



**Roots School**  
**Preschool**  
**Parent Handbook**  
  
2023-2024  
Academic Year

Roots School  
740 Haiku Road / PO BOX 975  
Haiku, HI 96708  
Revised 06/2023

808-250-7988  
[office@rootsmaui.org](mailto:office@rootsmaui.org)  
[www.rootsmaui.org](http://www.rootsmaui.org)

## TABLE OF CONTENTS

### General Information

Message from the Head of School	3
Contact Information	3
Mission, Vision, Values	4
Preschool Mission and Program Goals, General Policy and Procedures Statement	5

### Policies & Procedures

Hours of Operation	6
Requirements for Starting Preschool	7
New Students/Waiting List	7
Daily Drop-Off and Pick-Up	8
Meals & Snacks	8
Napping, Children's Belongings, Discipline	8
Non-Smoking Environment	8
Substitute Teachers	8
Communication/Open Door Policy	8
Absences, Excessive Absences, Vacations, Long-term Absences	9
Late Pick-Up Policy and Fees	9
Health Policy	9
TB/ Health Record and Medication	10
Frequently Asked Questions COVID-19 policies	10
Emergency Medical Care / General Emergency / Disaster Plans	10
Transportation/Excursions	11
Insurance	11
Policy Regarding Special Learning Needs Students	11
Statement of Non-Discrimination	12
Disclosure of Information on Students, Parents/Guardians	12
Transition to A New Facility or School Setting	12
Respectful Environment Policy	12
Change of Address and Contact Information	12
Policy Changes	12

### Parent Participation Hours and Annual Fundraiser Involvement Policies 13-14

### Tuition and Enrollment

Tuition and Fees Schedule	15
Tuition Payment Policy and Procedure	15
FACTS Management	15
Enrollment Policy / Late Payment Policy / Withdrawal Policy / Dismissal Policy	16
Financial Aid Policy	17

## **MESSAGE FROM HEAD OF SCHOOL:**

Aloha and welcome to Roots School,

My name is Melita Charan, and I am the founder and Head of School. It is with great honor that I welcome you and your child to their first school experience. Our arts-integrated, project-based approach to learning supports our youngest learners in exploring the world around them by providing time for guided learning and free choice. Much of our time together will be focused on communication and what it means to be part of a class and school community. We see parents as partners, and our teachers & staff look forward to getting to know you. We encourage open communication, so please don't hesitate to reach out with questions, concerns, or ideas.

Sincerely,

*Melita Charan*

## **CONTACT INFORMATION:**

Phone: 808-250-7988

Email: [office@rootsmaui.org](mailto:office@rootsmaui.org)

Website: [www.rootsmaui.org](http://www.rootsmaui.org)

Physical address: 740 Haiku Road, Haiku, HI 96708

Mailing address: PO Box 975, Haiku, HI 96708-0975

**Head of School:** Melita Charan: [melita@rootsmaui.org](mailto:melita@rootsmaui.org)

## **OUR MISSION**

Through experiential and academic learning, we encourage students to integrate creativity, critical thinking, integrity, and compassion to engage collaboratively and realize their potential as unique, fulfilled individuals.

## **OUR VISION**

To create a sustainable, educational environment where children are given the opportunities to blossom into happy and healthy individuals.

## **OUR VALUES**

- Our teachers nurture children to become creative, confident and reflective learners.
- Lifelong learners are created through active inquiry, exploration and involvement in the community.
- Children have unlimited potential and are not defined by grade level.
- Experiential hands-on learning in a purposeful and supportive environment provides tools that enable children to apply their learning to daily life.
- Setting clear and achievable expectations is important to children.
- Multi-age classrooms are reflective of the world in which older and younger people learn together.
- Our parents are our partners in the school community.

## **PRESCHOOL MISSION AND PROGRAM GOALS**

The mission of Roots School Preschool is to provide a nurturing learning environment for up to 19 children from ages 3 to 5 years old. The goal is to learn about nature, cooperative play, language, and develop pre-kindergarten skills.

