



**MASTER TREE  
ACADEMY**

**2025/26**

**Parent Handbook**

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Master Tree Academy is an independent non-profit Florida 501c3 private school and homeschool umbrella for Grades K-8 located in the heart of Orlando, Florida. With our tailored education options and home-education instructional services we can offer a unique school-like ecosystem that can provide academic excellence through an interconnected enrichment-focused curriculum.

We want to provide a safe learning environment for children and their families that motivates and empowers life goals, such as a healthy body, heart, mind, and spirit along with academic success. Our role is to support students with what they need to thrive: Loving teachers, kind peers, supporting parents, and a trustworthy community.

If you do not have an application form with this prospectus please contact the school via email [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org) or download it from our website.

4418 Edgewater Drive  
Orlando, FL 32804  
[www.mastertreeacademy.org](http://www.mastertreeacademy.org)  
[info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)





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# School Calendar

[download and print here](#)

## SCHOOL CALENDAR 2025/26

K-8 Non-Profit School



MASTER TREE  
ACADEMY

### Holidays & Special Events

SCHOOL HOLIDAYS	STARTS	FINISHES
Meet the Teacher	8 August 2025	
First Day of School All Students	11 August 2025	
Thanksgiving Break	24 November 2025	28 November 2025
Winter Break	22 December 2025	6 January 2026
Spring Break	16 March 2026	20 March 2026
Last Day of School	27 May 2026	
Summer Break	28 May 2026	

PUBLIC HOLIDAYS	NO SCHOOL
Labor Day Holiday	1 September 2025
Martin Luther King, Jr. Holiday	19 January 2026
President's Day	16 February 2026
Good Friday	3 April 2026
Memorial Day	25 May 2026

MTA KEY DATES & SPECIAL EVENTS	IN SCHOOL
Meet the Teacher Day	8 August 2025 11AM-2PM
Family Poetry Cafe	12 September 2025 1PM-3PM
Fall Festival OPEN HOUSE	17 October 2025 2PM-4PM
International Thanksgiving Luncheon	21 November 2025 1PM-3PM
Annual Winter Theater Performance	15 December 2025 2:30PM-4PM
Winter Solstice Despacho Ceremony	19 December 2025 2PM-3PM
Valentine's Dance	13 February 2026 1:30PM-3PM
Earth Day OPEN HOUSE Celebration	22 April 2026 2PM-5PM
Annual Field Trip	TBD
Annual Student Theater Performance	18 May 2026 2:30-4PM
Accelerated Reader (AR) Party	22 May 2026 2PM-3PM
Graduation Ceremony Last Day of School	27 May 2026 2PM-3PM

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

Master Tree Academy | 4418 Edgewater Dr. | Orlando, FL 32804 | [www.mastertreeacademy.org](http://www.mastertreeacademy.org)

## Welcome

Welcome to Master Tree Academy! We are excited to start the 2025-2026 school year and continue to grow our school with you. Please read our MTA Parent Handbook and submit your acknowledgment with the enrollment package.

## About Us



Master Tree Academy started as a parent and teacher led pod project in 2020 in response to the emerging social distancing and pandemic related restrictions that we feared would have a lasting negative impact on our elementary students. During the process of providing a nurturing,

collaborative, and noncompetitive learning environment for our children we realized an increasing demand by parents to have more freedom to determine their child's school experience. This realization led us to open up our doors to other families in the Orlando area.

Master Tree Academy is a not-for-profit charity organization under IRC 501 (c) (3), EIN: #87-3168221 with the focus on providing academic and life skills that support the complete development of BODY, HEART, MIND, & SOUL - for students and parents in our community.

MTA now offers a full-service K-8 private school and home education instructional program in our beautiful lake-front home in the heart of Orlando.

## **“I wish they had taught me in school!”**

As parent founders, we have realized that in today’s changing world, academic performance alone isn’t what prepares our children to succeed in life and form happy relationships. We want to provide a learning environment for children and their families that fosters life skills along with academic excellence. Our role is to empower our students with what they need to thrive in their future through cultivating an inquisitive and mindful interaction with their world, teachers, parents, and community.



## **Our Philosophy**

Master Tree Academy is thriving as a pioneering non-profit school ecosystem that combines the Steiner-Waldorf pedagogy with the modern approach of Nordic schools. Through the dedicated efforts of our teachers, parents, staff, and supporters, our school has grown and developed in an organic way.

MTA values a structured, yet creative learning curriculum that balances the use of modern technology with nature-connected and life skill oriented enrichment. Our small classes and highly motivated teachers highlight our family atmosphere and are a prime example of the ‘MTA Spark.’ We emphasize a nurturing school environment that allows each individual student the freedom to explore their own way of learning.

Our artistic and imaginative approaches to intellectual concepts stimulate the children's self-motivation as they grow through each particular stage of development. Each academic segment is designed to awaken interest in what is learned and how it can be applied through hands-on projects. We motivate our students to express their individuality, while discovering the joy of collaborating and presenting their work together. This increases our students ability to communicate their ideas, develop their social thinking, and motivate collaborative solution finding. Our goal is to foster enthusiasm for learning, and with it a passion for wanting to better understand the world they live in. Our teachers encourage our students to breathe life into academic subjects that reflect their own strengths and talents.

Our school regards our children's Body-Mind-Spirit-Heart-and-Soul Connection as an important part of early education. Our Social Emotional curriculum is non-denominational and inclusive. It prepares our students for finding harmonious individual ways to physical, spiritual, and social-emotional wellness.

Overall, we strive for high standards of work and behavior and recognize children should not only receive an all-around ability and self-confidence to participate fully in life, but also a sense of gratitude and responsibility for nature and fellow human beings.

Master Tree Academy values respect and kindness among and toward all staff, teachers, students, and parents equally. We support the social-emotional and physical health of all students. We understand the challenges our children are facing in today's world and gladly take the time to empathically address those with you as they arise.

## Our Principles

***"Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives "* - Marie Steiner**

Master Tree Academy's core principles outline the most important values that our school holds and practices. Our principles include the following:

1. The image of the Whole Child, Body-Mind-Spirit-Heart-and-Soul, influences all teachings at Master Tree Academy.

We believe that in order to fulfill the duties of a school we have to view the child not just intellectually, but spiritually, emotionally, and physically. Every teaching, whether a core subject or enrichment will always have this Whole Child principle in mind. Our aim is to create seeds for the physical, emotional, intellectual, social, artistic, and spiritual potential of the human being.

2. Master Tree Academy cultivates and fosters good human values, such as kindness, integrity, and respect for human life and nature.

3. Master Tree Academy respects that the human being is a unique individual and that there is no one-size-fits-all approach to teaching. The teacher's task is to consider the developing individuality in each of the children and correlate that to whole class teaching.

4. Master Tree Academy considers the developmental stages of the child when teaching and decision making.



5. Master Tree Academy supports freedom in teaching and provides the teacher with the educational program in which the teacher can utilize their creative inspiration to serve the individual students and in turn the whole class and school community.

6. Master Tree Academy promotes a network of trust between the student, teacher, parent, and community.

Trust between all components of the school ecosystem is crucial for human development. Master Tree Academy recommends parents to communicate, cooperate, collaborate, and volunteer with the school community and the individual teachers.

7. Master Tree Academy promotes continual professional development for teachers and staff in order to cultivate growth in service to the students.

8. Master Tree Academy is self-administered and works to achieve legal and financial health that ultimately fulfills the mission of the school.

