



Family Handbook

2024-2025

Website: www.DHAcademy.org
E-mail: discoveryhomeschool@gmail.com

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*****Note: This confidential handbook is for the limited use of communication between Discovery Homeschool Academy participants. Please respect that purpose. No reproduction, publication, or disclosure of this information, in whole or in part, shall be made without prior written authorization from the DHA Directors. This handbook is subject to change throughout the year and a revised electronic copy will be provided to families as needed.***

Notice of Nondiscriminatory Policy:

Discovery Homeschool Academy does not discriminate on the basis of race, color, ethnic or national origin, physical or mental disability, or gender in the administration of enrollment policies, education policies, and any of its activities or operations.

Dear Discovery Homeschool Families,

We are blessed to have your children each week. Thank you for choosing to be a part of our Discovery Homeschool Academy. It is the DHA staff's prayer that we serve God and the students of Discovery Homeschool Academy by providing excellent Christian programs that will bless the children spiritually, academically, mentally and physically.

We have families from all over the Kansas City metro area and from a variety of churches. We trust that your children will bond with others and create lasting friendships.

Please read this handbook carefully with your children so they know what to expect during their time at DHA. Parents, let's join together to glorify Him and provide an amazing homeschooling year for your children as we do the job to which He has called us.

We look forward to the opportunity to richly bless you weekly through our smiles and encouraging words.

Blessings,

*Letricia Osgood
Executive Director- DHA*

Mission & Beliefs

Mission:

The mission of Discovery Homeschool Academy (DHA) is to provide hands-on academic and enrichment programs of excellence; to lay a strong spiritual foundation from which students will grow and mature in the image of Jesus Christ; to provide weekly opportunities to interact and develop friendships among peer groups in a Christian atmosphere; and to pray for, support, and encourage families in the homeschool community.

Statement of Faith:

Discovery Homeschool Academy (DHA) believes these truths as fundamental beliefs of the Christian faith. All persons employed by DHA should abide by and agree to our Statement of Faith and conduct themselves accordingly. It is important for our families to understand the basic Biblical beliefs and principles that our school is based upon. Our goal is to support and build upon the spiritual training students are receiving at home and at church.

- Holy Scripture: We believe the Bible to be the divinely inspired Word of God (2 Timothy 3:16-17; 2 Peter 1:20-21)
- The Godhead: We believe in one God, creator of all things (Genesis 1:1–2:3; Exodus 20:11), eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Matthew 3:15–17; Matthew 28:10; John 1:1–3)
- The Person and Work of Jesus Christ: We believe in the deity of the Lord Jesus Christ (John 1: 1-3); that He shed His own blood as atonement for man’s sins (Romans 3:23-25), rose bodily from the dead (Romans 4:25; 1 Corinthians 15:4), and ascended to the Father’s right hand (Mark 16:19, Romans 8:32-34).
- The Holy Spirit: We believe the Holy Spirit convicts of sin (John 16:7-8) and indwells believers, making a Godly life possible (Galatians 5:22-25)
- Salvation: We believe in justification through faith in the Lord Jesus Christ (Acts 16:31; Romans 5:9; 1 Corinthians 15:1-4; Ephesians 2:3-10)

Position on Marriage & Sexuality: We believe the Bible defines marriage as an exclusive union between one man and one woman (Matthew 19:4-6). Any form of sexual immorality is sinful and offensive to God (Hebrews 13:4). God created mankind in his image as male and female (Genesis 1:26-28; Genesis 2:18-25). Believers in Jesus Christ must refrain from any attempts to physically change or disagree with their biological sex (Romans 1:26-32).

Enrollment Information: Tuition, Withdrawal Policy, Attendance, Records, & School Cancellations

Tuition Payments:

Tuition is due on the first day of each month. Monthly tuition invoices will be sent via email to be paid via ACH. Credit/debit card payments are available **with the addition of a transaction fee**. Monthly auto-payment is available and encouraged.

The complete 2024 - 2025 Tuition & Fees chart can be viewed on the last page of this handbook (pg. 16). Enrollment fees are due upon enrollment. Student fees of \$35 per student per program (includes DHA t-shirt) are due with the first month's tuition.

Academic program: Yearly tuition for the Academic program will be 9 ½ months. August tuition will be exactly half tuition. The remaining 9 months, September to May, will be equal payments.