The Preschool Program strives to provide a nurturing environment that fosters learning through creative play and imagination. The curriculum includes stories, songs, movement, dance, creative play, painting, games, and outside play. Children are exposed to language through songs, books, and basic instruction. Daily activities are based in nature where children can explore, with indoor activities including phonics, block building, art, music, and other hands-on and cognitive and social activities. **Roots School requires all children attending the preschool program to be fully toilet trained and not using pull-ups.**

### Academic Objectives:

- Recognition and ability to sound out all letters in the alphabet.
- Understanding of phonics: Give the letters characters/personalities by each letter being the first letter of a common word or animal that is relevant to the child.
- Basic shapes and colors.
- Recognition of each number at least to thirty.
- One to one counting.
- Understanding of relationships (Front, Middle, Back; Up, Down, Underneath; In Front, Behind; Left, Right; Shortest, Longest; Top, Bottom, etc).
- Understanding of opposites.
- Beginning understanding of the seasons, days of the week, and months.

### Cognitive Objectives:

- Knowledge of Mom and Dad's first and last names, their age and where they work.
- Knowledge of when to call 911, and know the difference between different types of emergencies, such as fire, ambulance, and police.
- Names of body parts.
- Learning how to handle safety situations by processing "what if" scenarios.
- Learning games that help in the use of words to express feelings.

### Emotional/Psychological:

- Helping children to work through emotions and share feelings with others by giving them tools and strategies for self-regulation.

## **GENERAL POLICIES & PROCEDURES**

These policies are statements of the general or customary method by which Roots School operates and interacts with students and families. Whenever the individual rights or duties of students or families are being determined under any circumstance, the final decision rests with the Board of Directors based upon the totality of the circumstances and any decision made by an employee, agent or officer of Roots School may be appealed to the Board of Directors.

## **HOURS OF OPERATION**

8:30 am - 3:15/3:30 pm, Monday through Friday

Children should be brought to Roots School on-time so as not to disrupt learning. Children cannot be dropped-off earlier than 8:30am. Please try to bring your children to school between 8:30am - 8:45am. All students are expected to be picked up between 3:15 - 3:30pm. (Please review "Late Pick-Up Policy" on page 9)

**Pick-Up times on Wednesdays only: 2:30pm**

## **ABSENCES**

If your child will be absent, please notify the office by email ([office@rootsmaui.org](mailto:office@rootsmaui.org)) or phone call by 9:30am.

## **REQUIREMENTS FOR STARTING PRESCHOOL**

New families must submit application forms and a \$100 non-refundable deposit before being considered for acceptance. Following a tour and meeting between the teacher and parent(s)/guardians(s), the student will be considered for acceptance. Prior to acceptance, students must come in for an assessment in order to make sure the students and Roots Preschool are a good fit for both parties.

After a child is officially admitted, and in order to attend classes, the following documents must be filled out, signed, and submitted to the administration prior to starting school.

Required by Roots School:

- 1) Application Forms
- 2) Signed Return to Campus Plan COVID-19
- 3) First tuition payment

Documents to be completed by your child's physician, as required by the Department of Human Services. Bring to Roots School once completed:

- 1) Student's Health Record Form\*
- 2) Early Childhood Pre-K Health Record Supplement Form\*
- 3) Proof of TB (Tuberculosis) test

Information to bring to Roots School:

- 1) Medical Insurance Information
- 2) Documentation of Physical Examination by a Physician
- 3) Immunization Records

*\* blank forms available on Roots School website, [www.rootsmaui.org](http://www.rootsmaui.org)*

## **SIGNING APPLICATION AND ENROLLMENT DOCUMENTS**

All documents must be signed by both parents/guardians of the student when both have joint legal custody, regardless of marital status. Families must provide sufficient documentary evidence of legal and physical custody of a child upon request. Parental signatures unreasonably withheld by a parent of a student who is subject to a joint custody agreement or order shall be disregarded for purposes of this policy. However, such parents shall be prohibited from entering or remaining at Roots School, or from participating in any off-site Roots School function until such documents are signed.

## **NEW STUDENTS/WAITING LIST**

To be officially considered for open spaces in the Roots School Preschool program, parents/guardians must complete application forms and submit a non-refundable \$100 deposit. If Roots School classes are full, families who have submitted a complete application and \$100 non-refundable deposit will be placed on the waiting list.

