



[www.friendswoodmusic.com](http://www.friendswoodmusic.com)  
281-992-4242

## DISCOVERY TREE

The Discovery Tree program is the early childhood branch of Forest Path Academy. We offer a play-filled, discovery based curriculum that includes all subject areas. Students will enjoy teacher-led instruction in phonics and math, science and cultures, art and more. Additional activities will revolve around classic children's literature related to the month's theme. We work with the children using small groups and centers, so children at all levels will be challenged.



**2015-2016 SCHOOL YEAR**  
**FIRST DAY OF CLASS: SEPT 8**  
**LAST DAY MAY 19**

*Class Holidays and Important Dates*

### **NOVEMBER:**

Thanksgiving Holiday: November 23-27

### **DECEMBER-JANUARY**

No class Thursday Dec 3rd

Christmas Break: December 14<sup>th</sup>-January 5<sup>th</sup>

First day back in January: Wed Jan 6<sup>th</sup>

No class Mon Jan 18

### **MARCH:**

Spring Break March 7-18

**END OF YEAR PROGRAM: Friday May 6<sup>th</sup> 6:30 pm**

Last day of Class: May 19<sup>th</sup>

Make up days if needed: May 23-27

Discovery Tree

## TUITION AND FEES

*Students who join mid-year will pay the 9 month installment rate*

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#### **Pre-K 2s & 3s Mon & Wed 9:15 am - 1:00 pm**

*Maximum class size: 8. Student teacher ratio 4:1*

\$195 non-refundable registration/supply fee

Tuition: Yearly tuition \$2,250

10 equal payments of \$225 (Aug-May) or

9 equal payments of \$250 (Sept-May)

#### **ONE DAY OPTION AVAILABLE**

**\$1,250 or \$125/mo (10 mo installment)**

#### **Pre-K 4s:**

**Classes meet Mon, Tues, and Thurs 9:00 am -1:00 pm**

*Maximum class size: 10.*

#### **3 days, Mon, Tues & Thurs**

\$275 non-refundable registration/supply fee

Tuition: Yearly tuition \$3,350

10 equal payments of \$335(Aug-May) or

9 equal payments of \$375 (Sept-May)

#### **TWO DAY OPTION AVAILABLE Tues/Thurs only**

\$225 non-refundable registration/supply fee

Tuition: Yearly tuition \$2,250

10 equal payments of \$225 (Aug-May) or

9 equal payments of \$250 (Sept-May)

#### **Kindergarten**

*Maximum class size: 10*

#### **3 days, Tues, Wed, and Thurs**

**9:15- 1:00 Wed, 9:15-2:30 Tues/Thurs**

\$275 non-refundable registration/supply fee

Tuition: Yearly tuition \$3,500

10 equal payments of \$350 (Aug-May) or

9 equal payments of \$390 (Sept-May)

## FINANCIAL POLICIES AND PROCEDURES

### **Registration & Supply Fee**

Payment of registration & supply fees are due **at the time of registration** to hold your spot in class. These fees are NON-REFUNDABLE.

### **Installment Plan and Payment Options**

As a courtesy to our students, we offer an installment plan. This plan divides the total tuition for the year into nine or ten equal payments. Please understand that this is an installment plan for the year's tuition, and not a "month by month" payment plan-if you simply "stop coming" one month you are still responsible for tuition unless you have formally withdrawn from the program under the guidelines below. As this is an installment plan, the tuition for each month is the same regardless of the number of class days in the month.

### **Automatic Payments**

**We require all students on an installment plan to have a valid credit or debit card on file with the office.** We offer a convenient automatic payment option for our families. Payments will be charged to your credit or debit card on the 25<sup>th</sup> of each month beginning July 25<sup>th</sup> for the August payment and ending April 25<sup>th</sup> for the May payment. Families are welcome to pay by cash or check if desired; however, we must receive the payment in the office by the 20<sup>th</sup> in advance for the next month's tuition. Payments may be left in the payment drop box located in the front of the studio. **If we have not received and posted your payment by the 25th we will run the tuition to the credit card on file.** We have had problems with late payments in the past and do not have the staff to continually deal with this problem. These policies enable us to continue to offer an installment plan and cash/check payment option for our families.

### **Early Bird Discount**

Students who pay in full by Sept 15<sup>th</sup> will receive an "Early Bird" discount according to the following schedule:

Twice weekly classes: \$175 discount

3 day a week class: \$200 discount

**THERE ARE NO REFUNDS OF TUITION PAID** unless class is cancelled by Discovery Tree, so please be certain before making any payments.