9. Master Tree Academy honors, cultivates, and welcomes human diversity and dignity.

Master Tree Academy is an independent school, but finds itself aligning with many of the principles of Steiner/Waldorf Schools.

<https://www.waldorfeducation.org/about-waldorf-education/awsna-principles/>

## Our Classes



Children are taught in mixed age tiers (typically 2 grade levels) and ability groups in which the strengths of each child are focused for the benefit of the whole class. Academic subjects are taught in rhythmically structured main lesson AM periods followed by scientific, technical or life-skill applications.

These are taught in project-based PM classes, which include STEM & Arts projects, Mindfulness, Entrepreneurship, Social Studies, Science, and Creative Presentation.



We regard creative writing, music, painting, theater, imaginative drawing, modeling, games, crafts, digital arts, and especially

presentation as essential tools for learning and weave them into academic subjects.

## **Our Teachers**

Teaching is a passion, but also a responsibility. The demands it makes upon the teacher are matched by the empathy they have and their inner security that allows for their natural authority to surround the growing children in their care.



Our certified teachers cover all subjects in great depth at a developmentally age-appropriate time. As children are taught in mixed ability groups our teachers encourage learning through their strengths regardless of their age or grade-level.



We are aware that certain levels of structure and routine are needed for the students to develop a secure framework and discernment needed to navigate the world. The structured academic part of our daily schedule follows a lesson plan that maintains and excels academic standards, while motivating the individual student to develop self-interests and preferences that highlight their personal talents.

Specialist teachers are responsible for lessons in Martial Arts, Foreign Languages, Leadership, as well as rotations in Eurythmy (expressive movement art “visible song” and “visible speech”), Performing Arts, Music, Digital Arts, Entrepreneurship, Economics/Personal Finance, Farming, and Social-Emotional Wellness



**Excited teachers create excited students.**

By showing our students how to apply what we learned through life and in school, parents not only strengthen our students ability to visualize themselves, but also infuse a strong sense of meaning and purpose for their role in life.



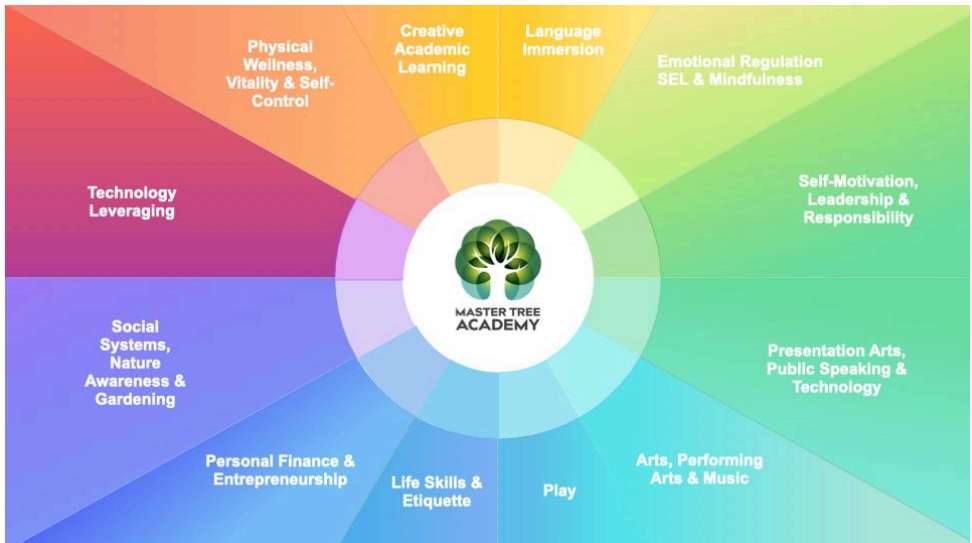
The emphasis and exposure to application and practical value of knowledge helps to build a necessary bridge between school and home. Not only does it allow each child to discover their own unique interests and goals in life, but also helps to facilitate a more passionate and meaningful learning style that encourages a sense of community connection that MTA encompasses.

Throughout all classes in AM and PM periods, the teachers' work involves the development of free speech, freehand form and symmetry drawing, as well as body-movement into academic as well as project-based parts of the curriculum.



## Our Curriculum

Our students' success is facilitated by highly qualified and caring instructors who understand the necessity to educate **the whole child**.




Our curriculum is guided by future-proof academic standards allowing each child to excel at their own pace. Our in-person lessons are geared toward building a strong foundation of reading, writing, language, mathematics, humanities, and sciences.

This interconnectedness with life skills allows the child to develop as an individual.





## Program Options

**1**  **PRIVATE SCHOOL**  
Full-Day (9AM-3PM)

**2**  **HOMESCHOOL CORE**  
Full-Day (9AM-3PM)  
Homeschool Umbrella

These options are great alternatives  
for a comprehensive modern K-5  
Elementary School experience

**3**  **5-DAY/HALF-DAY**  
AM Academic (9AM-12:30PM) or  
PM Project (12PM-3:30PM)

**4**  **2-DAY/FULL or HALF-DAY**  
AM Academic (9AM-12:30PM) or  
PM Project (12PM-3:30PM)

These options are great for  
enriching your K-5  
Homeschool Student



We cover all academic subjects in great depth at a developmentally age-appropriate time. By paying careful attention to each child's development, regardless of the type of school program they are in, we can provide a highly diverse learning experience. (Please see the website for our School Programs).

Our extended lessons in the areas of STEAM (STEM + Arts), science, social studies, social-emotional wellness, physical education allow our children to form the necessary structure and self-regulation to enjoy our life-skills, such as video production, music, theater, escape rooms, and science projects to complete the curriculum.

## **Student Success**

Our students' progress is carefully followed and documented by their teachers in order to communicate their development to their parents. In regular parent-meets (parent-teacher coaching depending on chosen program) the teachers report the areas where each student excels, or where extra assistance would be beneficial.

Teachers and staff ensure that the students are safe, confident, joyful, respectful, and fully prepared. We appreciate the role that parents play in their child's education and are therefore always available for direct communication and interaction. Teachers and administration interact with parents on a one- to-one basis, always focusing on student goals and accomplishments.

Interactions among the staff, with administration, parents and students are transparent, positive, and constructive. The strong partnership among home, school, teachers, and community ensures a caring family atmosphere and network of trust at Master Tree Academy. We value respect and kindness among and toward all staff, teachers, students and parents equally. We prioritize the social-emotional health of all students, and can also provide mental-emotional therapeutic support on request.

## **Nondiscriminatory Policy**

Master Tree Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic

origin in the administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.

## **Our Staff**

The administration and staff are committed to providing care and consideration to all our families and will be available to help with questions or concerns.