## **SIBLING PRIORITY**

Roots School makes an effort to prioritize siblings in the application process. Sibling priority allows families a greater opportunity for their children to attend school together. To receive sibling priority, a family must have had a child enrolled in the school during the previous school year who will continue to be at that school in the upcoming school year. Sibling priority does not guarantee acceptance into the school, as enrollment priorities, school capacity, and the applicant's assessment are also taken into consideration.

## **LATE ENROLLMENT**

Students who join Roots School after the first day of the academic year, but before October 01, 2023, are responsible for the full annual tuition. Students who join Roots School after October 01, 2023, will pay tuition at a prorated monthly rate based on weeks. All students are responsible for the full field trip fee of \$250.00 at the time of enrollment.

## **DAILY DROP-OFF AND PICK-UP**

Sign in/out of children are only permitted by the adult (aged 18 and over) listed on the approved list.

## **MEALS AND SNACKS**

Parents must provide children with a home lunch, including two snacks. We recommend whole grain breads or crackers, nuts, vegetables & fruits, and other healthy food. Roots School Preschool does not provide food. Drinking water will be available all day for children, but a water bottle must be provided by the family.

## **NAPPING**

Napping will take place for approximately 1.25 hours a day. Children are required to bring their own blanket and pillow, which will go home weekly for washing, as well as a mat to lay down on.

If a child does not nap, he/she will be required to lay quietly for a resting period and not disturb the other nappers. Due to the layout of the preschool and the need for two adults to ensure the health and safety of all the children at Roots School, we are unable to accommodate parent requests for a longer or shorter nap time than is set up in the preschool schedule.

## **CHILDREN'S BELONGINGS**

Each child will be provided with a cubby to store his or her personal belongings. Each student is allowed to keep one doll/stuffed animal at school, which may only be brought out during nap time. Additional toys are not permitted.

## **DISCIPLINE**

Children will be calmly, kindly, yet firmly spoken to when they display inappropriate or dangerous behavior. After two warnings regarding the same inappropriate action, the child will receive an appropriate consequence for the inappropriate or dangerous behavior. If the behavior cannot be corrected, the parent will be informed at the end of the day to help prevent the behavior in the future. If the behavior continues, a parent/teacher meeting will be set up to address the issue.

If a child struggles week after week with behavior that is a danger to himself/herself or others in the program, and the practices of Roots School Preschool staff with parent support are not working, Roots School Preschool will suggest a different environment for that child and refuse service.

## **NON-SMOKING ENVIRONMENT**

Roots School Preschool and Roots School are non-smoking environments at all times.

## **SUBSTITUTE TEACHERS**

When the teacher is unable to work, a qualified substitute will fulfill the teacher's duties. All substitute teachers undergo the same background checks and FBI clearances as the lead teacher; will maintain current Tuberculosis (TB) records, CPR and First Aid certification.

## **COMMUNICATION/OPEN DOOR POLICY**

We welcome parents/guardians visiting individually. Some parents/guardians may choose to wait until after their child has adjusted to the new environment before visiting. Please make arrangements ahead of time.

Communication with parents/guardians will be conducted via newsletters, office emails, and individual emails from teachers. **If a parent/guardian is unable to access email, he/she must work with the teacher to establish an alternative form of communication.**

Parents/Guardians agree to inform Roots School of any major incident or situation that may impact their child's ability to focus or perform at school and agree to work closely with the school and his/her teachers to ensure their child's safety and success, and the safety of other Roots School students, teachers and administrators. For example: major change in his/her home environment, moving, custody rights, divorce, new sibling, etc.; changes in the routine, new medical information, and changes in your work number and/or schedules.



## **VACATIONS/LONG-TERM ABSENCES**

Families are responsible for the full tuition regardless of excused or unexcused-, short- or long-term absences. Parents must notify teachers of vacations and anticipated absences in advance. A request may be made to the Board of Directors for partial tuition forgiveness for emergency medical absences. Such requests should be addressed to the Board of Directors and accompanied by a doctor's note. The Board of Director's decision to grant or deny such requests shall be final.

## **LATE PICK UP FEES**

There is a \$1/minute charge for late pick-ups starting at 3:30pm.

