



# Distance Learning and After School Programs and Policies 2020 – 2021

*Revised July 23, 2020*

## Introduction and Summary

Our Distance Learning Program is for students attending local county public schools. Our goal is to provide an option for parents who must work full time to have a safe and enriching opportunity for their children to gain as much instruction as possible and facilitate their synchronous learning during these challenging times. Our program will offer students on-campus, academic support as they navigate the digital curriculum resources and instructional tasks assigned by their public school teacher.

Our degreed educators will ensure student engagement, understanding, and completion of the expected public school distance learning modules. In addition, our educators will provide instruction in reading and math to further enhance what they are learning online. Our students will also have opportunities to be physically active as they have scheduled outdoor play and time in our full-sized gymnasium.

BeanTree Learning is committed to providing a safe environment for our students, families, and staff. Classrooms will follow current guidelines, which is now a maximum of 22 individuals - 20 students plus 2 teachers. Students will have their own individualized workspace that includes internet access and will bring their own device and headphones. Workstations will be arranged so that we meet the social distancing requirements of being six feet apart. Each station will be thoroughly sanitized each day and students will be required to wash their hands regularly, including upon arrival to the school. Also, temperature checks will take place as students arrive each day. Meals, outdoor, and gym times will be scheduled to ensure our students and staff are maintaining safe social distancing measures. Full time housekeepers will be assigned to the building during the day to facilitate meal service (in students' individual classrooms), daily sanitizing, and overall cleaning of the facility.

BeanTree will offer the following programs:

- 2-Days Per Week Distance Learning from 8:00 am – 3:00 pm on Tuesdays and Thursdays with the option for After School Programs to 5:30 pm or 7:00 pm
- 3-Days Per Week Distance Learning from 8:00 am – 3:00 pm on Mondays, Wednesdays, and Fridays with the option for After School Programs to 5:30 pm or 7:00 pm
- 5-Days Per Week Distance Learning from 8:00 am – 3:00 pm with the option for After School Programs to 5:30 pm or 7:00 pm
- Westfields Families – Transportation between campuses

# Distance Learning and After School Programs

## Information and Policies

1. **Tuition.** Tuition includes lunch and snacks. Monthly statements are emailed on or about the 20<sup>th</sup> of the preceding month and tuition is due in advance by the 1<sup>st</sup> of the month. If paying by check, cash, or e-check, there is a 2.5% tuition discount. Payments received after the 5<sup>th</sup> of the month are subject to a late payment fee. The first late payment is subject to a \$35 fee. Late payments thereafter are subject to a \$75 fee. Receipt of insufficient funds will result in a \$35 fee plus any out-of-pocket bank charges incurred. A \$35 fee may also be charged in the case of a declined credit card.
2. **Registration Fee.** A non-refundable \$250 registration fee is due upon confirmation of a space for the student.
3. **Capacity.** Spaces will be awarded on a first come, first served basis and in accordance with capacity and spaces available on selected days.
4. **Transportation Fee.** Students who wish to be transported between our Westfields Campus and Ashburn Campus will be billed a \$75 monthly transportation fee for 5 days per week, \$45 monthly for 3 days per week and \$30 monthly for 2 days per week. The bus will depart from the Westfields Campus at 7:40 am each morning and return by 3:30 pm. Students may arrive between 7:20 am and 7:40 am and must be picked up between 3:30 pm and 3:45 pm unless enrolled in the After School Program. \*
5. **Academic Year.** The academic year begins on the first day of school (September 8, 2020) and ends on the last day of school (June 15, 2021) and does NOT include before or after school care, holiday camps, or summer camp. Other programs are available for these times for an additional fee. Distance Learning tuition as well as tuition for our After School and Holiday Camp Program is fixed for the school year and annual tuition increases for other tuition rates in the school do not apply to the Distance Learning Program.
6. **Sibling Discounts.** The BeanTree Learning Sibling Discount does NOT apply to Distant Learning tuition; however, a 15% Sibling Discount will be applied to After School or Holiday Camp charges.
7. **Lunches and Snacks.** School lunches and snacks are included in tuition.
8. **Equipment.** Students are required to provide their own laptop, Chromebook, headphones, and/or other needed technology. BeanTree will not be liable for any damage or loss to student devices. Wireless internet will be available for all students.
9. **School Day.** The Distance Learning day begins at 8:00 am and ends at 3:00 pm. Children may arrive between 7:45 am and 8:00 am and must be picked up between 3:00 pm and 3:15 pm. Children remaining after 3:15 pm will be charged the daily rate for our After School Program. \*
10. **Withdrawal.** BeanTree requires a two-week written notice of withdrawal (or reduction in weekly attendance schedule). Therefore, tuition must be paid for two weeks after BeanTree Learning's receipt of the notice of withdrawal, regardless of whether the child attends or not.