Executive Director

Jona Stulz [jona@mastertreeacademy.org](mailto:jona@mastertreeacademy.org)

Associate Director

Kyra Stulz [kstulz@mastertreeacademy.org](mailto:kstulz@mastertreeacademy.org)

Financial & Accounting

Jennifer Alvey [admin@mastertreeacademy.org](mailto:admin@mastertreeacademy.org)

Office & Security Manager

Master C. Souffraunt

Admissions

Jona Stulz [jona@mastertreeacademy.org](mailto:jona@mastertreeacademy.org)

Intervention Coordinator

Marcelle Lavergne-Weger [mlavergne@mastertreeacademy.org](mailto:mlavergne@mastertreeacademy.org)

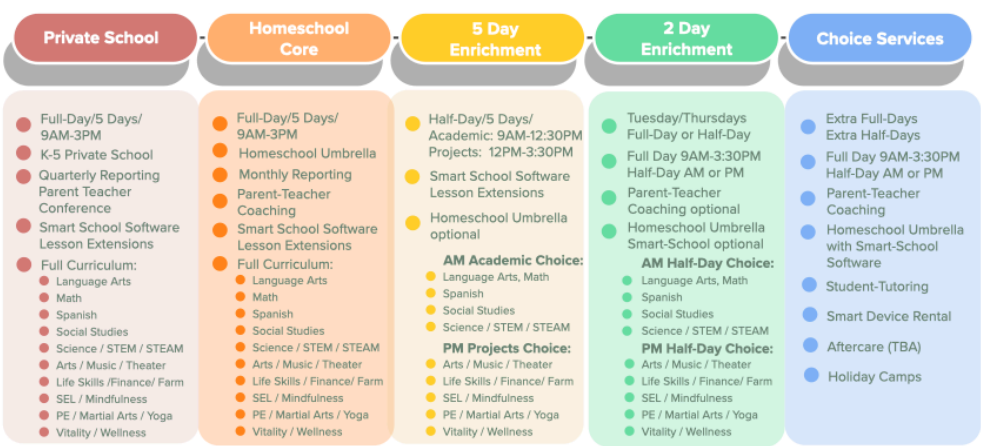
# Security

For the safety of our MTA staff, students and families, the school is monitored continuously with cameras in various locations. Our classrooms are kept locked during school hours (electronic key access only.)

Visitors need to sign-in and show their driver’s license or ID at sign-in.



# MTA School Programs



## **Private School and Home Education Instructional Programs**

### **Private School Program**

This is a good option for a private school experience. The school year follows a slightly modified OCPS calendar. Student status with FL State is 'private school student.' 180 days Attendance and progress is recorded and reported.

### **Homeschool Core Program**

This is a good option if you want a private school experience for your child, but your schedule requires you to travel or have planned absences. The status with OCPS is 'homeschool student.' Your child's progress is reported to you (monthly) and planned absences are coordinated with our parent-teacher coach. MTA functions as Homeschool Umbrella and files annual assessment along with student portfolio with OCPS for you.

### **5 Day Half-Day Enrichment**

This is a good option for homeschoolers who want daily and consistent social wellness or academic enrichment during OCPS school year weeks (10 months with breaks.) You can choose between AM (9AM-12:30PM) and PM (12PM-3:30PM) options.

### **2 Day Week Enrichment**

This is a good option for transitioning or enriching your homeschooler's week during OCPS school year weeks. (10 months with breaks.) You can choose between a full-day or half-day (3.5 hrs) options.

## **Fees, Tuition & Payment Plans**

Tuition amounts are based on the academic year tuition program and plan chosen and may be paid in-full or 10 equal monthly payments. To secure a spot for the next school year, a re-enrollment deposit in the amount of one month's tuition is due in April (not applicable if paid in-full).

Tuition deposit is non-refundable and will be credited to May's tuition (10th installment). Upon re-enrollment the annual materials fee is due before April 30, before the start of the following school year. This fee covers curriculum materials used throughout the following school year.

### **Tuition Fees**

Depending on the school program, annual tuition fees vary. They may be paid in full or 10 monthly tuition installments. MTA families can submit payment for their child's tuition through check or online payments through ACH wire, Zelle, Paypal, or Stripe (online charges may apply).

All parents/guardians are required to sign a Tuition Agreement each school year, which is filed with the student's records. The Tuition Agreement explains in detail the deposits, policies, and fees due during the school year.

A one-month Tuition Deposit for the following school year is to be paid by a check or online payment made payable to Master Tree Academy by the end of the school year (May 31).



## **Enrollment Fees**

New student Enrollment Fees are one-time fees. They cover admissions assessment and administrative time to set up students accounts. They apply for new students only.

## **Material Fees**

The annual material fee (due with enrollment by April 30 in a separate payment) covers the use of MTA Google Chromebooks smart devices during school hours, software licenses, consumable materials, and workbooks used throughout the year (see renting smart device as add-on option). A MTA outing & PE t-shirt will be provided to each student with (re) enrollment.

The material fee does not include textbooks (hardcovers), auxiliary charges such as field trips, transportation to field trips, yearbooks, camps, or after-school activities. Parents are required to provide a backpack, water bottle, and a daily lunch.

Yearbooks, professional group- and individual photographs will be available for purchase at the end of each school year and can be purchased for a nominal fee.

Graduation caps and gowns for 5th Grade are not included in the materials fee, and are required for graduation ceremonies.

Field trips and after-curricular activities organized by MTA are not included in the material fee. They are voluntary and can be booked throughout the school year.

## **Smart Device Rental**

If your student prefers to take home an assigned MTA smart device for the school year, a deposit for smart device rental is required. The Google Chromebook stays in MTA's ownership. The deposit fee covers repairs and replacement if necessary. We encourage all

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## School Hours, Drop-Off & Pick-Up

Opening hours are from 8:45AM to 5PM Monday through Friday. Depending on the school program chosen, different student drop-off and pick-up times apply:

### **Private School Program**

Mon-Fri: 8:45AM - 9:00AM Drop-Off

Mon-Fri: 3:00PM - 3:30PM Pick-Up Window

Mon-Fri: 3:30PM-4:30 PM After Care

### **Homeschool Core Program**

Mon-Fri: 8:45AM - 9:00AM Drop-Off

Mon-Fri: 3:00PM - 3:30PM Pick-Up Window

Mon-Fri: 3:30PM-4:30 PM After Care

### **5 Day/Half-Day Enrichment/AM:**

Mon-Fri: 8:45AM - 9:00AM Drop-Off

Mon-Fri: 12:30PM -12:45PM Pick-Up Window

### **5 Day/Half-Day Enrichment PM:**

Mon-Fri: 12:30PM-12:45PM Drop-Off

Mon-Fri: 3:00PM - 3:30PM Pick-Up Window

Mon-Fri: 3:30PM-4:30 PM After Care

### **2 Day Enrichment Full-Day**

Tues/Thurs: 8:45AM - 9:00AM Drop-Off

Tues/Thurs: 3:00PM-3:30PM Pick-Up Window

Mon-Fri: 3:30PM-4:30 PM After Care

### **2 Day Enrichment Half-Day/AM**

Tues/Thurs: 8:45AM - 9:00AM Drop-Off

Tues/Thurs: 12:30PM-1:00PM Pick-Up Window

Mon-Fri: 3:30PM-4:30 PM After Care

## **2 Day Enrichment Half-Day/PM**

Tues/Thurs: 12:30PM-12:45PM Drop-Off

Tues/Thurs: 3:00PM-3:30PM Pick-Up

Mon-Fri: 3:30PM-4:30 PM After Care

- Please do not enter your students' classroom before Drop-Off time. Teachers may prepare for class or classes may still be in progress. Please wait in the lobby or seating area in front of your child's classroom.
- Students are tardy after their drop-off window. Students who are consistently tardy lose out on valuable learning time and may cause an interruption to those already on task. Parents will be contacted by school administration if a student is consistently tardy.

## **Releasing Students**

If any student must be released from school early, the student must be signed out by a parent. The office will notify the teacher.

ALL adults picking up students must be on the Student Information Form. We will not release a student to any person not on the form. Please notify the office if someone other than the regularly scheduled person is to pick up a student, even if listed on the form. Please understand that we will request picture identification for our students' safety.

## **After Care**

Master Tree Academy currently offers additional After Care service until 5:00 PM Monday- Friday. Our After Care program allows families to pick their children up later than the 3:30PM. During this

time, students will be with a trained staff. Students in After Care can engage in fun structured activities and will receive a snack. The After Care Fee is \$10 per day. Monthly invoices will be sent out (online in our Student Information System, Classe365) and will be due upon the following month's tuition due date (5th of the month). A late pick up fee of \$5 will occur.