When an adult picks up a child any time after 3:30pm he/she must complete the Late Pick-Up form, indicating the name(s) of the child(ren) who were picked up late, the time of pick up, the late fee amount, and whether or not the amount was paid at pick up. The parent/guardian and teacher who stayed late must both sign the form. If parents/guardians are not picking up and signing the form for whatever reasons, they are still responsible for the late fee. Fees are charged per parent/guardian picking up, and not per child. If the parent/guardian does not pay at the time of pick up, the late pick-up fee will be added to the following month's tuition payment.

When parents/guardians are late, teachers will call them starting at 3:30pm. They will call each parent/guardian listed on the registration form. If neither parent/guardian can be reached, the teacher will call the person listed as the emergency contact. Every family must provide at least two ways of being reached (phone or email) and must list an emergency contact.

Please note that teachers are prohibited by Roots School policies to drive students anywhere except to the hospital or police station. Therefore, if teachers have been unable to contact parents/guardians or emergency contacts for two and a half hours after the students have been dismissed, the teacher is required to take the student to the Maui Police Department in Wailuku and may remain there until the parents/guardians arrive. In this extreme situation, parents will be charged a late fee assessed from the time of dismissal until the time the teacher has arrived home.

## **HEALTH POLICY**

Please keep your child home if he/she has...

- A fever of 100 degrees or higher
- Chronic or deep-seated cough
- Dry cough
- Yellow or green mucus
- Chicken Pox
- Measles
- Diarrhea
- Impetigo
- RSV (Respiratory Syncytial Virus)
- HFMD (Hand, foot, mouth disease)
- Ukus (head lice) or any sign of eggs
- Molluscum contagiosum
- Pinworms
- Ringworm
- Strep throat
- Symptoms indicative of any communicable disease, i.e.,:
  - heavy mucus discharge
  - constant cough
  - sore throat
  - headache
  - stomach ache
  - nausea/vomiting

If your child has pinworms, ringworms, Molluscum contagiosum, RSV, Impetigo, HFMD (hand, foot, mouth disease) or head lice/ukus, please notify the office immediately as we will send out a class-wide email informing all other parents.

- Students found with head lice/ukus are required to be absent from Roots School for a minimum of 24 hours and must be nit-free in order to return to school.
- Students with a fever (temperature above 100.4 degrees) need to be fever-free for at least 24 hours before returning to school.
- Students that have vomited or have had diarrhea due to illness need to be kept home for 24 hours before returning to school.
- Students with HFMD or Impetigo need to submit a doctor's note to the office clearing them for return, and need to be completely free of blisters and rashes before returning to school.
- Students with Molluscum contagiosum need to submit a doctor's note confirming Molluscum contagiosum and need to be healthy besides possible remaining bumps, and all remaining bumps need to be completely covered by clothing at all times in order for them to be back in the classroom.
- Students with strep throat should stay home until they no longer have a fever and have taken antibiotics for at least 12 hours.
- Students with RSV can return to school after it has been 8 days since symptoms started.
- Students with measles should be kept home for at least 5 days after the start of the rash, and the rash should be completely healed before returning.
- Students with ringworms or pinworms can return to school 24hrs after starting treatment.
- Students with chicken pox should stay home until the blisters become crusted (about 4-6 days after rash appears), and until no new lesions appear within a 24-hours period.

If a child becomes ill while at school, he/she will be separated from the group. Parents/Guardians will be called immediately, and parents/guardians will be expected to pick up their child as soon as possible.

### **FREQUENTLY ASKED SARS-COV-2 RELATED QUESTIONS & ANSWERS:**

**Question:** If my child or their teacher has allergies and is not sick, will they be asked to stay home?

**Answer:** In order to avoid this, please have your child's doctor provide a letter stating what your child's allergies are and the symptoms. Roots staff will do the same.

**Question:** What happens if my child gets sick?

**Answer:** If your child(ren) and/or family members are home sick, please contact their doctor and based on the child's symptoms, the doctor can determine if the sick child/person needs a COVID test. Please keep your child home until they are 100% symptom-free.

Once the student is symptom-free, he/she can return to school. A doctor's note or Covid test is **not** required in order to return to school.

\*Please refer to Return To Campus Plan for related changes to COVID-19

### **TUBERCULOSIS (TB) / HEALTH RECORD**

State law and State Department of Health administrative rules require tuberculosis (TB) tests for all students, faculty and staff entering school or participating in communal learning activities to be tested for tuberculosis up to a year before the first day of communal learning activities.

