur the additional fee of **\$10.00 per every 15 minutes** of tardiness. Extreme tardiness with no valid reason will be documented and parents must sign a late pick-up slip upon arrival.

Initial _____

Tuition may be paid weekly, monthly, or by the semester. I agree to pay the fees listed below:

<i>Per class fee</i>	\$30.00	<i>sibling</i>	\$24.00
<i>Set of four classes</i>	\$115.00	<i>sibling</i>	\$92.00
<i>Full semester</i>	\$546.25	<i>sibling</i>	\$437.00 (per class)
<i>Field Trips</i>	\$52.50	<i>sibling</i>	\$42.00 (additional fees are sometimes required)
<i>Full-day drop-in</i>	\$52.50	<i>sibling</i>	\$42.00

Initial _____

I understand that Laurel Stuart will sometimes work directly with my child when we are working with horses, and she will not be held liable for accidents or injury while your child is participating in the Equine activities. Students will wear approved protective headgear and proper shoes with a heel when around horses.

Initial _____

Should it become necessary to legally enforce the provisions of this contract, I, Frances Stuart, will be liable for the cost of substitute care, court costs, collection fees, and other fees, including, but not limited to reasonable attorney's fees as allowed by law. I am covered by a Farmers Insurance Rental policy for my home at 813 Nelson Park Drive.

Initial _____

I agree that neither Frances Stuart nor any member of her household (previously listed), or other NaluHSE parent/guardian will be held liable in the case of illness or accidental injury to my child or myself while participating in regular school days, field trips, or other pre-approved activities, or while in transit to or from school.

Initial _____

I agree to follow the NaluHSE/North Star Microschool illness policies. NaluHSE will follow the current CDC Quarantine and Isolation protocols for known exposure to COVID-19.

Initial _____

Any revision of this contract must be in writing, approved and signed by both parties. This contract must be renewed if circumstances warrant, i.e., rate, or schedule changes. All previous contracts are considered null and void.

Initial _____

In the event of suspension or expulsion related to negative behavior infractions and/or violation of school rules, I agree to comply with the decision. I understand that if my child is suspended or expelled from NaluHSE I forfeit tuition paid for the remainder of the month in which the deciding infraction occurred.

Initial _____

I release Frances Stuart from any responsibility for a lack of academic progress for my child/children. I understand that academic progress depends on many factors which are out of the educator's direct control.

Initial _____

I/We have read and agreed with the terms and conditions of this agreement and will make a conscientious effort to abide by the policies of Nalu Homeschool Enrichment Program.

Signature of Parent/Guardian

Address

City/State/Zip

Social Security #

Driver's License #

Telephone Number

Owner/Operator Signature

Signature of Parent/Guardian

Address (if different)

City/State/Zip (if different)

Social Security #

Driver's License #

Telephone Number

Contract Date

*Please inform me if there are any parts of the contract or statements within the handbook that you have any questions or concerns with.