### **Late Pick Up:**

Pick up for preschool is between 12:45 and 1:00 pm. Please arrive in this window to pick up your child. A late pick up fee of \$25 will be charged to the card on file for parents arriving after 1:00 pm. All parents must clear the classroom by 1:00 as the room is used for other classes.

### Withdrawal From Program

You may withdraw at anytime prior to December 1<sup>st</sup>. After December 1<sup>st</sup>, there are **no withdrawals for the remainder of the year** and you are responsible for the remainder of the tuition for the year. We must receive written notification if you wish to withdraw. **A withdrawal form is available on the website** and can be submitted online. The date this form is submitted and received in our inbox will be considered the notification date of the withdrawal. **There are no refunds of tuition and fees paid.** **Students who simply stop coming will continue to accrue charges until notice is received in the office.** Alternatively, you may submit written notice of withdrawal. Written notice should include the parent and child's full name and e-mail address and left in the payment drop box located in the front waiting area.

We must receive notification by the 15<sup>th</sup> of the month to withdraw for the next month. If we are notified by the 15<sup>th</sup> of the month of September-November you will not be charged for the next month's installment on the 25<sup>th</sup>. If we are notified AFTER the 15<sup>th</sup> of the month, you will be charged the next installment on the 25<sup>th</sup> but no additional charges. We suggest you plan for your last lesson to be at the end of the month, as payments made for the month are non-refundable.

**Students who do not notify the office in writing that they are withdrawing from the program are responsible for 100% of the tuition and materials for the year, regardless of attendance. Last day to withdraw for the 2015-2016 school year is December 1<sup>st</sup>, after this date you are responsible for tuition for the remainder to the year, regardless of attendance.**

## PARENT / TEACHER COMMUNICATION

The main studio telephone number will reach Ms. Sarah's cell phone. Please contact Sarah if you have any questions regarding your account or general questions about the program.

**Main Studio Number: 281-992-4242**

**E-mail: friendswoodmusic@comcast.net**

If you need to reach someone during the school day, or would like to notify your teacher about an absence, please contact Ms. Mandy either by phone or text message:

**Cell Phone Ms. Mandy Zatopek: 325-721-4993**

**Ms. Mandy E-mail: mdzatopek@hotmail.com**

### E-Mail Communication / Spam

Please be sure to have a valid e-mail address on file with the office, as a great deal of important communication is done via e-mail. Also, please be certain that your e-mail preferences are set to "send e-mails to family" in the online registration software. Please be careful to not mark correspondence from Friendswood Music as "junk" or "spam" – this will remove your e-mail from our records in some cases.

## DISCOVERY TREE GENERAL CLASS POLICES

### Absence and Make-Up Policy

It is an unfortunate fact everyone is occasionally sick. It is courteous to call and let us know, with as much advance notice as possible, of any absence due to illness. We ask that ill students remain home to avoid spreading the illness to other students and teacher. Children need to be without a fever for 24 hour to return to class. Children who are vomiting should not have vomited in the last 24 hours. **There are no refunds for missed classes.** Tuition paid for one month cannot be rolled over to a later month due to absence or illness.

### Snack / Lunch

Parents are asked to pack a lunch and for their child. We may occasionally have other snacks as part of our curriculum, so be sure to let us know of any food allergies. Please also pack a spill-proof cup with a drink for your child as we do not have a water fountain. We ask that all drinks be in a spill-proof cup to avoid accidents. All cups should be labeled with your child's name. When packing lunch, please make sure it is "kid friendly" - have items pre-cut and items such as oranges already peeled (please do not pack whole oranges as children cannot peel these themselves.) Also, please do not pack items such as shredded cheese, rice, or sunflower seeds that are very messy for your child to eat and make a big mess on the floor.

### Potty Training

We do not require that children be potty trained to enroll. We will take regularly scheduled potty breaks throughout the day to help your child with potty training. Parents are asked to provide a bag with diapers and wipes for children who are not potty trained, and to make sure they have a fresh diaper when they arrive.

### Supplies

Please provide an extra change of clothing to have on hand in case of spills or accidents. We do lots of messy art projects, so please wear OLD CLOTHES to class.

### Pick-Up / Drop Off:

Please bring your child to the classroom and sign in when dropping off. Let us know on the sign-in sheet if a different person will be picking them up. You will need to pick up your child from the classroom and sign out at the end of class. Parents may also choose to drive up in the lane at the front of the facility and we will walk your child to and from your car. We will not release children to unauthorized individuals.