Enrichment program: Yearly tuition for the Enrichment program will be 9 months of equal payments, September to May.

All tuition and fees are non-refundable.

Late Tuition: Tuition unpaid by the 5th of the month will be subject to a \$10 late fee. If tuition becomes delinquent for more than a week (on the 8th of the month), your child(ren)'s enrollment will be immediately suspended from DHA until payment is received. Thank you for your cooperation and help. Communication is important if you have an emergency and are unable to pay on time.

Enrollment Withdrawal Policy:

When a parent plans to withdraw their child(ren) from the DHA program, please email DHAenrollment@gmail.com to request an enrollment withdrawal form. The enrollment withdrawal form must be completed **by the 20th of the month** prior to the month you wish to withdraw. If the withdrawal form is received after the 20th of the month prior to the month you wish to withdraw, a \$50 late withdrawal fee will be due upon submission of your withdrawal form. If a withdrawal form is submitted on the 1st of the month or after, for the month in which you wish to withdraw, the full month's tuition will be due. The full monthly tuition is due even for partial-month attendance, and tuition is non-refundable. These policies apply for withdrawing any or all students in the family and for withdrawing from the Academic and/or Enrichment program.

- **For example, if a family wishes to withdraw enrollment for the month of November** (for any of their students from either or both the Academic or Enrichment program) please read through the following scenarios:
 - To withdraw for November, if the withdrawal form is submitted on the 20th of October or before, no additional fee will be due and the November tuition invoice will be canceled (or adjusted if one or more students are still attending).
 - To withdraw for November, if the withdrawal form is submitted between October 21st - October 31st, a \$50 late withdrawal fee will be due. The November tuition invoice will be canceled (or adjusted if one or more students are still attending)

- To withdraw for November, if the withdrawal form is submitted on or after the 1st of November, the full November tuition amount will be due.

Thank you for notifying us as far in advance as possible when your family plans to withdraw. This will allow us time to notify teachers and arrange for students on the wait list to begin attending.

Referral Bonus:

Thank you for referring fellow friends and homeschoolers to our program. To show our gratitude to our returning families who refer new families, you will receive \$20 for each family that lists your name as a referral at the time their enrollment form is submitted. The new family must attend a minimum of 4 months. Referral bonuses will be applied toward your enrollment fee for the following year.

Family / Student Information:

Thank you in advance for always keeping up-to-date phone numbers and contact information on file. If there are any changes to your family/student information (ex: new phone number, updated allergy information, adding an authorized pick-up person, etc.), please email discoveryhomeschool@gmail.com to request an information update form.

Parent/Staff Communication:

EMAIL is the best way to communicate with DHA administration and staff during the week. Please communicate by email to get help with general questions or specific concerns.

** discoveryhomeschool@gmail.com **

If you need to contact DHA on a school day with time-sensitive information, please send a text message to the on-site director. When texting, share your name, student's name and grade so we can easily help you. Administration is often unable to check email in a timely manner during school days, so anything that needs to be seen right away should be sent via text message. You will be provided via email with the names and phone numbers of the on-site directors for the program/location your family attends. It is recommended to save those numbers in your phone for quick access.

Please be respectful of our director's personal cell phones and only call/text on a school day if needed. All other questions and messages should be sent via email to the email address listed above.

E-mail Updates:

Parents will receive an email update each Friday. Please read this email each week for important details and upcoming events. Please add DHA's email to your contact list to prevent emails from going to the Spam folder.

Attendance:

- To get the most out of the program, children should attend each school day.
- For DHA Enrichment, if a student is absent for just one week, we do not need to be notified. If your child will be absent more than 2 weeks in a row, thank you for emailing to notify our staff so we are aware of your family's circumstances and may pray for you as needed.

- For DHA Academic, please notify your teacher directly if your child will be absent due to illness or travel.
- No refunds will be given for missed days.

Student Records:

- ***Student Medical & Behavioral Info*** should be included on your annual enrollment form, and updated throughout the year as needed (contact DHA for an information update form)
- An E-signed ***Parental Consent Form*** should be completed annually as part of the enrollment process.
- Official attendance and grade records are not provided.

Calendar of Events:

The calendar of events will be provided via email to each enrolled family. There will be a separate PDF calendar provided per program/location. Special events, holidays, and reminders are listed on the calendar. Dates and times are subject to change.