Master Tree Academy's Code of Conduct still applies during After Care. Master Tree Academy reserves the right to withdraw a student from After Care if the child disregards the Code of Conduct. Master Tree Academy also reserves the right to withdraw if continuous late pick up occurs.

### **Extracurricular Classes, Camps or Clubs**

Master Tree Academy may offer voluntary extracurricular activities (Holiday Camps or After-School Clubs, such as Chess or Soccer). Participation in these activities is optional, and fees are in addition to the tuition fees and have to be paid directly to the coach. Fees for these classes will vary depending upon the activity and the number of sessions and special events provided. Speciality Clubs are not included in After Care. If a student joins a speciality Club, no After Care fee applies for that time.

Please remember to provide an extra snack for your child during camps or clubs.

Camp or Club Information Packets with current information and registration are sent out when available. Dates, times and prices vary.

Students are not allowed to participate in ANY after-school activities if they have been out sick on the same day (see page 48 for Sick Child Policy).

## School Attendance

Regular attendance is important and required for **Private School Program students** by Florida Law (Section 1003.21, Florida Statutes) for Kindergarten through 8th Grade. **(For students in home education instructional programs the Section 1003.21, Florida Statutes does not apply).**

Private School Program students who have had 15 or more unexcused absences within 90 calendar days may be subject to mandatory withdrawal from the school. This includes five tardies equaling one absence.

We kindly ask our Private and Home Education students to help everybody to develop punctuality skills. Students with excessive tardies (more than 15 unexcused tardies per quarter) may be subject to mandatory withdrawal from the private school program. Five tardies to school equals one unexcused absence.

## Planned Absences

We desire to give every child the best educational experience possible here at MTA. We strive to keep the required days of school sacred for this noble task. As part of our school's policy, we offer parent-choice planned absences for all our homeschool programs and limited planned absences for our private school students. Of course, we recognize that there are occasionally reasons for absence such as illness, injury, funerals of family members, and possibly doctor or dentist appointments that simply cannot be scheduled outside of school time.

As a school, we also have an awareness of rest, Sabbath and family time but ask that you help us balance this with the value of all children being able to take advantage of the days set aside in the year for school. Please seriously consider how frequent and/or



extended absences may affect the continuity of your child's academic and social-emotional progress.

Homeschool Core & Enrichment students can enjoy the freedom to set up planned absences with us provided the parents agree to assist their kids with make-up work during and/or after the planned absence to prevent your child from feeling excluded or left behind upon returning.

Upon request we will help you with the transition by providing a make-up package and/or catch-up tutoring for you to prepare and keep your student involved. Students must show/turn in their make-up work to their teacher. The time given can vary. Two days for each missed day of school is common (example: 5 day absences is equal to 10 days to finish work). In lieu of this, parents can decide to arrange catch up tutoring with the teacher to finish the missed work. This completion of make up work ensures that the student can be confident in class. Please understand that our teachers don't have the time to revisit subjects during regular class work if they could not pre-plan it. Please use the provided Planned Absence Form (see forms package) to inform your child's teacher which weeks/days, classes, or projects your student will miss out on.

## **Excused Absences**

In general, all students are excused for the following reasons:

- Medical appointments
- Counseling appointments
- Legal appointments
- Funeral of family member or closely related friend
- Family emergency

## **Parent Absence Note**

For students in Kindergarten through 8th Grade, a written note (see

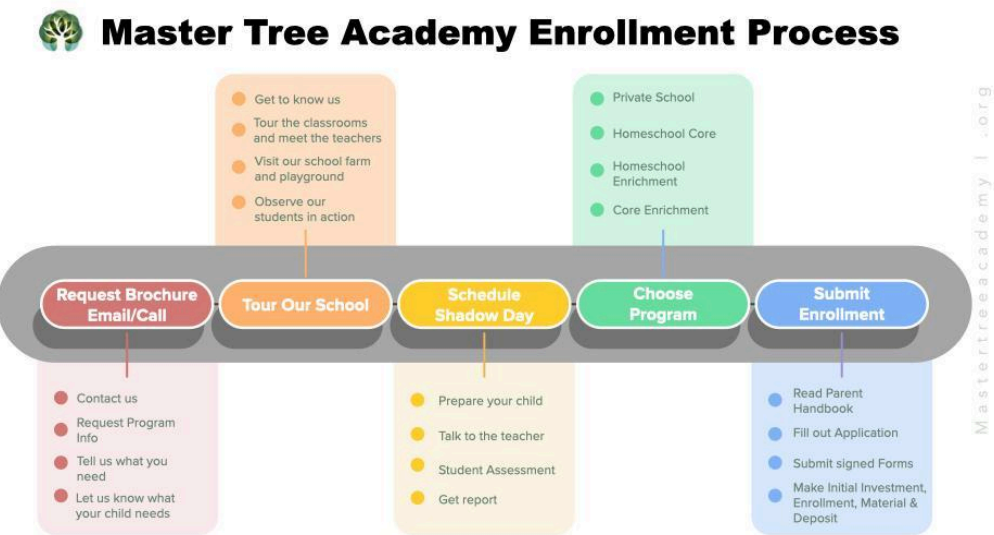
Click here for our Sick-Child Policy.

Teacher Contact (please only text during classes) Ms. Joann 407-435-9995

## Weekly Newsletter

Example:

# Enrollment Process



## Touring the School

School tours and shadowing give you a chance to look at the children’s work, meet teachers and parents and ask questions. School tours in person or virtual tours can be scheduled with our admissions office at any time. Please call our office 407-435-9910 to book your place for a tour of the classes in session.

## Shadowing the School

An interested parent can have their child shadow for a half/full school day to get a feeling for the school before making a decision.

We offer shadow days Tuesday-Friday and will need to be arranged with the admissions office 407-435-9910.

**Upcoming Kindergarteners**

We kindly ask that students younger than the age of 5 wait until their 5th birthday to shadow. We recognize that some students may turn 5 after the current school year ends. In response to this, there will be summer school readiness meet ups for both new parents and upcoming Kindergarten/1st Grade students in order to have new students/parents feel comfortable in the school, with other peers, and get to know the teachers.

**Student Placement**

Student placement is at the discretion of the teacher and administration. Master Tree Academy takes all elements into consideration when delegating classroom/grade placement.



**Health Policy**

**Vaccine Policy**

At MTA we believe in health freedom for families and staff. We know that every child and family at our school is unique. There is no one size fits all to vaccines. This is why we follow the Florida law and allow our parents to complete a medical or religious exemption form to opt out of the school vaccination program. If you need any support in understanding the process further, please complete our contact us form and we will further assist you with this process.

## **Health Exams**

Yearly health exams can be obtained and signed by your state licensed physician or healthcare provider (physical health examination form 3040.)

## **Prior School Records**

Submitting your child's prior school's report cards or assessments helps the teacher to identify your student's personal academic needs.

If you are considering our Home Education Instructional Programs please submit a copy of your 'Notice of Intent to Homeschool' and/or OCPS Homeschool student number.

## **Student Files**

Due to offering simultaneous private school and home education instructional programs and umbrella, the forms that need to be submitted depend on your parent choice program.

