



2024/25

MASTER TREE ACADEMY

PARENT HANDBOOK

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Master Tree Academy is an independent non-profit Florida private school and homeschool umbrella for Grades K-5 located in the heart of Orlando, Florida. With our tailored education options and services we can offer a unique school-ecosystem that can provide a tailored academic structure, as well as an enrichment-focused choice curriculum.

We want to provide a learning environment for children and their families that fits their life goals. Our role is to support students with what they need to thrive through cooperation with their teachers, parents, and community.

If you do not have an application form with this prospectus please contact the school via email admin@mastertreeacademy.org or download it from our website.

4418 Edgewater Drive
Orlando, FL 32804
www.mastertreeacademy.org
info@mastertreeacademy.org





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SCHOOL CALENDAR

[Download here](#)

SCHOOL CALENDAR 2024/25

Private School & Homeschool Umbrella, Orlando



MASTER TREE
ACADEMY

Holidays & Special Events

School/Public Holidays	Date(s)	Day(s) of the Week
First Day of School All Students	August 12th	Monday
Labor Day Holiday	September 2nd	Monday
Thanksgiving Break	November 25th-29th	Monday - Friday
Winter Break	December 19th-January 6th	Thursday-Monday
Teacher Prep Day	January 6th	Monday
Presidents' Day	February 17th	Monday
Spring Break	March 17th-21st	Monday-Friday
Good Friday	April 18th	Friday
Memorial Day	May 26th	Monday
Last Day of School	May 28th	Friday

MTA KEY DATES & SPECIAL EVENTS IN SCHOOL

Welcome Week	12-16 August 2024 9AM-3PM
Meet the Teacher Day	8 August 2024 9AM-2PM
Fall Festival OPEN HOUSE	19 October 2024 2PM-4PM
Annual Student Reader's Theater Performance	11 December 2024 2.30PM-4PM
Winter Solstice Despacho Ceremony	18 December 2024 2PM-3PM
Valentines Dance	14 February 2025 1.30PM-3PM
Earth Day OPEN HOUSE Celebration	22 April 2025 2PM-5PM
Annual Student Theater Performance	14 May 2025 2PM-3PM
Graduation Ceremony Last Day of School	28 May 2025 2PM-3PM

Should you have any questions, feel free to call 407-435-9910 or e-mail info@mastertreeacademy.org

WELCOME

Welcome to Master Tree Academy! We are excited to start the 2024-2025 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 parent 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.

A vertical poster for Master Tree Academy. At the top is a circular logo with a green tree and the text "MASTER TREE ACADEMY". Below the logo, the text reads "I WISH THEY HAD TAUGHT ME IN SCHOOL!" in large, bold letters. Underneath that, it says "BODY | HEART | MIND | SOUL | LEARNING STARTING IN KINDERGARTEN!". A white cloud-like shape contains the text "PARENT CHOICE PRIVATE & HOMESCHOOL PROGRAMS". To the right of this, a list of skills is provided: Critical & Free Thinking, Vitality & Mindfulness, Structured Academic Learning, Project-based Application, Real-life Skills, Body-Heart-Mind Awareness, Creative Expression & Presentation, Responsible Technology, and Empathy & Social-Emotional Skills. Below the list is the text "BOOK A TOUR!" followed by contact information: www.mastertreeacademy.org, info@mastertreeacademy.org, and 407-435-9910. At the bottom, a green banner says "OPEN K-5 ENROLLMENT NOW" with the text "MTA - 4418 Edgewater Dr., Orlando, FL 32804" at the very bottom. The background of the poster features a collage of diverse children smiling and raising their hands.

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.

“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 fits their life goals. Our role is to empower them with what they need to thrive through interaction with their teachers, parents, and community.

MTA now offers a full-service K-5 private school and homeschool umbrella program in our beautiful lake-front home in the heart of Orlando.

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 mindfulness 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 social-emotional 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. We can also provide mental-emotional therapeutic support on request.

"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

Our Classes

Children are taught in mixed age 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, Martial Arts, and Creative Presentation.

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.

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.



Example: Subject Weather Patterns (K-3rd Grade)

Our Teachers

Teaching is a big 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.

There are no formal tests or examinations in our school - only individual assessments. However, 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 follow 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, Personal Finance, Farming, and Social-Emotional Wellness.