School Cancellations:

DHA administration will make decisions regarding school closings and announce via email, Facebook, and our text alert system with as much notice as possible. We will be respectful of your tuition money and do our best to cancel as minimally as possible for special circumstances. Thank you in advance for your understanding in the event of a cancellation and for respecting administration's decision in such cases. Reasons for cancellation include, but are not limited to: hazardous travel days / winter weather, special events at the host church where the full facilities are needed (ex: a funeral that is only able to be scheduled during a school day), and other special circumstances.

Please see below for specific information regarding school cancellation days per program:

The Academic program will follow this plan for missed days:

- The Academic will proceed virtually from home for the first 3 missed days in the school year. In the event of a virtual (school-from-home) day, teachers will provide lessons to be completed at home for the day via the weekly planner. Teachers will be available during regular school hours to answer questions by email. Regular tuition rates will remain unchanged for school-from-home days.
- In the event that there is a 4th or 5th missed day within one school year, those days will be considered complete days off and will be made up on the designated "Bad Weather Make-up Days" as listed on the school year calendar. Regular monthly tuition rates will remain unchanged for both the month with the cancellation(s) and the month with the make-up day(s).

The Enrichment program will follow this plan for missed days:

- 1st cancellation: The first day canceled in the school year will be made up on the designated "Bad Weather Make-up Day" as listed on the school year calendar. Regular monthly tuition rates will remain unchanged for both the month with the cancellation and the month with the make-up day.
- 2nd and subsequent cancellations will be considered "at-home learning" days. Although teachers will not be available during school hours, optional activities will be provided to do from home including fun lessons, links, and videos. By doing this, students are encouraged

to complete the activities at home and virtually share photos of their day through our private Facebook page. Regular tuition rates will remain unchanged in the event of an “at home learning” day.

If we feel we need more time for streets to be safe, a "Late Start Day" will begin at 11:30 a.m. Or if we are in attendance and we feel the need to release early due to weather, an early release may be called at the director's discretion. However, if you are ever concerned about road conditions, travel time, or safety, you are welcome to pick up your child at any time.

*For Covid 19 or other mandated closures- We will only temporarily stop meeting in person if it is mandated to completely shelter in place. We do not follow public school guidelines. If this were to happen, we will stop tuition and meeting in person until the guidelines allow us to re-open. Praying for a normal school year!

Student Health: Allergies, Illness, Medications, & Injury

Food Allergies:

For your child's safety, please make sure all known allergies are listed on your enrollment form. Please request an information update form to keep DHA staff and administration informed of any changes to your child's health or allergy information throughout the year. Any students with a food allergy listed on their enrollment form will receive a separate form to complete regarding food served at class parties.

Illness:

Children should remain at home for the following symptoms, and for **24 hours after symptoms have cleared:**

- severe sore throat or headache
- persistent cough
- draining ears
- skin rash
- diarrhea
- nausea or vomiting
- inflamed or infected eyes (non-allergic)
- a temperature of 100 degrees or higher

When students are too ill to remain in the classroom, parents will be notified and should pick up their child as soon as possible. Allow 24 hours after all symptoms clear before returning your child to DHA. Thank you for helping keep our DHA kids healthy and safe!

Report all absences due to a contagious disease to DHA administration so that those exposed will be informed and may take precautionary measures. The name and identifying information of the infected person would not be released. The purpose of notifying others would simply be for them to be able to look for and recognize symptoms within themselves should they be present.

Lice:

Periodically check for lice in your child(ren)'s hair. Lice does not reflect personal hygiene, race, or socioeconomic status, but it does spread in social settings. Please email DHA administration if discovered so that families can be reminded to check at home. Ensure that lice has been completely eliminated before attending DHA. It generally takes about 24 hours to treat.

Medications:

- DHA staff members are unable to administer prescription medication during the school day, with the exception of inhalers, epi-pens, and insulin. Such medication should be given to DHA administration and clearly labeled with your child's name, grade, and instructions as needed. Please indicate on your enrollment form if your child should keep an inhaler or epi-pen in his/her backpack. No other medication should be kept in backpacks for safety reasons.
- All other medication should be administered by the parent or guardian either before or after school. Please indicate on your enrollment form if your child has a medical need of which we need to be aware.
- In the event that a student becomes ill while at school, a staff member will obtain parent permission over the phone in order to administer any over-the-counter medication provided by DHA (Tylenol, Benadryl, etc.).