The fundamental differences between our Private School and Homeschool Umbrella Programs are in the State required number of in-school presence, medical record keeping, and annual testing & assessment regulations. Please see our checklist for records that need to be submitted depending on your program choice:

## Private School Program Requirements

The following registration and enrollment forms for our **‘Private School Program’** must be completed and returned prior to a student’s first day of class:

- H.R.S. form 6800605 immunization record signed by licensed physician.
- Student physical health examination form 3040 signed by licensed physician.
- Birth Certificate
- Student Information, Medical Consent, Release & Emergency Form
- Complete Student Admission Application
- Signed Tuition Agreement (yearly)
- Records from previous school including report cards.
- If you have a change of home address, phone number or email address, please notify the office immediately as we will need to update the student’s emergency contact information. Parents who have sole custody of a child with specialized court orders restricting a parent from coming into contact with the child need to notify Master Tree Academy of the circumstances. Legal documents concerning this matter must be included in the child’s records. Your consideration in maintaining a safe place for academics is appreciated.

## **Home Education Instructional Programs Requirements**

The following registration and enrollment forms for our Home Education Instructional Students must be completed and returned prior to a student's first day of class:

- Birth Certificate
- Student Information & Emergency Form
- Medical Consent & Release Form
- Complete Student Admission Application
- Signed Tuition Agreement (yearly)
- Records from previous school including report cards (if applicable), your Student 'Notice of Intent to Homeschool' and/or OCPS Homeschool student number.
- If you have a change of home address, phone number or email address, please notify the office immediately as we will need to update the student's emergency contact information.



Dear Parent/s and Guardians,

Since we offer simultaneous private school and homeschool umbrella programs the form that needs to be submitted depends on your parent choice program.

The fundamental differences between our Private School and Homeschool Umbrella Programs are in the State required number of in-school presence, medical record keeping, and annual testing & assessment regulations. Please see our checklist for records that need to be submitted depending on your program choice:

## Private School Program

- ☐ Student Admission Application
- ☐ H.R.S. form 6800605 immunization record signed by a licensed physician.
- ☐ Medical/Religious Vaccine Exempt Form (if applicable)
- ☐ Student physical health examination form 3040 signed by a licensed physician.
- ☐ Birth Certificate
- ☐ Student Information & Emergency Contact
- ☐ Medical Consent & Release Form
- ☐ Medical Information Form
- ☐ Signed Parent/Student Handbook Acknowledgment Form
- ☐ Signed Enrollment Agreement
- ☐ Signed Tuition Agreement (yearly)
- ☐ Records from the previous school including report cards.

## Homeschool Core & Enrichment Programs

- ☐ Student Admission Application
- ☐ Birth Certificate
- ☐ Student Information & Emergency Form
- ☐ Medical Consent & Release Form
- ☐ Signed Tuition Agreement (yearly)
- ☐ Signed Enrollment Agreement
- ☐ Signed Student/Parent Handbook Acknowledge Form
- ☐ Records from the previous school including report cards (if applicable),
- ☐ or your Student 'Notice of Intent to Homeschool', and/or OCPS Homeschool student number.

If you have a home address, phone number, or email address change, please notify the office immediately as we will need to update the student's emergency contact information. Parents who have sole custody of a child with specialized court orders restricting a parent from coming into contact with the child need to notify Master Tree Academy of the circumstances. Legal documents concerning this matter must be included in the child's records. Your consideration in maintaining a safe place for academics is appreciated.

Your  
MTA Team

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

Master Tree Academy | 4418 Edgewater Dr. | Orlando, FL 32804 | [www.mastertreeacademy.org](http://www.mastertreeacademy.org)



## **Custody Considerations**

Parents who have sole custody of a child with specialized court orders restricting a parent from coming into contact with the child need to notify Master Tree Academy of the circumstances. Legal documents concerning this matter must be included in the child's records. Your consideration in maintaining a safe place for all our students is appreciated. Please consult our enrollment staff if you need assistance with special circumstances or unusual arrangements.

## **Parent Teacher Association**

The Parent Teacher Association (PTA) is a parent lead group of volunteering parents. The PTA organizes meetings, and helps with festivities and fundraising events throughout the school year. The PTA's purpose should be to expand communication, as well as to provide extracurricular programs, functions, and services for students, staff, and parents. Parents are encouraged to become volunteers. The PTA can consist of several sub-committees with various functions to serve the students. Funds raised by the PTA are used to directly benefit all MTA students and distribution is voted on by the PTA board and members in attendance at the meeting.

## **Volunteers**

Parents and relatives are encouraged to visit the school, donate their time, and share their talents and knowledge with our MTA family. Please see the [Volunteer Form](#) in your Application Package for different ways to support our school. Fingerprinting is required for all volunteers.

Before attending volunteer events all volunteers are required to fill-out the [Volunteer Release Form](#) as well as get fingerprinted. They

must sign in/sign out at the front office and must wear an assigned volunteer badge while on school property.

Classroom teachers can request a “Classroom Coordinator” to help with various activities in their classroom throughout the year. Please let us know if they are interested in the position or can volunteer in the classroom.

We love our volunteers!

## **Lunch & Snack Times**



Snack and Lunch times vary for each Tier, however, the core time for Snack is between 10:15 -10:45 AM and for Lunch between 12:00-1:00 PM. Lunch is followed by (outdoor) recess. We often spend lunch outside (weather permitting).

## **Lunch & Snack Nutritional Policy**

Students will need to provide their own lunch and snack, napkin and forks/spoons from home each day. Lunches can be warmed up at MTA.

All lunches from home should be healthy, nutritious, and wholesome. For example: left-over dinners in a thermos.



MTA does not permit heavily processed foods, fast-foods, sodas, energy drinks, gatorade, or candy. Please help us cultivate a healthy food policy, as many of our families try to keep their children from being exposed to processed foods. Thank you for your cooperation! Please keep in mind that teachers cannot assist with heating-up or refrigerating foods. We suggest the use of thermos containers for warm meals and that you place a freezer pack in their lunch box to ensure the cold food and drink stay chilled and do not spoil. Please do not forget to pack appropriate utensils for your child's lunch. We do not permit sharing food with other students! All MTA children are required to display appropriate manners during mealtime and clean-up after themselves after mealtime. We ask that parents reinforce good manners at home.

### **Third-Party Lunch Delivery**

In case you opt for ordering lunch at local delivery services, please make sure that a third-party lunch delivery arrives at least 15 minutes before lunch break (check your student's class schedule). Also, ensure that deliveries are clearly marked with your student's name. Please understand that teachers and other students cannot wait for delayed deliveries.

### **Healthy School Policy**

Master Tree Academy is taking the initiative to foster healthy choices by teaching about nutrition in class. Help us to show our children how to create healthy lifestyles by promoting a safe and healthy school.

- Please only pack a healthy lunch and snack. Students are not permitted to have candy, energy drinks, gatorade, or soda in their lunchboxes.

- Please discuss with your child the dangers of sharing food with their friends. In addition to the obvious hygienic aspects, many students have allergies, strict nutritional guidelines/diets or family traditions. We respect all food traditions (please inform your teacher of your specific guidelines by highlighting them in your application forms).
- Please inform us about special allergy-related lunch guidelines. Let us know if we need to notify other students in your students' classroom.
- Talk to your child about other families' food choices without prejudice. Diversity and internationality is welcome at MTA.
- We encourage all students to brush their teeth 1 hour after lunch. Please feel free to send in a labeled and boxed toothbrush with your child.

## **Allergy Policy**

In order to help the school assure a safe environment for your child, there is certain information that will help in this endeavor. Please provide the following information to the school:

- Written medical documentation, instructions, and medications as directed by a physician attached to your emergency form.
- A list of safe food substitutions, when special occasions arise in the classroom.
- Request an allergy-free seat or designated table.
- Provide an EpiPen, Benadryl, inhaler, or other medical devices in case of emergency.