Excited teachers create excited students. Parent teachers provide an additional sense of security and real-life authority that surrounds and holds the growing children in the class. By showing our students how to apply what we learned through life



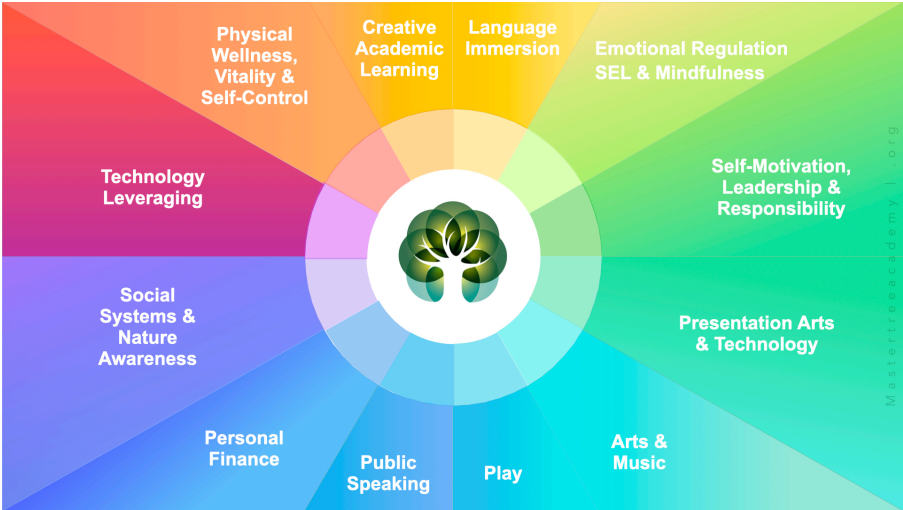
and in school, parents not only strengthen our students ability to visualize themselves, but also infuse a strong sense of meaning and purpose for their role in life.

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 discover their own unique interests and goals in life, but also facilitates more passionate and meaningful learning style, that encourages a sense of community connection that MTA encompasses.

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 in their own pace. Our in-person lessons are geared toward building a strong foundation of reading, writing, language, and mathematics.



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 website for our [Parent Choice Programs](#)).


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



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

Associate Director and Marketing Manger

Kyra Stulz kstulz@mastertreeacademy.org

Student Admin Office

Jennifer Alvey jalvey@mastertreeacademy.org

Financial & Accounting

Kristin Rabins admin@mastertreeacademy.org

Office & Security Manager

Master C. Souffraunt

Admissions

MLavergne@mastertreeacademy.org

Security

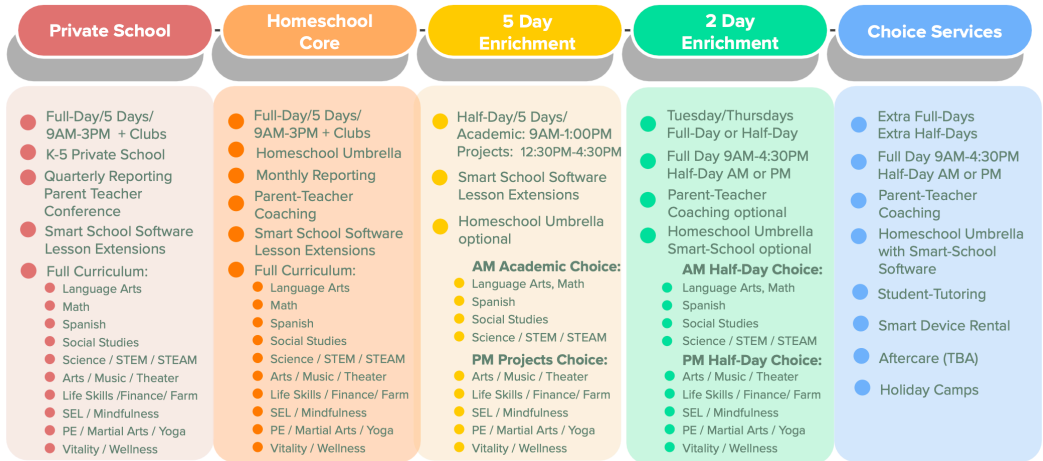
For the safety of our MTA staff, students and families, the school is monitored continuously with cameras in various locations. Our classrooms are kept locked during school hours (electronic key access only.)

Daily student sign-in is required at front-desk. Visitors need to sign-in and show their driver's license or ID at sign-in.