Accidents with Injury Results:

- Minor accidents are treated during the class day.
- More serious accidents are reported immediately to DHA administration, and the child's parents will be notified. For serious accidents and injuries, parents will be given an incident report to read and sign.
- Should there be an emergency involving an accident and DHA administration cannot reach the parents, 911 Emergency will be called.
- **Please inform the DHA directors of any phone-number changes so you can always be reached in an emergency during the school day.**

Daily Procedures

Thank you for being on time so we can maximize the learning opportunities in each classroom without disruptions. DHA teachers are to be professional, good stewards of the tuition money, and to always start on time.

Arrival: 9:20 - 9:30 AM (9:15 - 9:30 AM for Manna/Pleasant Hill location)

Information will be provided about drop off and morning car line for each program and location via email. Please be sure to familiarize yourself with the arrival procedures for the program(s) you attend. If dropping students off in the car line, never park and/or get out of your car. There will be staff in the parking lot to help the line run smoothly and get your children safely in the building.

Dismissal: 3:20 - 3:30 PM (3:15 - 3:30 PM for Manna/Pleasant Hill location)

Information will be provided about pick up and afternoon car line for each program and location via email. Please be sure to familiarize yourself with the dismissal procedures for the program(s) you

attend. Please follow the designated system and route for safety and traffic flow. More information will be provided with a staggered dismissal system to help with traffic flow. When utilizing the car line, please stay in your car. If your child needs help with their seatbelt, simply pull out of the carline and into a parking spot to help them. We appreciate your help in keeping the line running smoothly and quickly.

Dismissal & Authorized Release from School:

- Students will only be released to the parents or authorized adults as listed on your enrollment form.
- At Back to School Night, each family will receive a DHA dismissal sign, which is required to be displayed in your vehicle window during afternoon pick-up.
- We encourage you to share a picture of your family's dismissal sign with those who have permission to pick up your child(ren) from any and all DHA programs. However, please be sure to also update your family's information (by completing an information update form) to add the names of any adults authorized to pick up your child(ren).
- In the event that a dismissal sign is lost or forgotten, DHA staff can verify with a photo ID and will ONLY release students to those listed on your family profile.
- If carpools are formed, please ensure that the authorized adult driver has the dismissal sign for all students. Your cooperation is important for the safety of your children.
- Written notification of any person who may pose a threat to your child's safety or well-being should be submitted by email to DHA administration to be kept on file.
- If there is a **transportation emergency**, call or text the director on-site to notify us of an unexpected late arrival. **A \$25.00 fee will be charged upon arrival if a student is not picked up by 3:50pm.**

School Supplies:

- An annual Student Fee for additional classroom supplies, copies, yearbook, and t-shirt is collected with the first month's tuition (\$35 per student per program).
- Students also need to bring a backpack and labeled lunch and water bottle.
- Students are asked to bring the supplies on the list provided by DHA staff each school day.

Lunch:

- Send a lunch, spill-proof water bottle, napkin, and utensils each school day. Glass containers or water bottles are not allowed for safety reasons.
- Please label lunch bags and drink containers. Energy drinks are not allowed and soda pop is discouraged. Only CLEAR liquids are allowed inside the building.
- Please send food that can be eaten by your child with minimal assistance and minimal spilling. Students will not have access to a refrigerator or microwave.
- Please review manners and the responsibility to help keep the church clean.

School Day Basics & Other Expectations

Classroom Maintenance:

Teachers and children should strive to keep the room neat and attractive at all times. Children are expected to properly care for equipment and supplies as they would in their homeschooling area at

home. If a student were to damage the church facility or property of DHA, parents may be asked to help in replacing or repairing what was damaged.

Cell Phones and Electronic Devices:

- All electronic devices should be left at home so not to be a distraction, lost, broken, or stolen.
- Cell phones are highly discouraged unless used for necessary purposes. If brought to DHA, they must be turned off and stored in backpacks.
- Smart watches that make phone calls should abide by the same rules as cell phones and be kept inside backpacks (or be turned off if worn).
- If you need to reach your child, please call or text the director's cell phone.
- If electronics and/or cell phones are seen in-use during the school day, they will be taken away and stored with an administrator for a parent to pick up after school.