### ***Other things that would be helpful to foster self-care:***

- Continue to educate your child about their allergy including: what foods are safe and unsafe, to tell an adult if they are experiencing a reaction, not to trade foods with another

student, and to eat only foods that have been identified as safe.

- Review food allergies and an emergency plan with your child's teacher and administration.

## **Vaccinations**

MTA is required to keep immunization records for **'private school program'** students. However, in compliance with Florida State Law, we accept medical and religious exemptions. Please provide the school with updated immunization forms or medical or religious exempt forms (see enrollment form packet). For further questions review our Vaccine Policy.

## **Report Cards & Progress Reports**

Semester report cards are completed twice a year for our **'Private School'** students. All students will receive progress reports and assessments midway through each quarter to inform parents of a student's progress during the current quarter. There will be four teacher requested conference times for parents. Parents or teachers may request additional conferences at any time to review or discuss a student's progress.

Optionally, parent-teacher coaching is offered as an add-on service for homeschool enrichment students. Teachers can also assist a parent with at-home learning strategies, progress tracking, and further educational suggestions.

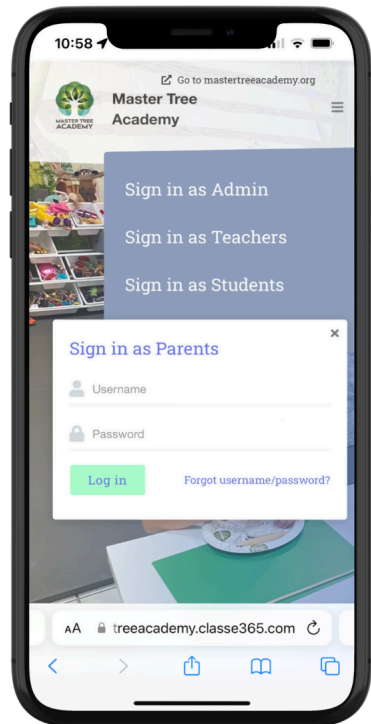
## Student Information System & School Management

At Master Tree Academy, we value transparency and advocacy. MTA uses Classe365 as SIS (Student Information System), which is a school administrative software solution with an integrated web and mobile parent interface. This allows us to simplify school management and administration. During and after the enrollment process you may be asked to enter or review your student and parent data in self-management.



In Classe365, parents can access attendance, invoicing, and upcoming events/notifications. To access this portal, go to

<https://mastertreeacademy.classe365.com/> on computer, tablet, or smartphone device.



## Integrated Student Accounts & Tuition Payments

Tuition payments and additional services can be booked, paid and reviewed via your parent portal on Classe365. Here you can access and download updated or past invoices and can pay directly on the site (may be subject to additional fees held by payment processor). Technical support and training are available.

# Lesson Plans & In-Class Technology

Master Tree Academy offers software assisted lesson plans and curriculum software through IXL, which can be accessed at school or at home. This software allows teachers to assign work specific to the student. It also gives parents access to their student’s levels in both math and reading. We recommend our students to complete the suggested ‘extended lessons’ in self-guidance at home (required portfolio for ‘Homeschool Enrichment Program’ students).



# In-School Technology Use & Immersion

Master Tree Academy offers age-appropriate in-school use of Google Chromebooks with Google Education security system. It allows our students to safely access information and do research independently. The provided devices can only be used for specific applications and are constantly monitored. Rented MTA Chromebooks remain in MTA’s possession and are therefore limited to school-appropriate use and application.

## **Additional Enrichment Application Software**

Due to increasing demand we encourage the use of select educational enrichment software at home that can allow your student to engage with the academic aspects of their class work in a playful way. However, screen-time should be carefully monitored. Please review our teachers' notifications and lists of MTA approved software apps.

## **Homework & Extended Lessons**

Master Tree Academy students are passionate and independent learners and thrivers. There is typically no need to motivate our students to complete their school work after school-hours, other than regular reading and studying spelling words. However, if not completed at school, it could be possible for K-2nd Grade students to have extended work to be completed at home (this does not account for make up work for planned absences, see Section *Homeschool Core & Enrichment students*).

For Grades 3-8 we suggest regular extended lessons for our students' success. They can be completed at school or at home. They give your student the opportunity to review, practice and apply learned subjects, and serve your child's confidence in class. Parents should motivate their children to complete their minimum requirement to stay on level at-home within the recommended weekly time-frame. The weekly class newsletter informs you about your child's weekly extended lesson plan and minimum requirements (also see parent communications folder).

In case of a planned absence, sickness, quarantine, or any other reason or challenge to keep up with the recommended weekly class-work, please consult your class teacher for the make-up work



package, review or missed-work packages, or consider our choice tutoring options.

Through the convenience of our grade-flexible lesson plan software, your child is able to explore and excel in higher grades at their own pace. They are able to review and/or move ahead in self-guidance through their 'extended lessons'.

Students and parents are encouraged to designate a certain time and resources for daily reading and art work. It is important that parents work cooperatively with teachers to improve their child's study habits both at home and in school. Reading together, playing or doing projects together is always appropriate! Support your child in finding the best way to learn for themselves!

## **Missed Class-Work**

Our teachers assist all students to have an optimal learning experience and do their best to tend to their individual needs. However, it cannot be expected that teachers make-up for missed class work due to prolonged absences, tardies, unexcused absences, or refusal to participate. Please understand that our teachers don't have the time to revisit subjects during regular class work if they could not pre-plan it.

Students in the Private school or 5 Day Homeschool Core program must turn in their make-up work to their teacher two days for each day of school they were absent (example: 5 day absences is equal to 10 days to finish work).

Your class teacher will inform you about concerns in regards to missed class-work.

## **Standardized Testing**

Standardized testing gives norm referenced data for parents, teachers, and schools. Master Tree Academy does norm referenced

data collection on a monthly basis for Reading (DIBELS® (Dynamic Indicators of Basic Early Literacy Skills) and Math (Acadience Math).

Since Master Tree Academy is doing these individual progress monitoring tests routinely, there is no extra testing that your student has to prepare for. However, K-8th grade students will take a general norm referenced test 3 times a year (beginning, middle, and end of the year). This data is solely used to track progress of the individual student and will be provided to the parents during parent-teacher conferences.

### **Sick Child Policy**

Please do not send a sick child to school.

Please call the office, text or leave a message by 9:00 AM to inform us if your child will be absent due to illness.

Unfortunately, there are times when a student may become ill during school hours and must go home. The school will contact the parents or guardian to arrange for pick-up of the child. The parent will be called first, and if we are unable to reach you, we will go through the emergency list to find an authorized person to pick up your child.

**Any child sent home with a fever, influenza like symptoms, rash, diarrhea and/or vomiting caused by viral and bacterial diseases may not return to school until the child has been without these symptoms for 24 hours. This policy is for the safety of all children, siblings and staff, and is strictly enforced.**

We will not release your child to anyone that is not authorized on your emergency list.

## Head Lice Policy

If a student has been identified with live head lice or nits, the parent(s) will be notified, instructed in treatment of head lice, and asked to pick up their child as soon as possible.

Following a confirmed case of lice, MTA families will be notified by administration via email; student names will not be mentioned.