MTA School Programs



Our Parent Choice School Programs

Private School Program

This is a good option for a private school experience. School year follows 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 is 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-1:00PM) and PM (12:30PM-4:30PM) 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 (4 hrs) options. You can gradually add days as you wish.

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 for the following year or the in-full amount. An annual materials fee is due before March 30, before the start of following school year. This fee covers curriculum materials used throughout the school year.

Tuition Fees

Depending on the parent choice 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, SchoolCues 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 are to be paid by a check or online payment made payable to Master Tree Academy by the end of the school year.

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 May 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 students to get an Asurion HOME+ Insurance (or equivalent) for maintenance and repair of the device before turning it back in at the end of the school year.

School Supplies

The annual material fee pays for the consumable materials and workbooks used throughout the year. Special supplies will be requested by your class teacher in the welcome letter.

GENERAL SCHOOL SUPPLIES

2 X 1.5" binder- white, cover with see- through sleeve

2 X binder plastic colored dividers 8 tabs

1 pack #2 pencils Triconderoga

Erasers pack Hi-Polymer, large

1 X box Crayola colored markers & pencils

1 X Watercolor paints & Brush

4 X Composition notebooks (any brand)

5 X wide ruled spiraled notebooks

1 X pointed-tip scissors (Fiskars®) 1 Pack Glue Sticks

1 X transparent tape- Scotch or similar 1.

1 X Expo® Dry Erase Markers (pack) colors

1X box of facial tissues

1 pack of Paper Towels or Quart Ziplock Bags

1 X set of durable headphones. No earbuds

2X white Hanes or similar shirt for projects

1 X old t-shirt as an apron to protect clothing

1X Goggles (eye protective gear)

1X Sunglasses and your preference in sunscreen.

1X Hat (for gardening)

Backpack, Pencil Case, Lunch Box & Water Bottle

Teachers may provide a “wish list” of occasional additional materials for the school year.

Each student is required to have a backpack, water bottle and lunch accommodations daily.

Kindergarten Students will need to bring one extra set of clothes bagged and labeled to stay at school

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

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

Pick-Up Mon-Fri: 3:00PM - 3:15PM

Club Pick-Up: 4.00 - 4:45PM

Homeschool Core Program

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

Pick-Up Mon-Fri: 3:00PM - 3:15PM

Club Pick-Up: 4.00 - 4:45PM

5 Day/Half-Day Enrichment/AM:

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

Pick-Up Mon-Fri: 1:00PM - 1:30PM

5 Day/Half-Day Enrichment PM:

Drop-Off Mon-Fri: 12:30PM - 1:00PM

Pick-Up Mon-Fri: 4.00 - 4:45PM

2 Day Enrichment Full-Day

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

Pick-Up Tues+Thurs: 3:00PM - 3:15PM

Club Pick-Up: 4.00 - 4:45PM

2 Day Enrichment Half-Day/AM

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

Pick-Up Tues+Thurs: 1:00PM - 1:30PM

2 Day Enrichment Half-Day/PM

Drop-Off Tues+Thurs: 12:30PM - 1:00PM

Pick-Up Tues+Thurs: 4:00 - 4:45PM

- 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 does not offer After Care service at this time, however, we offer Student Clubs and Study Hall after regular classes as extended classes. New sign-up packets will go out to parents with every semester.

Extracurricular Classes, Camps or Clubs

Master Tree Academy may offer voluntary extracurricular activities (Holiday Camps, Study Hall or After-School Clubs). Participation in these activities is optional, and fees are in addition to the tuition fees. Fees for these classes will vary depending upon the activity and the number of sessions and special events provided.

Please provide an extra snack for your child during camps or clubs. Parents collect money to provide materials and healthy club snacks (typically \$30-\$50 per club per semester.)

Holiday Camp or Club Information Packets with information and registration for each class or camp are sent out when available. New clubs will be picked by students every semester. 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).



**MASTER TREE
ACADEMY**

SUMMER CAMPS

June - August 2022

STARTING FROM
\$250
A WEEK



Activities include:

- Week 1: Spanish Camp
- Week 2: Cooking Camp
- Week 3: Pokémon Math
- Week 4: BitCoin Stories
- Week 5: Minecraft Modding
- Week 6: Theater Camp
- Week 7: Karate/ Bully Prevention

Learn more and sign up at :
www.mastertreeacademy.org

Or email :
info@mastertreeacademy.org



School Attendance

Regular attendance is important and required for **Private School Program students** by Florida Law (Section 1003.21, Florida Statutes) for Kindergarten through 5th Grade. **(For students in homeschool enrichment programs the Section 1003.21, Florida Statutes do 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 Homeschool Program 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 unlimited 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 legitimate 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 coaching up during or after the planned absence to prevent your child from feeling excluded or left behind

upon returning. We 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. 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 5th Grade, a written note (see Excused Absence Form) from the parent/guardian upon returning to school is required to explain the cause of absence.