Distributed Materials & Food/Treats

While at DHA, students are not permitted to distribute written materials to their classmates or other students including: invitations, advertisements, flyers, etc. The only exception is birthday invitations, which may be distributed to the class ONLY if everyone in the class is invited.

Students are not permitted to bring food or treats to share with their classmates due to allergy concerns, with the exception of our two class parties a year and other special events designated by a teacher or the directors.

Emergency Drills:

During the school year, DHA will have fire and tornado drills.

Field Trips:

Field trips are announced through the weekly email updates. Parents will provide transportation for their family to/from field trips, and parents are responsible for their students' behavior and participation for the duration of the field trip. Please remember that we represent DHA as a group, and students should be reminded of appropriate behavior.

Gum Chewing:

Gum is not permitted at DHA unless the teacher has approved it for a special occasion. Please be sure that your child does not have gum in his/her mouth before coming to school so that the carpet and furniture of the church can stay clean.

Restroom Use:

Please be sure that children use the restroom before school begins. There will be restroom breaks scheduled, but this will cut down on the number of restroom trips and interruptions to the class. Thank you for reminding your child to use appropriate behavior and manners in the restroom and to clean up after themselves.

Social Media:

Parents and students are expected to stay positive in their writing and interaction regarding DHA, staff, and enrolled families on any type of social media. If at any time a family member has broken this rule, they may be dismissed from DHA. We want to set a standard that would honor God.

Student Drivers: If your teenage student will be driving themselves to school, we require that you notify DHA administration in writing at the beginning of the school year. This information can be emailed to discoveryhomeschool@gmail.com, and specific expectations for student drivers will be provided at that time. It is important for us to be aware of our student drivers, so we can notify parents if they do not arrive to school on time. Safety for your teen driver is a top priority!

Toys and Trading Cards:

- It is DHA's preference that toys and trading cards are left at home. If toys or cards are seen out of backpacks during school hours, they will be taken by a teacher and stored with a DHA director for a parent to pick up after school (with the exception of scheduled Show-and-Tell or other teacher-approved activities).
- Fidgets and sensory objects are permitted as a helpful tool for students, provided that they are not a distraction to the learning environment.
- DHA is not responsible for lost or broken items.

Yearbooks:

Yearbooks will reflect our current class lists as of spring break. Students who withdraw from the program prior to spring break or enroll after spring break will not be pictured or listed. Yearbooks will be ordered based on enrollment numbers for May. All students with paid May tuition will receive a yearbook.

Student Expectations: Dress Code, Code of Conduct, Classroom Management, Dismissal Policies

Dress Code and Appearance:

Students should wear clothing that is conservative, modest, clean, and comfortable. Shoes appropriate for PE are still required as students will be participating in PE each school day. The determination of appropriate clothing is at the discretion of school administration. If we determine a student is in clothing not to our dress code standards, we will call the parents to bring a change of clothes.

Our desire is to honor God in all aspects of our lives, including our appearance. In addition, we aim to create an environment conducive to learning. Students should be well-groomed and modestly dressed during DHA school hours and all events/activities. Please follow these guidelines when choosing school dress / attire.

1. Clothing should be modest.
 - a. Refrain from wearing clothing with inappropriate skin exposure including shirts with low necklines, shirts showing the midriff, or shirts with sheer material.
 - b. Undergarments must not show.
 - c. Clothes with holes that result in inappropriate skin or undergarment exposure are not permitted. Pants/jeans without holes are encouraged; however, small holes near the knees are acceptable.

- d. Any clothing that is clearly designed as pajamas (such as flannel/fleece plaid pants) are not permitted, with the exception of school-wide pajama day as announced in the weekly newsletter.

2. Additional Expectations:

a. Boys:

- i. Males should not wear clothing or accessories that are feminine in nature.
- ii. Nail polish for boys is prohibited.
- iii. Boys' shorts must be at least mid-thigh in length.

b. Girls:

- i. Girls may wear tank tops with straps at least two finger tips in width.
- ii. Girls' shorts / skirts must be fingertip length.