- Students will be re-examined upon returning to school.
- Any student with head lice or nits will not be allowed to re-enter until they are lice and nit- free.
- A student who has been cleared of live lice and nits will be re-examined in 14 calendar days (or the closest school day if 14<sup>th</sup> day falls on weekend or holiday).
- If the student is found to have live lice or nits on re-examination, the parent will once again be notified.
- Designated staff members will conduct inspections for suspected cases.
- Parent of the classroom of the affected student will be notified via email if it's an isolated case. If an additional student is affected, all classroom parents will be notified.
- Educational information will be given to parents about lice.

## Medication

**Please inform your class teacher if your child is taking any kind of medication (even when not administered at school).**

Ideally, medication is administered before and after school hours. However, we understand that there are situations when timely administration of medication during school is needed. We are

happy to assist you in following these guidelines:

- All medications that are prescription and non-prescription (including cough drops, melt-a- ways, creams and lotions) **MUST** come to the front office (not to the teacher) for storage.
- Parents/guardians must sign a medication release form for Master Tree Academy to administer medication to a child. All medication must remain in the office.
- If prescription medication is to be administered, it must be in its original container and labeled with the child's name on the bottle, current date and the dosage/time of the medication to be given.
- All allergies, health issues or health concerns must be documented on the Student Information and Emergency Form provided to you. If your child has a severe allergy, requires epinephrine, or has any other serious health issue, we will complete an action plan with you.
- All severe health conditions must be documented by a physician and placed in student's records.

**Student School Attire (School Uniforms)**

Upon enrollment MTA provides an outing/field-trip T-Shirt to be worn on Fridays. School attire is required for Master Tree Academy students. It consists of solid colored (all colors allowed) polo-shirts and typical school shorts, pants, skirts, or dresses.

We do not permit clothing with inappropriate body-part-exposure for all genders. Degrading lettering, or messaging through shirt-prints, stickers or tattoos, or other accessories are also not permitted at school. Teachers and staff members may ask students to remove jewelry, hair accessories, that can become distracting to the classroom environment. Items will be returned to the parent.

**School Uniforms:**

**Any solid Color Polos or Polo Dresses (long or short sleeve)**

examples



## Solid Colored Bottoms

- Shorts
- Pants
- Skorts



## Friday Spirit Day & Field Trip Shirt

- Master Tree T-Shirt (provided at start of the year)
- Jeans solid colored bottoms



## **Jackets/Hoodies/Sweaters**

- MTA School jackets/hoodies/sweaters are available for purchase at extra cost

## **Shoes**

For the safety of our children playing outside, students should wear closed-toe shoes, ideally sneakers (flip-flops or sandals not permitted; Croc-style shoes allowed).

We discourage taking-off shoes during school hours, with the exception of Martial Arts classes.

## **Change of Clothes during School Hours**

PE (Physical Education) as well as Martial Arts classes require specific shoe standards or uniform (Morning Yoga does not require change). Martial Arts Shirt and Belt will be provided by MTA. Students attending PE or Martial Arts classes (depending on the chosen curriculum choice) will have enough time in between classes to change in our changing-rooms. We recommend a gym bag with PE shirt to change into or have your student wear their PE shirt upon arrival.

Please send in specified 'PE' clothes with your child on the day they take place, or leave them at school in your child's 'cubby.'

## **Martial Arts Classes**

Two 35 minute Martial Arts classes taught by certified Victory Martial Arts Instructors are included on designated days every week. Your students will belt-promote at MTA. However, the participation does not include a Victory Martial Arts Student Membership. Please ask

the instructor or front-desk personnel about extended after curricular Victory Martial Arts lessons and membership options.

## **Emergency Drills**

Fire and safety drills are held regularly and may occur any time during the day. Fire drills are held monthly. All adults and children on campus are expected to comply quickly and quietly with the drill procedures. If a student is the cause of a false alarm, the parent will be responsible for a fine imposed by the fire department.

Master Tree Academy has established a Safe School Plan. The Safe School Plan cannot be viewed publicly. Please see MTA administration directly with any questions regarding this plan.

## **Hurricane Days**

School-closures and/or Hurricane-Days follow the Orange County advisory board and may have to be added at the end of the school-year.

## **Tutoring**

Tutoring after school hours can be recommended/requested by teachers and parents. Tutoring can be booked as an add-on service (one-time, weekly, or monthly plan). Tutoring should not last longer than 45 minutes to one hour each day.

We recommend specifically designed 'Catch-up' tutoring for students who missed class-work and projects due to planned absences or prolonged illness as add-on service. In case your students' classroom teacher is not available for one-on-one tutoring lessons, the teacher will recommend another teacher in the school who will be available to tutor your child.



## **Tutoring Rates**

### **1:1 Student Tutoring or Catch Up Tutoring**

- \$35 an hour
- \$139 per month (1x a week)
- \$249 per month (2x a week)
- \$369 per month (3x a week)

### **1:1 Reading Intervention Orton Gillingham**

- \$45 an hour
- \$179 per month (1x a week)
- \$339 per month (2x a week)
- \$499 per month (3x a week)

If a weekly or monthly arrangement is set forth please be mindful of your agreed upon appointment time. Rescheduling is based upon teacher's availability.

## **Class Photos**

Class and individual photos will be taken in spring. Purchase of these photographs is optional and not included in the tuition. Occasionally, photographs are taken at our special events and shared with our families.

If you have questions or concerns with regards to photos, please speak directly with the administration.

## **Media Consent & Release Forms**

Master Tree Academy has social media accounts with Facebook, Twitter, Instagram, and Youtube. You can view and follow our social media accounts through the internet on your home computer, or through the phone apps available in the App Store and through Google Play.

MTA values your digital privacy. We never post student names or location tags with photographs released on social media. In compliance with current social media laws in the state of Florida, we require your consent to post media that contains your child's face or work. On occasion, we may ask to use particularly expressive media for promotional purposes. Please submit your media consent and permission choice (see [Media Consent & Release Form](#)). If you have any questions or concerns, or don't give your permission to release photographs or videos of your child publicly, please let us know through your consent choice.

## **Internet & Social Media Safety**

Our students may seem comfortable with technology and the internet, but they're still learning and may not be prepared to spot the risks and pitfalls of being constantly connected — especially when it comes to social media. Master Tree Academy's primary directive is to keep your kids safe during school hours. This extends to internet, social media, and digital ID safety. As part of our regular Life Skills curriculum, your 2nd-5th grade students will be educated in age-appropriate online, internet, and social media safety. In addition, we will occasionally provide tips for online safety through our parent communication newsletters and notices.

## **Electronic Devices & Social Media Policy**

While MTA is not screenfree, we have a Zero Tolerance policy for the use of personal electronic devices and especially social media during school. Both are strictly prohibited during school hours and After Care. Personal phones have to be kept in your students' backpacks and can only be checked when leaving the school property. Electronic devices cannot be shared or shown to other students during school hours.

MTA regards exposure to social media before the age of 13 as counterproductive to their mental and emotional health development. To maintain a socially healthy school environment we strictly forbid the spread of memes, symbolic hand signs, movements, gaming rants, songs, or other inappropriate social expressions at school.

Personal texting with parents during school hours is not permitted. Please contact your teacher or administration to inform your student of personal schedule changes, or if you wish to contact your child due to an emergency.

## **Birthdays**

To avoid conflict or heartache, we ask that all invitations for birthday parties be mailed from home unless you are including all classmates in your invite. You may invite your child's classmates through the parent chat group.

Birthday Snack/Celebration: Please inform the classroom teacher if you want to send a special snack into class on your child's birthday. We can provide decoration and time to celebrate. However, please be mindful of allergies, and only send in small portions, no artificial dyes, and low in refined sugar). MTA does not permit outside entertainment for birthday parties.

