



Student and Parent Handbook

PATHWAYS BLENDED EDUCATION'S MISSIONS & VISION

Pathways strives to foster building a love of learning in a tranquil environment. We strive to create stimulating, positive, and safe learning through engaging educational experience. Our educational atmosphere extends far beyond the walls of the classroom, pushing into our community and nature to create meaningful connections and intentional learning opportunities. Pathways believes that through this style of education, our children can enjoy learning, integrate important life skills, and become independent and successful life-long learners.

ENROLLMENT & PARTICIPATION

Pathways follows the September 1st cut off set forth by and recommended by the state of Florida for entrance into our instructional programs. For entrance into most programs, including events, your child must be 5 years of age before participating.

For our instructional programs, students are divided into cohorts according to ages, abilities, and academic proficiency levels. Cohort placements are determined by the instructors and administrative team. Pathways may approve changes to our instructional calendar during the school year if unique circumstances or field trip opportunities arise. Pathways also reserves the right to change a student's enrollment at any time if our code of conduct is not followed (by either the student or parents). Student enrollment may also change based upon professional recommendation. Parents will always be notified ahead of time if and when any of these changes do occur.

Verification of Legal Name, age and Guardianship of Student is required.

We will request;

- A certified birth certificate of student
- A parent/guardian driver's license/identification

TUITION & FEES

The 2025-2026 school calendar year runs from August 11th - May 21st. Therefore, monthly tuition is collected over a period of 10 months; August 1st – May 1st.

The tuition statement is sent on the 1st of each month and is due by the 7th of each month.

Registration and fees for instructional programs, extended day, select field trips, camps, kid's events, and parent events are charged separately from tuition. Registration & participation fees are always required to be paid before a child participates in instruction or particular event.

Please see our tuition fee sheet for our pricing.

DROP-OFF & PICK-UP PROCEDURES

Instructional hours are between 9:00am - 3:00pm, Mondays through Thursdays.

Instructional time starts promptly at 9:00am. If your student will be late or absent, please let your child's instructor know. Students are to be dropped off no earlier than 8:30am.

All parents, guardians, and authorized pick-up/drop-off adults **MUST** be on our authorized pick-up list. If you need to authorize an additional pick-up person not on your list, a parent must notify Pathways of this change prior to 3pm dismissal.

Pathways is **CLOSED** on Fridays.

Pick-up time for all students is 3pm.

Late fees will be assessed at a rate of \$15 per 15 minutes after 3:30pm.

After-school tutoring starts promptly at 3:30pm, so any late pick-ups will be waiting in the front area.

CLUB INFORMATION

Club hours start as early as 8:00am and is open until 5:00pm Monday through Thursday.

Club time is considered like a social time between students to strengthen people skills, play outside, practice skills and have fun! Sometimes we read together, make jewelry, play sports.

All parents, guardians, and authorized pick-up/drop-off adults **MUST** be on our authorized pick-up list. If you need to authorize an additional pick-up person not on your list, a parent must notify Pathways of this change prior to the pickup of the student.

Late fees will be assessed at a rate of \$15 per 15 minutes after 5:00pm.

CLASSROOM ITEMS

There is no need for a backpack or supplies! Pathways is happy to supply instructional supplies for our students throughout the year.

Students should bring a labeled, leak-proof, refillable water bottle with them each day.

Students should also have the appropriate amount of food items for the length of their day, including lunch and 2 snacks. We have multiple microwaves and are happy to heat up a lunch if needed.

No toys or technology/devices from home are to be brought into the classroom unless otherwise determined by instructors. All student cell phones, smart watches, iPad, etc. will be left in a designated secure place upon arriving. We strive for minimal distractions for our students throughout our school days.

Pathways is not responsible for any broken or lost items brought from home.

DRESS CODE

There are no uniforms at Pathways! We do, however, ask that our students remain in appropriate clothing during their time in our program(s).

Please make sure your child's clothing contains school-appropriate language & images, stomachs are covered, and shorts/dresses/skirts are not too short for our girls.

Sneakers are required on Wednesdays for our Wonder Wednesday outings.

Keep in mind that we do get messy with our many hands-on activities throughout the day so please have them wear clothing that you don't mind getting a bit dirty!