### Early Arrival:

Your instructors use the time before class to prepare for the day. We do not allow students into the classroom prior to class time. We will be opening the school doors at 9:00 so please plan to stay with your child if you arrive early.

### Severe Weather:

In the event of severe weather or hurricane evacuation, we will generally closed based on FISD. An e-mail will be sent out in the event of a weather related cancellation, you may also check our Facebook page for updates. **Such cancellations are considered "acts of God" and will not be re-scheduled or refunded.**



# DISCOVERY TREE ABOUT THE PROGRAM

At Discovery Tree, we believe in the power of play and in learning through doing. Your child won't be spending their day sitting at a desk or copying worksheets. Instead, they will be learning through open-ended and play-based activities that are developmentally appropriate for their age. We will explore traditional topics such as letters, colors, shapes, and numbers and also enjoy art, science and music activities. Our proprietary curriculum draws from a variety of educational philosophies including Montessori, Waldorf, and Reggio Emilia.

Our curriculum is based on a unifying theme that changes each month or each week. Frequently, the themes are related to the changing seasons of the year. Most curriculum elements are tied into this theme - we even vary the manipulatives used in our math program!

## Creative Play Centers

Our bright and inviting early childhood room includes a variety of play centers including kitchen center, block center, train table and pretend play area as well as books and puppets. We vary our play centers to reflect the month's theme. For example, we may add a pretend "fishing area" if our month's theme is the ocean and add additional ocean animals to the pretend play center.

## Language

Most experts agree that simply reading to children is the most important factor in their later reading success. The core of our curriculum is high quality children's literature from the best in children's authors and illustrators. Each day, your children will enjoy a variety of children's books including Caldecott award winning picture books and books from favorite authors such as Lois Ehlert, Maurice Sendak, William Steig, Tommy DePaola and Eric Carle. These stories are the core around which we build our daily activities. Of course, we will also learn letters and sounds and use a variety of activities to develop phonetic awareness- a necessary ability before reading instruction can begin.

Children in the 2s and 3s class will focus on letter recognition and letter sounds while older students will work on letter blends and beginning reading activities. We also use the wonderful Handwriting Without Tears handwriting readiness program, which introduces important handwriting skills in a developmentally appropriate manner. We'll use wooden letter pieces, chalkboards, sand trays, and their own special workbook! Kindergarten students will do more in depth phonics study, and will receive a phonics workbook and beginning readers. They will continue with the Handwriting Without Tears program and will work on capitals and lowercase writing.

## Math

Young children need concrete examples to understand mathematical concepts. That's why we explore math with hands-on manipulatives and learning activities. We'll use a variety of counters, rods, unifix cubes, pattern blocks, geoboards, dominos and more to create an understanding of important concepts such as one-to-one correspondence. Older preschoolers will use various manipulatives to act out mathematical concepts in "add to" and "take away" stories to ensure a true understanding of mathematical concepts. Kindergarten students will combine the hands on activities with a more traditional Math workbook.

## Science

The heart of science exploration comes through observation of the world around us. Our students enjoy weekly science experiments and other activities which explore their environment and encourage scientific discoveries. Each month we add various science discovery centers related to our themes for children to explore, as well as teacher-directed activities.

## Art

In our art programs for toddlers and preschoolers, we focus on process- based art activities. This means that the child is free to explore and make observations about the art activity without direction towards a final finished product. As parents, we frequently want to "help" our child make the project "correctly." Especially during holidays, we want to have cute crafty projects created by our children to pull out in later years. However, this can inhibit the child's creativity.

Prominent art educator and writer MaryAnn Kohl says the following:

"Art is a creative process, not a pre-planned product. Picture the difference. A child is given cotton balls, glue, scraps of paper, and a paper plate. These materials will become part of a creative experiment for a child, as they manipulate and explore the possibilities. There is no planned design or product. However, if someone were to require the child to make a bunny on the paper plate from a pre-designed bunny that is shown to the child as the example to follow, all creativity is lost and the project becomes a craft."

## Music

Children will enjoy weekly music and movement activities including the award winning Kindermusik curriculum as part of their curriculum. Numerous studies have shown the benefits of music in the very young child. Music has been shown to influence all areas of a child's development, from language and math skills to coordination and balance! Just as with a foreign language, it is important to introduce music while child is still young and the neural connections in the brain are still forming. Early exposure to music is crucial to developing your child's musical aptitude. Through class time as well as listening to the music at home, Kindermusik students are exposed to a wide variety of music, including differing vocal types, different and unusual tonalities, unique rhythms and intervals and many different instruments. This helps create a trained ear before the window of opportunity is closed.