The excused form is required to be submitted within 48 hours of student return.

Please inform the school before 9:00 AM if your child will be absent. Parents are encouraged to schedule doctor's appointments before school, after school, or during school break. It is the responsibility of the parent and child to obtain missed schoolwork from their teacher. In the event of a planned absence, the make-up package should be picked up prior to departure and completed within a week of return.

Students with medical conditions must provide documentation explaining health guidelines, medical application or special instructions (please add instructions in the medical form included in enrollment packet).

Click here for our [Sick-Child Policy](#).

Parent Communications Folder

Please check your parent communication folder daily (or on the days your child is attending Master Tree Academy). Aside from electronic parent-teacher communication, important news, announcements, notes, and reminders are sent home in your child's school binder.



APPLICATION FORMS CHECK LIST

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.

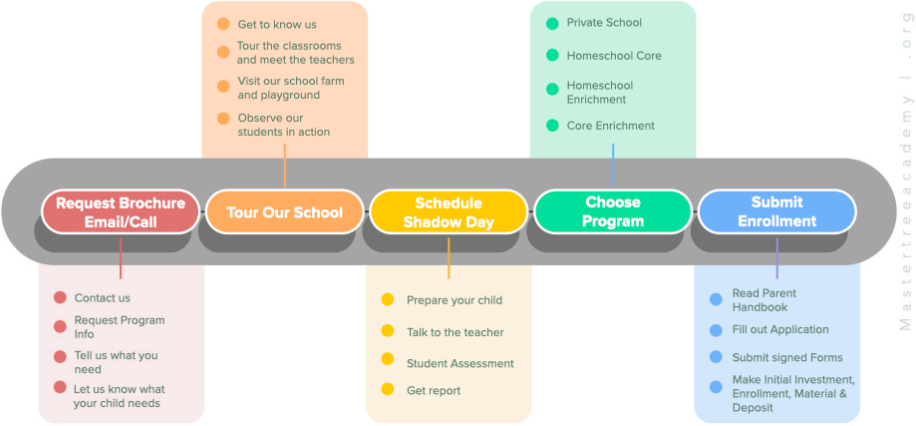
Your
MTA Team

Should you have any questions, feel free to call 407-435-9910 or e-mail info@mastertreeacademy.org

Master Tree Academy | 4418 Edgewater Dr. | Orlando, FL 32804 | www.mastertreeacademy.org

Enrollment

Master Tree Academy Enrollment Process



Open Tour Days

School tours and shadowing days can be scheduled with our admissions office at any time. Open tour day is every Tuesday and Thursday from 11 AM - 4 PM. Please call our office 407-435-9910 to book your place for a tour of the classes in session. This gives you a chance to look at the children’s work, meet teachers and parents and ask questions.

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.

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 health care provider (physical health examination form 3040.)

Master Tree Academy offers in-school health exams on appointment by a state licensed and registered pediatric nurse practitioner for an additional fee.

Prior School Records

If you are interested in our Private School Program, please submit your child's prior school's report cards.

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

Student Files

Since we offer simultaneous private school and homeschool umbrella programs 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.

Homeschool Enrichment Program Requirements

The following registration and enrollment forms for our Homeschool Enrichment 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.

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) to host meetings and school activities throughout the school year is not yet installed.

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 active members once it's available. The PTA consists of several sub-committees with various functions to serve the students. A list of PTA committees and PTA by-laws will be located in the office. 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.

Before attending volunteer events all volunteers are required to fill-out the [Volunteer Release Form](#). 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!

Lunches & Snacks



Students will need to provide their own lunch from home each day. We often spend lunch at the lake or by the playground (weather permitting).

All lunches from home should be healthy and may not contain soda or candy. Students will also have at least one snack

break. Your child’s teacher will inform you of the snack schedule.