WANDER WEDNESDAY & TRANSPORTATION

In order for your child to participate in our instructional program, they will be transported by our staff to/from daily recess (weather permitting) and our "Wander Wednesday" outings, as these activities take place off-campus. Our students are always expected to adhere to the same Pathways rules during transport and while off-campus. Please keep in mind that our staff uses 2 business vehicle and that students must be respectful at all times during transport.

Transportation Code of Conduct:

Safety is the number one priority during transport.

Students **MUST** wear seat belts properly and at all times until the car is in, "park."

-Students must not touch any controls, other student's seat belts, climb over rows of seats, remove headrests, or be rough with anything in the vehicle.

-No food/drink (other than water) is to be consumed during transport

-No gum

-No loud noises, rough-housing, rowdy behaviors, or physical play

-Students will be placed in assigned seats in cars and will not switch seats or cars unless instructed to by staff

-Students who require car seats/boosters of any kind must let Pathways know, we have several safe and up to date car seats and boosters for their child's use, we want everyone to be safely in a lawful seat for their size.

- No trash is to be left in vehicles

The cell phone number to contact Pathways while we are off campus is 386-215-3286. This is Brittney VanPatten's direct cellphone please only use during business hours.

PARENT & STUDENT CODE OF CONDUCT

If have a question or a concern regarding another person, student, parent, or staff member at Pathways, I must first seek to communicate directly with that person to gain clarification, understanding, or reconciliation. If the issue is not then resolved, I might choose to speak with the appropriate instructor or administrator at that time.

I will speak the truth in love as I communicate with the students, parents, staff members and administration/owners at Pathways. I will speak in a positive, constructive manner, seeking not to blame, but understand.

I will refrain from confronting someone else's child as I realize that this is the staff/admins priority to resolve situations between students that occur at Pathways.

I will refrain from communicating unsubstantiated/false information about anyone and anything.

I will refrain from speaking, writing, or electronically posting negative comments about Pathways and any of the staff members, students, parents, grandparents, etc., associated with Pathways Blended Education. This includes inappropriate or abusive language and bullying/harassment. Doing so will result in immediate termination from our programs.

Any Issues, concerns or complaints are expected to be brought to the attention of the admins/owners directly.

Physical altercations of any kind will not be tolerated. Students will learn to resolve issues while maintaining no physical contact.

Repeated offenses, Failure to abide by and adhere to Pathways' "Code of Conduct," may result in the students and family being removed from Pathways' programs.

ADMINISTRATIVE POLICIES

Incident Reporting:

If any child is injured or harmed, a formal incident report will be written, and a copy will be given to parents/pick-up person.

If a child's behavior injures or endangers the safety of themselves or others around him/her, a formal incident report will be written, and a copy will be given to parents/pick-up person.

If a child's behavior is consistent, develops a pattern, or is continuous, the administration may request a behavioral conference. ALL incidents will be communicated to the child's parents the day of the occurrence.

The administration will also provide additional communications when necessary, depending on the seriousness of the injuries or matter.

All incident reports MUST be signed by parent and retained at Pathways for record-keeping.

Behavioral Observations & Conferences:

A conference between the parents/guardians and administration will be required if a student has consistent behavioral problems. We will discuss behavioral management plan and interventions and set forth a plan of action to correct the behaviors.

Suspension or Termination:

The administration at Pathways Blended Education reserves the right to suspend or terminate a child's enrollment due to consistent non-tolerance behavioral problems. This decision would occur after behavioral management efforts have been properly documented and presented to the child's parents/guardians and intervention efforts have been rejected or have failed in managing the child's non-tolerance behaviors.

CLEANLINESS & SAFETY

In order to keep our education center as germ-free as possible, please refrain from sending your child to our center with any of the symptoms listed below.

Regarding illness, In the event your child presents one or more of the following symptoms during their day, you will receive a call from Pathways to promptly pick-up your child.

- Fever of 100.4F or higher
- Vomiting
- Diarrhea
- Unknown Rash
- Thick and/or persistent colored mucus

For the safety and health of our students and staff, Pathways chooses to use all-natural/chemical-free cleaning products. Our Facility is cleaned and sanitized daily. Deep cleaning using bleach will only take place over weekends or breaks when students are not present.