## **MEDICATION**

Please do not bring medication to Roots School. Teachers will not dispense medication, with the exception of asthma inhalers and epinephrine pens. If the student has a prescription for either of these items, then the parent/guardian must meet with the teacher to make special arrangements for these medications.

## **EMERGENCY MEDICAL CARE**

If time permits, we will contact parents/guardians immediately. If the injury is life threatening, we will administer first aid and/or CPR, and call 911. In situations where we need to get into an ambulance or car with a child, or when other children need to be supervised by another adult, one of the other teachers will provide substitute care for the remaining children. Unless otherwise recommended, your child will be taken to Maui Memorial Medical Center, the nearest emergency facility. It is required that parents/guardians sign medical releases and medical authorization forms. Roots School is equipped with a medical kit, and we are certified in Infant & Child CPR & First Aid.

## **GENERAL EMERGENCY**

In the event of an emergency during school hours, parents/guardians will be notified to pick up their children.

## **DISASTER PLANS**

In the event of a disaster (flood, fire, etc) we will contact parents/guardians. If the need arises, we will evacuate the nearest dedicated evacuation shelter, which is Haiku School, at 105 Pauwela Road in Haiku. In the case of a nuclear attack, we will evacuate to the Aloha Aina Center.

During the year, there will be periodic safety drills and evacuation exercises to ensure the utmost safety of all of the children in case of emergency.

## **TRANSPORTATION/EXCURSIONS**

Per the Department of Human Services policies, children can only be taken on excursions in vehicles driven by their own parents or on school buses.

## **INSURANCE**

Roots School is covered by liability insurance.

## **POLICY REGARDING SPECIAL LEARNING NEEDS STUDENTS**

The philosophy behind Roots School is to provide hands-on learning experiences in multi-age environments where children can work at their own level and pace while being encouraged through peer interaction, teachers, staff, family and themselves. It is Roots School's goal to meet the needs of each individual child. The Roots School program can be modified, and this can be successful for many styles of learners. However, Roots School staff must meet with each family and student on a case-by-case basis to ensure a proper fit for the child, the classroom dynamic, and the family. Although our school and philosophy may provide a positive experience for some children with special needs, in the final analysis, Roots School does not have the services or trained staff required to meet the needs for children with special learning needs.

If it becomes clear that the needs of an enrolled student are beyond the scope of our program, as determined by their teacher and/or an outside professional, Roots School will not hold the student's family to their enrollment contract.

The following resources might be helpful to you:

- Hawaii Department of Education - <http://www.hawaiipublicschools.org>
- Horizons Academy - <http://www.horizonsacademy.org>

## **STATEMENT OF NON-DISCRIMINATION**

At Roots School, we strive to accommodate the learning styles and needs of a broad variety of students. It is this center's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the Federal Americans with Disability Act. Furthermore, students are admitted without regard to race, color, religious preference, sexuality, nationality, ethnic origin or disability. However, Roots School reserves the right, in its sole discretion, to refuse admission or the continuation of services to those whose needs are unable to be met by our program.

## **DISCLOSURE OF INFORMATION ON STUDENTS, PARENTS, AND GUARDIANS**

Roots School will not disclose any information about students and/or their parents/guardians to anyone except the student's parents/guardians without prior written permission from the parents/guardians, unless an emergency arises. If you do not want your information included in our Student Directory, please notify the Roots School office.

## **TRANSITION TO A NEW FACILITY OR SCHOOL SETTING**

When students transition to the Roots School Preschool or to another Preschool or Elementary Setting, Roots School Preschool staff will work with the student, parents, and new caregivers/teachers to make the transition as smooth as possible.

## **RESPECTFUL ENVIRONMENT POLICY**

All Roots School employees and families will be treated with respect, honesty and dignity. Behavior and/or situations which run contrary to such treatment will not be tolerated.