## **Parent-Teacher-School Communication**

Home/school communication is vital to a student's success in any school environment. The MTA staff is dedicated to ensuring a trusting relationship with the parents. Please check your student's Communication Folder daily! A weekly overview, upcoming lesson plan and newsletter will be sent to you on Fridays.

Methods of communication provided to parents are:

- Parent-Teacher WhatsApp Chat Group
- Weekly Class Newsletters & Video Report
- Emails from administration and teachers
- Personal phone calls and texts
- The MTA website:

<http://www.mastertreeacademy.org>

- Parent/Teacher Conferences
- Classe365

<https://mastertreeacademy.classe365.com/>



Social Media Updates & Announcements:

Facebook posts/Instagram/Youtube channel

- Facebook: [www.facebook.com/MasterTreeAcademy](http://www.facebook.com/MasterTreeAcademy)
- Instagram, LinkedIn, Twitter : @MasterTreeAcademy
- Youtube Channel

## **Voluntary Withdrawal**

A parent wishing to voluntarily withdraw their child from Master Tree Academy must notify the office in writing. New school information should be provided to forward the student's records. The tuition agreement/contract outlines the financial obligations regarding withdrawal.

## **Involuntary Withdrawal**

Master Tree Academy reserves the right to withdraw any child from the school if the child cannot function in the classroom environment or disregards the Code of Conduct. Master Tree Academy reserves the right to withdraw a child whose parents repeatedly disregard the school's policies and/or tuition agreement. Failure to abide by the policies and procedures stated in this handbook may result in your child being withdrawn from Master Tree Academy.

## **Master Tree Academy Code of Conduct (April 2025)**

Master Tree Academy is committed to educating students in a community that fosters and celebrates social confidence, academic excellence and overall wellness through empathy, dignity and respect. We desire to give every child the best educational experience possible. Our collective goal is for our students to demonstrate:

- **Kindness, empathy, honesty, integrity and good judgment**
- **Tolerance and respect for others, for nature, and our school**
- **Competence of basic life skills, social, linguistic, mathematical, scientific, artistic, and physical mastery**
- **Emotional literacy, polite manners, moral consideration, and decency**
- **An Inquiring and Non-Discriminating Mind and a Passion for knowledge and learning**
- **Strong self-esteem and confidence**
- **Critical, inquisitive, and independent thinking**
- **High personal expectation, goals and motivation**

The MTA Expectations, Levels of Infractions, and Responses have been established to help accomplish this collective goal and to help create a positive and safe and conducive learning environment. The MTA staff encourages good manners and appropriate behavior. Children receive redirection if behavior has the potential to lead to misbehavior. However, if an incident should arise, a reflection time period is offered along with modeling and practice of communication skills in order to develop positive techniques and elicit solutions so that the child can solve his or her own situation. Under no circumstances is any type of physical or emotional punishment used.

## **Students are expected to:**

- Arrive at school on time and attend classes regularly and on-time (according to chosen curriculum program times).
- Interact with other students, teachers and administration with respect and dignity.
- Respect the school property and the property of others.
- Be honest, non-discriminatory and fair.
- Make the effort to accomplish school work and participate in class.
- Follow the directions provided to them by MTA teachers, staff and administration.
- Refrain from 'bullying', degrading, commenting, or shaming other students, staff or teachers at any time.
- **Parents are encouraged to:**
- Check homework, binders, and backpacks each day.
- Refrain from discussing other students/staff while at school.
- Attend conferences and other scheduled meetings.
- Volunteer when possible.
- Use proper language on campus and at MTA events.
- Share concerns with teachers and administration.

Inappropriate behavior and misconduct have been divided into three levels, with corresponding possible and appropriate responses. All effort is given to listen and approach each incident in a clear and fair manner towards all students.

## **Level One Infractions**

- Not following classroom rules; continually interrupting the teacher or disturbing the class
- Not following instructions or procedures
- Providing false or misleading information
- Failure to follow the teachers directions

- Inappropriate language
- Excessive tardiness/absenteeism
- Inappropriate behavior in special areas: hallway, lobby, bathrooms or playground
- Showing disrespect towards other students, staff or administration

### **Level Two Infractions**

- Repeated offenses of Level One
- Refusal to modify behavior
- Bullying, or degrading other students
- Harming, provoking or teasing another student
- Cheating or lying
- Extreme or repeated disrespect

### **Level Three Infractions**

- Repeated offenses of Level Two or One
- Purposeful destruction or vandalism
- Serious incident of disrespect
- Fighting or inciting fights among other students
- Purposeful injury toward another
- Disregarding Social Media, or Personal Electronics Rules
- Bringing weapons, drugs, alcohol or tobacco products to school, or encouraging the use of such.

### **Possible responses in order of severity**

- Teacher discussion
- Removal from class
- Director discussion
- Parent Involvement
- Early dismissal
- Parent conference



## **Sick Policy**

If a child has a fever, diarrhea, or vomiting they will be removed from class. The teacher will contact parents to pick up immediately. Students are not able to return until they are symptom free for 24 hours. Due to respiratory illnesses, the school has the discretion to send home a student who is sick. We may ask for a doctor note upon return.

## **Financial Aid**

Master Tree Academy does not provide a financial aid program at this time.

## **Scholarships**

### **Florida Step Up For Students**

Master Tree Academy is a listed provider for Step Up For Students - Home Education Instructional Program. The Home Education Instructional Program is a reimbursement program, meaning the parents will have to pay tuition to Master Tree Academy and submit a reimbursement directly with Step Up. Master Tree Academy is not responsible for the actual reimbursements, meaning parents have to meet the financial obligations that are included in the signed tuition agreement/contract outlines regardless of reimbursement status.

Currently, the programs that qualify for this are the The Family Empowerment Scholarship for Students with Unique Abilities (FES-UA), as well as Personalized Education Program (PEP).

At this time, Master Tree Academy does not accept Private School Scholarships.

## **Donations**

MTA is a not-for-profit charity organization under IRC 501 (c) (3), EIN: #87-3168221 and can provide tax-deductible donation receipts. Master Tree encourages in-kind, volunteer- and individual donations for our school.

MTA offers many ways to donate time or expertise to our cause. Please see the [MTA Volunteer](#) form in your application package. Money Donations can be done in person or on our website under the “Donations” tab.

Please ask us about our ‘Ambassador Program’ and ‘Student Referral’ Programs to support our school!

## **Community Events & Service**

Apart from providing school-operating services, we offer free Parent Education Classes, Community Events, Open Houses and Fundraisers. Always striving for implementing inclusive and collaborative cooperations with other local nonprofits and businesses. Community events will be announced throughout the school year.

## **Financial and Practical Commitment**

Entrance to the School is by individual interview. Although the financial contributions compare favorably with most independent schools, parents are also expected to contribute their time and skills. Their responsibilities are agreed during the individual commitment

interview. Financial contributions may be determined on a sliding scale if warranted by circumstances.

## **School Board of Directors**

As well as being a Registered Florida non-profit corporation, the School is also a registered charitable organization. Our Board of Directors form part of an advisory council for the School, which releases quarterly public reports.

Board of Directors:

Jona Stulz, Director

Sergio Von Schmeling, Financial Director

Sarah Zimmer, Treasurer

Roger Schwartz, Secretary

Check our parent communication and website for annual and public reports.

For more info, contact our school administration at

[info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

## **MTA PARENT HANDBOOK ACKNOWLEDGMENT FORM**

[download and print here](#)