Please keep in mind that teachers cannot heat-up or refrigerate food brought in lunch boxes. 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. All MTA children are required to display appropriate manners during 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 pack a healthy lunch and snack. Students are not allowed to have candy or soda in their lunchboxes.
- Please discuss with your child, the dangers of sharing lunches. Students are not permitted to share lunch with their friends. There are students that have severe allergies and we would like to keep all students safe at school.
- 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 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 in caring for your child are:

- 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 **‘Private School Program’** students. All students will receive progress reports 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. We are currently in transition to a new Student Information System. Until now MTA used SchoolCues as SIS (Student Information System), a school administrative software solution with an integrated web and mobile parent interface.

We are currently working the transition to our integrated online student account system within our SIS system. Shortly thereafter, Tuition payments and additional services will be booked, paid and reviewed via your parent portal.

Technical support and trainings are available.

Lesson Plans & In-Class Technology

Master Tree Academy creates their own academic lesson plans. Our scope & sequence covers all State required standards. In addition to our in-person academic classes, we offers students of our homeschool umbrella program to follow our lesson plan through online software assisted lesson plans and curriculum software, for example: Time4Learning and IXL Software. Time4Learning is a standards-based grade-appropriate curriculum with thousands of interactive lessons in math, language arts, social studies, science, and more - for the younger students K-3rd grade. IXL is an online curriculum software that accompanies students with they text-books for the advanced 3rd-6th grade.

Flexible and Student-Paced In-School Software

With Time4Learning, you are in the driver's seat. Students can login anywhere and anytime. There are no fixed times or schedules.

Parents can follow the material and become involved in a fun and engaging way.



In addition to our extensive enrichment and STEAM projects (science, technology, engineering and math plus art), our students can get inspired through additional activities suggested and shown in Time4Learning to develop skills and apply what they're learning to everyday life.

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. We offer beginning coding classes in our extended clubs, as well as video-production, in which students of all grades will learn to utilize computers for creative purposes. 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. Homework is therefore not required for Kindergarten through 5th Grade private school students.

However, for Grades 3-5 we suggest regular extended lessons for our students' success. They can be completed at school in study hall 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.

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

Standardized Testing

Starting with the 2022/23 school year in the State of Florida is applying standardized testing system (FSA Florida Standard Assessment System) will transition into the FAST “progress monitoring” tests in 2023/24, which will require that **private school students** take administered exams at the beginning, middle and end of each school year:

- Within a student’s first 30 days
- Midyear
- Within the last 30 days of the school year

1st & 2nd Grade Testing will take place three times a year (Page 49, lines 1406-1419):

- Identify educational strengths and needs of students (Page 48, lines 1365-66)
- Be computer-based (Page 48, line 1375)
- Be computer-adaptive starting in 2023-24 school year (Page 48, line 1380-82)
- Provide interval level and norm-referenced data that measures equivalent levels of growth (Page 48, line 1371-72)

3rd-5th Grade Testing will take place three times a year (Pages 49-50, lines 1420-1427)

- Be computer-based (Page 48, line 1375)
- Be computer-adaptive starting in 2023-24 school year (Page 48, line 1380-82)
- Provide results to teachers within one week (Page 50, line 1431)
- Provide results to parents within two weeks (Page 50, line 1432)

Since Master Tree Academy is doing these individual progress monitoring tests routinely, there is no extra testing that your student has to prepare for.

Progress-monitoring tests for 'Private School Program' students in English Language Arts will be administered to students in grades 3 through 5 three times a year. Math assessments for grades 3 through 5 will be given to students on the same schedule.

The first two progress-monitoring tests of the year will be used to "facilitate timely interventions and supports," as noted by the bill. Teachers will receive students' results from the exams within one week after the tests, with parents receiving results within two weeks.

Results from the final tests of the year will be used to determine accountability measures, such as school grades and graduation for high-school students. To allow for a transition, data from the final exams' results during the 2024-2025 school year will not be used to calculate school grades.

More details about the procedure will be published as they become available. Please check your parent communication newsletters and app.

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.

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

COVID Policy

There are currently no Covid related restrictive rules or mandates in the State of Florida in place. Parents and Staff should take prudent and practical measures to ensure students do not enter the premises if they believe they are infected with COVID-19 or show symptoms of influenza-like illness.

Any child sent home with a fever, influenza like symptoms, rash, diarrhea and/or vomiting 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 recommend Covid at-home testing if Covid infection is suspected. Please inform us if your child is testing positive and keep them home for at least 3-5 days until all symptoms resolve.