### *Examples of Disrespectful Behavior include:*

- Any verbal or written statement objectively interpreted by a reasonable person to be menacing or taunting in nature (e.g., coercion, intimidation, bullying, ridiculing or belittling);
- Written or verbal comments, behaviors, or jokes that are rude, degrading, demeaning, insulting, embarrassing or offensive;
- Bullying or shouting which is demeaning, taunting or considered teasing;
- Attempting to discredit an employee or other member of the Roots School community by spreading false information;
- Any behavior considered to be sexual misconduct by a reasonable person.

### *Remedies:*

- 1) Teachers or parents/guardians should report disrespectful behavior to the Head of School.
- 2) The Head of School will contact the person who has been identified as behaving disrespectfully and ask him/her to provide information from his/her perspective.
- 3) The Board of Directors will determine appropriate action, which may be communicated through the Head of School.

## **CHANGE OF ADDRESS**

If you change your home/office address, phone number, or email address, please contact the school immediately with the changes to 808-250-7988, or by email to [office@rootsmaui.org](mailto:office@rootsmaui.org).

## **POLICY CHANGES**

These policies may be changed at any time at the discretion of the Board of Directors. Whenever a policy is changed, the same shall be e-mailed to every family. Parents/guardians are responsible for making sure their email addresses are current with the school.

## **PARENT PARTICIPATION HOURS AND ANNUAL FUNDRAISER INVOLVEMENT**

Each parent is required to participate for twelve (12) hours during the academic year regardless of the number of children the family has enrolled in Roots School. In addition, parents are also required to participate in the Annual Fundraiser each year.

Parent meetings are occasionally held to discuss Roots School structure, policies, events, and arising needs of the children. They reflect support for the teachers, support for the parents, and provide an avenue for the growth and vision of Roots School. Parents who are unable to attend meetings are responsible for following up to find out what decisions were made. Because of the diversity in families and students, parent/guardian hours are based on the number of parents/guardians active in the student(s)' lives. Within a given family, parents are free to take on another parent's hours. Two-parent families will be responsible for a total of 24 hours/year.

### **Why parent participation hours are vital to Roots School**

This is one of the ways to keep Roots School' tuition low. Important additional benefits to parent participation are getting to know other parents and families, developing bonds with other families and children in our community. Children who observe parents participating, see that their parents are committed to the Roots School community, and that the unique education provided by Roots School is important to the family. Please keep in mind that at Roots School, there is minimal paid administration and no staff support. This means that in order to accomplish important fundamental tasks, parents must contribute their time in a responsible and effective manner.

### **Examples of parent jobs include:**

Chaperone for Field Trips:

- All field trips count as 3 hours, unless the field trip is less than 3 hours in length. **All field trip chaperones may also be subject to screening through Hawaii's Sex Offender Registry as maintained by the Department of the Attorney General.**

Teaching:

- Yearbook club or class with the 4th-6th grade class
- Offering an after-school club (coding, robotics)
- Coaching a Roots School sports team

General Work:

- Maintaining the grounds, including the gardens; landscaping, and/or maintaining parking lot on a regular basis
- Laundry (totaling 3 parent hours per month)
- Construction projects;
- Errands/Shopping for supplies (if specifically requested by the teacher);
- Fundraising, including developing and implementing fundraising opportunities;
- Event participation such as the Annual Fundraiser or any other fundraising and/or community activities
- Cleaning

Public Relations:

- Distributing information on social media platforms, flyers and or brochures
- Help with Open House
- Help with Children's Fair and other fundraising efforts

### **Extra Hours**

If a parent works beyond his/her twelve (12) hours in a particular year it is considered an appreciated donation to the school. For example, a parent teaching a class throughout the year for more than an hour per week. The extra hours will not be applied towards the following academic year.

### **Cash Payments Instead of Volunteering**

Families unable to fulfill the volunteer requirements have the option to pay \$25 per hour missed. **Please note that the \$25 per hour missed does not imply that the work is worth \$25 per hour.** Roots School recognizes that some work could cost Roots School considerably more or considerably less on the open market. Roots School, however, requires help from parents in order to keep tuition low and to help build our community.

### **Expenses Related to Hours**

As with parent-taught classes, any reimbursements for expenses related to a task must be approved **before** they are spent. Parents are expected to take responsibility for minor expenses related to a task (e.g. cell phone time, printing, copying, supply costs). If Roots School is requesting that the parent perform a task which includes major expenses (over \$50), the Board of Directors will look for donations before assigning the task.