3. Clothing must be honoring to God. Clothing that advertises products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence, or representing weapons or gangs or slogans that are suggestive or have double meanings will not be permitted.
4. Hats may not be worn inside the building during the school day, unless approved by staff for school dress-up days or other special situations. This includes baseball caps, stocking caps, hoods, and other headwear. Headbands with animal ears or other large attachments should not be worn.
5. Students may not wear animal costumes or accessories that mimic the appearance of animals (to include ears, tails, and collars). Students may not impersonate animals, with the exception of younger students participating in age-appropriate pretend play.
6. **Hair should not be dyed an unnatural color**, including highlights and extensions. Extreme hairstyles and extreme piercings (at the director's discretion) are not permitted.
7. Shoes with wheels (any rolling-type shoe like Heelys) and are not permitted.

Student Behavior & Code of Conduct:

To ensure a safe and positive experience, DHA teachers will encourage and compliment the students' positive choices. DHA Staff will attempt to describe and demonstrate the important expectations of learning within a classroom setting. We emphasize that everyone has the right to feel safe. It is never okay to be hurtful. Everyone has the right to learn. It is never okay to be disruptive.

Parents and children should read and discuss the following rules shared in each classroom.

Students are expected to:

1. Be Respectful (to all adults and students)
2. Be Responsible
3. Be Ready to Learn
 - Follow directions the first time
 - Keep hands/ feet/ objects to yourself
 - Help yourself learn. Help others learn.

Teachers will direct and guide students using Biblical principles. Students are expected to behave in a way that is honoring to God by showing kindness and respect toward others. Students are expected to exhibit self-control, use wholesome, God-honoring speech, and strive toward Christ-like behavior in their interactions with students and staff members.

Students are to avoid the following:

- harmful teasing / bullying of others
- the use of profanity
- defying / rejecting authority
- immodest dress or behavior
- any action that could cause physical harm
- disrespect of property / vandalism
- possessing or using any of the following: alcohol, illegal drugs / controlled substances, tobacco, e-cigarettes, weapons of any kind
- discussions involving sexual content / sexual immorality or participating in any sexual activity

Classroom Management & Discipline:

While the staff will use positive means to train students to be helpful to themselves and others, a student may still not respond satisfactorily. In this case, the parents will be kept informed of any problems and will be asked to assist in helping the child modify his/her behavior.

Teachers will utilize many approaches to help modify behavior when needed. Examples of this may include, but are not limited to:

Preventive Discipline-

- Teachers will get to know the children, their basic characteristics, and capabilities, and they will build a positive relationship.
- Teachers will be affirmative with the children's positive behaviors.
- Teachers will establish clearly defined guidelines with simple and easy-to-remember expectations.
- Teachers will establish individual classroom incentives for positive behaviors as deemed appropriate.
- Teachers will allow students to continue learning in a fun and safe environment when students are ready to fully cooperate.

We practice Biblical discipline at DHA. The following is a list of disciplinary actions that may be used, depending on the situation and the age of the student. Students will be given time to process their feelings and actions, take responsibility for their behavior, and help in the decision process to make things right.

Practical Discipline-

- Students will be reminded of the specific rule that has been broken and be redirected to do what is expected instead.
- Students will be assigned to a "safe spot" in the classroom until the child is ready to re-focus and follow directions
- Students may visit another teacher's classroom (with time for verbal and/or written processing to stop, reflect, and make positive changes).
- Students may visit with one of the directors for prayer, discussion and/or written processing in the form of a "Think Sheet" in order to stop, reflect, and make positive changes.
- Other consequences may be used at the teacher and/or director's discretion including but not limited to: missing part or all of recess or free time or sitting out of an activity.

- Parents will receive written and/or verbal communication by the director or a teacher as needed.
- Parents may be called to come and pick up their child for the remainder of the day.

Enrollment / Dismissal Policies

Students who exhibit disruptive and/or threatening behavior interfere with the educational and social atmosphere of the classroom. At the directors' discretion, parents and teachers may discuss and set up a behavior modification plan for students who exhibit disruptive behaviors. If this plan does not bring about a significant change in the student's behavior, DHA reserves the right to dismiss the student.

The DHA directors maintain the right to dismiss a student who is not compatible with DHA's program or with the school's ability to adequately meet a student's needs at any time, and may or may not have the option for a modification plan. Reasons for dismissal may include, but are not limited to:

- The student or parent is very disruptive and/or threatens the safety of students and/or the staff.
- The student or parent brings a weapon or any unsafe item to school or threatens and/or is harmful to others.
- The student brings/uses alcohol, tobacco, e-cigarettes, or illicit drugs on DHA premises.
- The student has discussions/comments related to or participates in sexual activity/immorality or pornography.
- The student continues to violate DHA's dress code standards after being corrected and reminded of the standards by a teacher and/or director.
- The student or parent is disrespectful of property or vandalizes DHA or church property in any way.
- The student or parent has written anything negative about DHA, staff or enrolled families on social media.
- The student has emotional, behavioral, physical, or academic challenges that the DHA staff or the facility cannot accommodate.
- Termination may also occur if tuition payments become delinquent.

