

Parent Handbook

Our Mission

The Hive supports the development of well-rounded students through professional instruction in academics, physical education, and the arts.



The Hive
www.mbthehive.com

The Hive
Morris Brandon Elementary School
Pre-K – 5th grade

The Hive

August - May

Monday – Friday, 2:30 – 6:00 pm

Enrichment classes

August - May

Monday – Friday, 2:45 – 3:45,
unless otherwise specified

Mission

To support the development of well-rounded students through professional instruction in academics, physical health, and the arts.

Staff

The Hive staff includes certified teachers, para-professionals, teachers with B.A. in education working toward certification, and teaching assistants with certification and a minimum 2 years teaching.

Days of Operation

The Hive follows the APS school schedule and inclement weather plan. The Hive will be opened if Morris Brandon is opened and closed when the school is closed.

Sample Schedule of Day at The Hive

2:30 – 2:45 Snack

2:45 – 3:00 Bathroom/water break

3:00 – 3:45 Playground – free play and teacher led games

3:45 – 4:00 Bathroom/water break

4:00 – 4:30 Homework/Reading & Rest period (homework may run longer depending on grade level)

4:30 – 6:00 Teacher led activities such as arts and crafts, computers, writing, etc. Followed by a free period (choice of games, crafts, dramatic play, etc)

Snacks

The Hive does not provide snack. Please send a **nut free** snack with your student, including a drink. We advise placing snack in a separate bag from lunch so that your student knows to wait to eat the snack until after-school.

Registration/Tuition

Students cannot begin the program until registration and the first month's fees are paid. Students will not be allowed to participate if fees are more than two weeks past due. A late fee of \$25 will apply to payments one week late.

The Hive Policies

Read our policies carefully. You are required to sign the parent agreement form at the end.

Pick-up and Escort Policy

Each day, an authorized adult MUST:

Use Morris Brandon's PikMyKid to pick up student. The Hive follows the Morris Brandon change of transportation rules.

Please fill out the online authorization for pick-up. It is essential for safety. We cannot release a student to anyone who is not authorized.

Late Pick-up Policy

Students must be picked up from The Hive no later than 6:00 pm, according to the front desk clock. A late pick-up fee of \$1.00 per minute is charged after 6:00 pm. Late fee will be automatically charged to your on file credit card.

If a student is picked up late more than five times they will not be allowed to return to The Hive. A warning will be issued after three late pickups.

Inclement and Severe Weather Policy

The Hive will NOT be offered when Morris Brandon is closed due to inclement weather. It will be the parent or guardian's responsibility to be aware of early school dismissal and to make suitable arrangements.

Attendance Policy

An enrolled child is eligible to attend the registered number of days. Attendance of an ill child or children with communicable diseases will not be permitted. If your child becomes sick, you will be notified to pick up your child. The Hive is an educational program and cannot provide

supervision for sick children. Please contact us if your child will not attend, the school does not communicate to us absences and change of transportation. You can do this by contacting the Director at your campus.

Behavior Policy

Please be advised that any child demonstrating inappropriate behavior will be placed on two-week probation. A positive behavior support plan will be designed with the parent. If after implementing the plan for two weeks the child's inappropriate behavior continues, he/she will be dismissed from The Hive. Children demonstrating dangerous behavior will be immediately dismissed from classes.

All Atlanta Public School policies including behavioral rules apply while students are on school property.

Dismissal from The Hive Policy

The Hive reserves the right to remove any student enrolled in The Hive classes at any time for any reason other than the basis of race, color, religion, gender, national origin, age, or disability.

Updated Information Policy

Parents are responsible for keeping The Hive advised of any significant changes as they occur in their enrolment information including phone numbers and emergency contacts.

Transportation Policy

No transportation will be provided to or from The Hive by The Hive or its employees, with the exception of a medical emergency.

Informed Parent Policy

It is The Hive's responsibility to keep parents informed of any incidents, including illnesses, injuries, exposure to communicable diseases that impact the child.

Medication

No medication shall be given by The Hive staff with the exception of emergency epi-pen injection. Epi-pens will only be used when epi-pen and instructions from physician have been provided and parents have given written consent.

Accident/Emergency Information

At The Hive, we do everything possible to minimize accidents. However, should an accident occur, it will be the parent's responsibility to carry primary accident insurance for the child. Should The Hive staff determine a child needs to be transported by ambulance, staff will not wait for parents to arrive nor for parent approval. Parents will be responsible for all expenses associated with transport and medical services including transportation, emergency room costs, etc.

Enrichment (add-ons)

Enrichment classes are provided by private providers. Their programs are available to all Morris Brandon students. Enrichment classes are divided into three sessions. Registration and fees must be paid before beginning enrichment programs.

Note that The Hive late pick-up fees also apply to students attending only enrichment programs. For example, students attending an enrichment program that ends at 4pm will be charged \$1 per minute according to the front desk clock.

The Hive Tuition Policy

The Hive is committed to providing quality instruction to our students. The Hive serves Morris Brandon students from 2:30 – 6:00 pm. Our program is staffed by teachers and para-professionals. In order to provide quality instruction, staffed by professionals it is critical that tuition be paid in a timely manner.

Registration Fee

A \$45 annual registration fee is due at registration.

The Hive, 2:30 – 6:00 pm

5 days- ten payments of \$414 paid on the 1st of each month or 20 payments of \$207 due on the 1st and 15th of each month. (August – May)

4 days- ten payments of \$345.60 paid on the 1st of each month or 20 payments of \$172.80 due on the 1st and 15th of each month. (August – May)

Drop offs – The Hive will determine in September if space is available for drop offs and will notify parents regarding space. Drop off Fee is \$26.

An on-file credit card is required of all students.

Should checks be collected for any reason there will be **a returned check fee of \$35.00.**

The program has a limited enrolment capacity and is filled on a first-come first-served basis.

Payment methods

The Hive accepts credit cards, PayPal, checks, money orders, Zelle, and cash as payment. The Hive families must provide a credit card or debit card to be used to charge fees on the 1st of each month for monthly payers and 1st and 15th for twice monthly payers unless other arrangements are agreed with the Hive Executive Director.