\* The times for transportation and the beginning and ending of the school day may change depending on final plans by the County Schools.

# Distance Learning Program

## Fee Schedule and School Calendar 2020-2021

### Monthly Rates - Paying by Cash, Check, or e-Check

Program	Billed	5 Days/ Week	3 Days/ Week M-W-F	2 Days/ Week T-Th	Drop In
Distance Learning (8:00 am - 3:00 pm)	Monthly	\$ 1,800	\$ 1,400	\$ 1,100	N/A
After School Care 5:30 (3:00 - 5:30 pm)	Monthly	\$ 600	\$ 450	\$ 300	\$ 35
After School Care 7 (3:00 - 7:00 pm)	Monthly	\$ 750	\$ 545	\$ 400	\$ 50
Transportation (for Westfields Families)	Monthly	\$ 75	\$ 45	\$ 30	N/A
Holiday Camp per Day (Students Enrolled in After School)	Daily	\$ 60			
Holiday Camp per Day (Students NOT Enrolled in After School)	Daily	\$ 100			

### Monthly Rates - Paying by Credit Card

Program	Billed	5 Days/ Week	3 Days/ Week M-W-F	2 Days/ Week T-Th	Drop In
Distance Learning (8:00 am - 3:00 pm)	Monthly	\$ 1,845	\$ 1,435	\$ 1,128	N/A
After School Care 5:30 (3:00 - 5:30 pm)	Monthly	\$ 615	\$ 460	\$ 308	\$ 36
After School Care 7 (3:00 - 7:00 pm)	Monthly	\$ 765	\$ 560	\$ 410	\$ 51
Transportation (for Westfields Families)	Monthly	\$ 77	\$ 46	\$ 31	N/A
Holiday Camp per Day (Students Enrolled in After School)	Daily	\$ 62			
Holiday Camp per Day (Students NOT Enrolled in After School)	Daily	\$ 103			

### School Calendar 2020 - 2021

September 8, 2020	First Day of Classes
October 12, 2020	Closed, Staff Training
November 25, 2020	Closed at 4:00 pm, Thanksgiving Holidays
November 26 - 27, 2020	Closed, Thanksgiving Holidays
December 23, 2020 - January 1, 2021	Winter Break (Holiday Camp Available)
February 15, 2021	Closed, Staff Training
March 29 - April 2, 2021	Spring Break (Holiday Camp Available)
May 31, 2021	Closed, Memorial Day
June 15, 2021	Last Day of School for Students



## Distance Learning Program 2020-2021 Intent Form

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Elementary School \_\_\_\_\_ Grade 2020-2021 \_\_\_\_\_

Child's Address: \_\_\_\_\_

Parent Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Parent email \_\_\_\_\_ Other Number \_\_\_\_\_

Parent Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Parent email \_\_\_\_\_ Other Number \_\_\_\_\_

We hereby confirm our intent to enroll our child in BeanTree Learning's Distance Learning Program for the 2020-2021 school year. We have read, understand, and agree to the policies as stated on the "Programs and Policies" document as well as the BeanTree Learning Enrollment Agreement completed at the time of my child's enrollment. We understand that spaces will be awarded on a first come, first served basis depending on the capacity and availability of spaces for each day of the program.

We choose the following option(s):

- Five Days Per Week (8:00 am – 3:00 pm)
- Three Days Per Week – Monday, Wednesday, Friday (8:00 am – 3:00 pm)
- Two Days Per Week – Tuesday, Thursday (8:00 am – 3:00 pm)
- After School 5:30 (3:00 – 5:30 pm)
- After School 7 (3:00 – 7:00 pm)
- Transportation from Westfields Campus to Ashburn Campus

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

To Be Completed by BeanTree Learning

Date of Receipt \_\_\_\_\_ Time of Receipt \_\_\_\_\_ Director \_\_\_\_\_