DHA administration maintains the right to deny enrollment of any student who has previously been suspended or dismissed from another school or program. DHA administration maintains the right to deny or terminate enrollment of a family or student who does not respect our spiritual standards and Christian beliefs, engages in activities or is living a lifestyle contrary to DHA's Mission & Beliefs (listed on pg. 4 of this handbook), or who refuses to comply with the expectations listed in this handbook.

It is our goal to partner with the parents in the development of each child. We strive to provide a fun, positive learning environment by loving God and loving others. Thank you for allowing us the privilege to work with your child(ren) each week as we seek to follow God's ways in each child's educational journey.

Discovery Homeschool Academy Tuition & Fees

2024 - 2025 School Year

Tuition is due on the first day of each month. Monthly tuition invoices will be sent by email to be paid via ACH. Credit/debit card payments are available **with the addition of a transaction fee**. Monthly auto-payment is available and encouraged. Tuition unpaid by the 5th of the month will be subject to a \$10 late fee. If tuition becomes delinquent for more than a week (on the 8th of the month), your child(ren)'s enrollment will be immediately suspended from DHA until payment is received.

Enrollment fees are due upon enrollment. Student fees are \$35 per student per program (includes DHA t-shirt). Student fees are included within the first month in the chart below.

All tuition and fees are non-refundable.

Enrichment Program ONLY

	Enrollment fee	August	September (includes Student Fees)	October	November	December	January	February	March	April	May	Total Tuition & Fees for 2024-2025 School Year
1 student	\$90	--	\$155	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$1,205.00
2 students	\$100	--	\$265	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$1,925.00
3 students	\$110	--	\$370	\$265	\$265	\$265	\$265	\$265	\$265	\$265	\$265	\$2,600.00
4 students	\$110	--	\$470	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$3,220.00
5 students	\$110	--	\$570	\$395	\$395	\$395	\$395	\$395	\$395	\$395	\$395	\$3,840.00

Academic Program ONLY

	Enrollment fee	August (1/2 month tuition + Student Fees)	September	October	November	December	January	February	March	April	May	Total Tuition & Fees for 2024-2025 School Year
1 student	\$90	\$162.50	\$255	\$255	\$255	\$255	\$255	\$255	\$255	\$255	\$255	\$2,547.50
2 students	\$100	\$277.50	\$415	\$415	\$415	\$415	\$415	\$415	\$415	\$415	\$415	\$4,112.50
3 students	\$110	\$385.00	\$560	\$560	\$560	\$560	\$560	\$560	\$560	\$560	\$560	\$5,535.00
4 students	\$110	\$492.50	\$705	\$705	\$705	\$705	\$705	\$705	\$705	\$705	\$705	\$6,947.50
5 students	\$110	\$597.50	\$845	\$845	\$845	\$845	\$845	\$845	\$845	\$845	\$845	\$8,312.50

Both Programs: Enrichment & Academic

	Enrollment fee	August (1/2 month Academic tuition + Academic Student Fees)	September (includes Enrichment Student Fees)	October	November	December	January	February	March	April	May	Total Tuition & Fees for 2024-2025 School Year
1 student	\$165	\$162.50	\$410	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$3,737.50
2 students	\$185	\$277.50	\$680	\$610	\$610	\$610	\$610	\$610	\$610	\$610	\$610	\$6,022.50
3 students	\$205	\$385.00	\$930	\$825	\$825	\$825	\$825	\$825	\$825	\$825	\$825	\$8,120.00
4 students	\$205	\$492.50	\$1,175	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$10,152.50
5 students	\$205	\$597.50	\$1,415	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240	\$12,137.50

***If you have a different number of students attending the Enrichment program than the Academic program (ex: 3 students attending Enrichment, but only 1 student attending Academic), please add the Enrichment (blue) and Academic (purple) sections together to determine your monthly tuition rate. Do NOT use the "Both"/green section. Thank you!*