## **TUITION PAYMENT POLICY & PROCEDURES**

Because tuition currently accounts for almost all of Roots School's income, our budget relies on tuition being received in a timely manner. Furthermore, almost all of Roots School's income pays for the hiring of teachers, mortgage, and other necessary expenses for the upcoming year. Teachers are hired on an annual basis, and we must honor our obligations to the individuals directly responsible for educating the students.

The following terms and conditions have been approved by the Board of Directors and will be used in administering financial procedures at Roots School. Please read these policies and procedures carefully. Contact the Roots School office if you have any questions.

### **4) PRESCHOOL ANNUAL TUITION AND FEES \$9,950 + \$25 Field Trip Fee**

#### **One Tuition Payment\*\* *Note: FACTS charges a one-time set-up fee of \$5 for this plan***

Due by April 1, 2023..... \$9,875 Tuition Prepayment #1 (\$9,850 + one-time, non-refundable field trip fee of \$25)

#### **Two Tuition Payments\*\*\* *Note: FACTS charges a one-time set-up fee of \$10 for this plan***

Due by April 1, 2023..... \$4,975 Tuition Prepayment #1 (\$9,900/2 + one-time, non-refundable field trip fee of \$25)

Due by June 1, 2023..... \$4,950 Tuition Prepayment #2

#### **Twelve Monthly Tuition Payments\* *Note: FACTS charges a one-time set-up fee of \$50 for this plan***

Due by April 1, 2023..... \$854.17 Tuition prepayment #1 (\$829.17 + one-time, non-refundable field trip fee of \$250)

Due by May 1, 2023..... \$829.17 Tuition prepayment #2

Due by June 1, 2023..... \$829.17 Tuition prepayment #3

Due by July 1, 2023..... \$829.17 Tuition prepayment #4

Due by August 1, 2023..... \$829.17 Tuition prepayment #5

Due by September 1, 2023..... \$829.17 Tuition prepayment #6

Due by October 1, 2023..... \$829.17 Tuition prepayment #7

Due by November 1, 2023..... \$829.17 Tuition prepayment #8

Due by December 1, 2023..... \$829.17 Tuition prepayment #9

Due by January 1, 2024..... \$829.17 Tuition prepayment #10

Due by February 1, 2024..... \$829.17 Tuition prepayment #11

Due by March 1, 2024..... \$829.17 Tuition prepayment #12

\* Please note that the monthly installment schedule does not correspond to the service received that month.

The installment schedule is merely a convenient way to meet your total financial obligation.

\*\* Reflects \$100 discount for one tuition payment

\*\*\* Reflects \$50 discount for two tuition payments

**Enrollment Policy:** Enrollment may be canceled by the parents/guardians in writing, without penalty (except forfeiture of the Non-Refundable prepayment & Deposit) **prior to March 1, 2023.**

If enrollment is canceled **on or after March 1, 2023**, parents/guardians financially responsible for the student(s) are still obligated to pay the **full annual tuition and fees**. No portion of tuition paid or outstanding will be refunded or canceled in the event of absence, vacations, withdrawal, and/or dismissal from the school of the above student.

#### **Sibling Discount:**

The sibling discount of \$300 annually may be given to each sibling enrolled after the oldest child when a family enrolls more than one child paying full tuition. If tuition is paid in installments, the discount will be prorated. This

discount cannot be combined with other discounts for tuition payments in K-6. Sibling discounts are intended to alleviate the financial burden for parents who are paying for more than one child to attend Roots School; the term "sibling" only applies to children living full-time in the same household.

**Enrollment and FACTS Deadlines:** In order to guarantee a space for your child(ren) in the upcoming academic school year, all paperwork must be completed and submitted to Roots School no later than the date defined in the Enrollment Contract.

Roots School requires all families to use FACTS, an online management system to process tuition and fee payments. Sign up for FACTS at <https://online.factsmgt.com> before the date defined in the Enrollment Contract.

**NOTE:** All tuition and fees paid are non-refundable, including any prepayments and field trip fees. Your financial obligation to pay the tuition and fees for the full academic year is unconditional. Students are enrolled for the full academic year, and no adjustments in tuition can be made by the Roots School for absences, vacations, withdrawal, and/or dismissal. Enrollment is not based on specific teachers or staff members. If tuition assistance is canceled for any reason, Roots School must be notified in writing immediately. Please continue reading on the next page for Roots School policies and procedures for enrollment, late fees, withdrawal, and dismissal.