Face Masks

We do not encourage face-mask wearing in school, however, if your child's medical condition requires a face-mask, please inform us and submit a physician recommendation or prescription.

Master Tree Academy encourages a healthy learning environment. If a student is absent with a contagious illness for longer than 72 hours, he/she will need a note from his/her physician to return to school. Again, this is for the safety of our MTA family!

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.

- Student 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 14th 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

It is extremely helpful that medication is administered before and after school hours. However, we understand that there are situations when timely administration of medication 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

As a way to honor our school and respect all students, staff and families, MTA asks our students to wear general school attire, consisting of plain (no print) polo shirts, shorts or skorts.

MTA provides an outing/field-trip T-Shirt to be worn on Fridays. We encourage that students attire should be respectful, safe, and non-incriminatory. We discourage inappropriate body-part-exposure for all genders. Degrading symbolism or messaging through stickers, make-up, tattoos, or other accessories are not permitted at school.



GENERAL SCHOOL ATTIRE



Khaki or Black Bottoms

- Shorts
- Pants
- Skorts



Polos or Polo Dresses (long or short sleeve)

- Green
- Light Blue
- Navy
- or White



Friday Spirit Day

- Master Tree T-Shirt (provided at start of year)
- Jeans or black/khaki bottoms

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

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.

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).

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. If your child is signed up to participate in these classes, you will receive a special notification about the specific clothing requirements.

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 30 minute Martial Arts classes taught by certified Victory Martial Arts Instructors are included in the Full-Day, 5-Day PM, 2-Day PM, and Full-Day Program. The participation does not include a Victory Martial Arts Student Membership. Please ask the instructor or front-desk personnel about extended Victory Martial Arts lessons and membership options.

Emergency Drills

Fire and safety drills are held regularly and may occur any time during the day. Tornado drills are also held throughout the year. 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 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

\$39 for 45 minutes

\$45 for 1 hour

\$129 1 Lesson per week/monthly plan

\$ 69 two 45-minute 'Catch-Up' lessons after planned absence

\$ 89 three 45-minute 'Catch-Up' lessons after planned absence

Class Photos

Class and individual photos will be taken in spring. Purchase of these photographs is optional. 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 administration.

Weekly Master Tree News

Many parents are curious about what their child is up to in school. You will have the opportunity to see inside your child's world through various media. Our teachers will take and share photographs and videos taken in class with you through text, printed, or digital media. As part of our Life Skills curriculum, our students will create and present weekly news video every Friday using these pictures and videos to show their pride in their class-work. We will be posting the pictures and videos of the amazing learning opportunities your child will be experiencing this year on our private classroom website, unlisted Youtube videos, and phone texts.

Student-produced video presentations provide a wonderful avenue for you to engage in meaningful conversations with your child about his/her day or week.

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.

Birthdays

To avoid conflict or heartache, we ask that all invitations for birthday parties be mailed from home. Please inform the classroom teacher if a special healthy snack will be provided (please keep in mind small portions and low sugar). Ask the other parents in your class if allergy restrictions apply when sending in a treat for all students. 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:

- Classroom emails
- Weekly Class Newsletters & Video Report
- Emails from administration and teachers
- Personal phone calls and texts
- The MTA website:

<http://www.mastertreeacademy.org>

Class websites:

<http://www.mastertreeacademy.com> (under construction)

- Parent/Teacher Conferences
- WhatsApp Parent Groups



Social Media Updates & Announcements:

Facebook posts/Instagram/Youtube channel

- Facebook: 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

January, 2024

Master Tree Academy is committed to educating students in a community that fosters and celebrates social and academic excellence and 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:

- **Empathy, Honesty, Integrity and Good Judgment**
- **Competence of basic and advanced life skills, social, linguistic, mathematical, scientific, artistic, physical and emotional wellness**
- **An Inquiring and Non-Discriminating Mind and a Passion for knowledge and learning Strong Self-Esteem and Confidence**
- **Critical and Independent Thinking**
- **High Personal Expectation and Motivation**
- **Tolerance and Respect for others.**

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 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 staff and administration.
- Refrain from 'bullying', degrading or shaming other students, staff or teachers at any time at school.

Parents are encouraged to:

- Volunteer when possible.
- Attend conferences and other scheduled meetings.
- Check homework, binders, and backpacks each day.
- Refrain from discussing other students/staff while at school.
- 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
- 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
- Bullying another student
- Harming or teasing another student
- Cheating
- Extreme disrespect

Level Three Infractions

- Repeated offenses of Level Two or One
- Purposeful destruction or vandalism
- Serious incident of disrespect
- Fighting
- Purposeful injury toward another
- Stealing of property
- Bringing weapons, drugs, alcohol or tobacco products to school, or encourage the use of such.

Possible responses

- Teacher discussion ■ Removal from class ■ Director discussion ■ Early dismissal
- Early dismissal Parent conference ■ Involuntary Withdrawal

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.

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.



Financial Aid

A priority for Master Tree Academy is to provide socioeconomic diversity within our school. We recognize the educational value for all students when the student body represents a diversity of backgrounds, talents, and interests. MTA awards financial aid to students without regard to race, gender, religion, national origin, or disability.

In general, a request for tuition assistance or scholarship is made at the time of the application and notification of aid is given at the time of decision.

MTA uses the services of ISM FAST to process tuition assistance applications.

The ISM FAST Application and Worksheet are available by clicking the boxes at the bottom of this page.

Tuition assistance applications must be completed by April, 15.

Families must submit a copy of their most recent Federal Income Tax Forms (1040), as well as a copy of all W-2 and 1099 forms directly to ISM FAST.

Divorced and/or separated parents are expected to submit independent financial information.

Eligibility for tuition assistance begins in kindergarten. Because financial circumstances change, parents must reapply for tuition assistance each year.

All tuition assistance applications awards are completely confidential.

The Tuition Assistance Committee makes all assistance decisions independently of admissions decisions.

Need-based Financial Aid

Master Tree Academy offers need-based financial aid to qualified families with students in grades K-5. Financial aid must be applied for and evaluated annually. The deadline for receiving need-based financial aid applications through the ISM FAST portal was April 15, 2022.

The application process for financial aid is self-managed and allows families to track each step from start to finish. MTA does not offer academic, athletic, or other merit-based scholarships at this time. Additionally, Master Tree Academy limits the awarding of financial aid to two children per family at a time. International students are not eligible for financial aid.

Assessing Financial Need

To objectively determine each family's need for aid, we use

Independent School Management's program, Financial Aid for School Tuition (FAST). FAST provides the school with a detailed analysis including a family's expected financial contribution to tuition. FAST does not determine whether financial assistance will be given or how much to give; FAST provides a confidential, need-based financial aid analysis service. In order to receive financial aid, candidates must:

- Be accepted to and enrolled at Master Tree Academy
- Have a solid academic record and remain in good academic standing
- Have strong character and integrity
- Be involved in activities outside the classroom
- Be current with financial obligations to Master Tree Academy

Candidates who fail to provide the required information, do not follow the guidelines, or miss deadlines may not be considered by the Financial Aid Committee.

Scholarships

Master Tree Academy is in the process of evaluating the application for State-wide Scholarship Programs, such as Step Up for Students/ Florida Empowerment Scholarship (FES), Students transferring from Public/Charter schools, Step-Up for Students and AAA Scholarship Foundation (Florida Tax Credit Scholarship), McKay Scholarship Program for Students, and The Gardiner Scholarship. We can not yet offer mentioned to other funded scholarships for the school year 2024/25, but we are working on it.

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. We are planning on MTA funded scholarships in near future.

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 non-profits 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 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

MTA PARENT HANDBOOK ACKNOWLEDGMENT FORM

[download and print here](#)

MTA STUDENT ENROLLMENT FORMS:

[download and print here](#)



Student Name:	Program:	Date:
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PARENT HANDBOOK ACKNOWLEDGMENT

Dear Parents and Students,

With this form you are letting us know that you have received and read MTA's Parent Handbook 2022/23. Please take moment to discuss the Code of Conduct (page 62) with your child in empowering way that allows them to take ownership of their school rules.

I have this day received a copy of Master Tree Academy Parents Handbook for the 2022/23 school year and understand that this handbook replaces any and all prior handbooks.

I understand that it is my responsibility to read and be familiar with the information contained in the handbook. I understand and hereby agree to comply with all the policies contained in the handbook and any subsequent revision.

Parent Name (please print):

Parent Signature:

Thank you!

Your MTA Team

Should you have any questions, feel free to call 407-435-9910 or e-mail info@mastertreeacademy.org

Master Tree Academy | 4418 Edgewater Dr. | Orlando, FL 32804 | www.mastertreeacademy.org