### **ENROLLMENT POLICY & PROCEDURE**

By signing a Roots School Enrollment Contract, parents/guardians agree to accept all the policies, procedures, and rules of the Roots School as stated in the current Parent Handbook.

Students are enrolled for the FULL ACADEMIC YEAR, and no adjustments in tuition can be made by the Roots School for absences, vacations, withdrawal, and/or dismissal. Enrollment is not based on specific teachers.

All tuition and fees paid are non-refundable, including any prepayments. This also applies if a temporary shift towards hybrid or distance learning becomes necessary due to rising COVID cases on Maui. If tuition assistance is canceled for any reason, Roots School must be notified in writing immediately. Enrollment is not based on specific teachers, or staff members. Tuition and fees paid are non-refundable after the due dates.

Enrollment may be canceled by the parents/guardians in writing, without penalty (except forfeiture of the Non-Refundable prepayments) prior to March 1, 2023.

If enrollment is canceled on or after March 1, 2023, parents/guardians financially responsible for the student(s) are still obligated to pay the full annual tuition. No portion of tuition paid or outstanding will be refunded or canceled in the event of absence, vacations, withdrawal, and/or dismissal from the school of the above student.

If the student receives tuition assistance, the parent/guardian is financially responsible for any remaining tuition and all fees not covered through the plan. If tuition assistance is canceled for any reason, Roots School must be notified in writing immediately.

### **LATE PAYMENT AND RETURN PAYMENT FEES**

A late fee of \$20 will be assessed for any payment not received within 9 (nine) days of the due date. Tuition and fees are considered past due 30 (thirty) days after the billing date. In addition to the late fee, an interest rate of 1.5% per month may be applied to delinquent accounts until the overdue amount is paid. Additional fees may be charged by FACTS for returned payments. Parents/guardians who have difficulty making timely payments must contact the Roots School office to arrange a satisfactory payment arrangement. Failure to comply with an accepted alternate payment plan shall require immediate dismissal of the child from Roots School. Hardship requests for alternate payment plans shall be approved or denied by the Board of Directors. When such arrangements have not been made, an account in arrears for more than 45 days will be sent to a collection's agency or attorney. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts.



## **WITHDRAWAL POLICY & PROCEDURE**

Withdrawal from Roots School prior to the end of the academic year has an impact on the students socially and on Roots School operationally. When a family commits to Roots School, they are making a full year commitment; tuition and fees are due and owing at the beginning of the year. In addition to following the Enrollment Policy & Procedures information, a “Written Notice of Withdrawal” must be completed and submitted at least thirty (30) days prior to withdrawal in writing by Certified U.S. Mail or in-person. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts. If a request to withdraw is canceled, the student will be allowed to continue at Roots School provided that the space has not already been filled by someone on the waiting list. If the student is re-enrolled, a \$50 administrative fee will be due and owing.

## **DISMISSAL POLICY & PROCEDURE**

If the unfortunate circumstance arises in which Roots School determines that the student may not remain enrolled at Roots School and should be dismissed; all tuition shall be forgiven in proportion to the remaining days of school, except in those instances in which the separation is due to a violation of these policies by the parents/guardians. Any and all fees paid are non-refundable.

## **FINANCIAL AID POLICY**

We are happy to be able to offer a limited amount of assistance to those in need. The amount of funds for this program are raised at our Children’s Fair and through grant funding and vary from year to year. Financial aid application window is open between December 1 - January 31 each year. Financial aid awardees will be notified by March 15.

<https://online.factsmgt.com/signin/4HPMZ>

In addition, we are a collaborating partner with Kamehameha School’s Kipona Scholarship program:

<https://apps.ksbe.edu/financialaid/k12/kipona/>

### **Preschool Financial Aid**

<http://patchhawaii.org/programs/preschool-open-doors/>

<https://apps.ksbe.edu/financialaid/preschool/pks/>

Please note that in order to be considered for assistance, a Roots School application and non-refundable fee of \$100 must be received by our office@rootsmaui.org